

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.00.01	Page 1 of 3
	Original Effective Date: 01/06/03	New Effective Date: 10/16/18
	Supersedes: 309.00.01	Dated: 02/26/14
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Inmate Work Placement		

POLICY

The Division of Adult Institutions shall establish guidelines for facilities to maintain a process for placement, removal or transfer of all compensated inmate work assignments.

REFERENCES

Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates

Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

DAI Policy 309.55.04 – Mandatory Education

DAI Policy 300.00.25 – Primary Programs Status

DEFINITIONS, ACRONYMS, AND FORMS

BCE – Bureau of Correctional Enterprise

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-0780 – Inmate Performance Evaluation

DOC-1408 – Inmate Work/Program Placement

DOC-2310 – Inmate Position Description

PROCEDURE

I. Facility Work Assignments

A. The criteria for assigning, removing or continuing an inmate work placement includes:

1. Potential threat to security of the facility.
2. Security level of facility.
3. Assigned custody.
4. Institutional adjustment.
5. Medical/clinical needs including any physical or mental disabilities, behavioral disorders or vulnerabilities.
6. Vocational and educational needs, interests and abilities.
7. Performance in primary programs or work assignment.
8. Refusal or termination of primary program or work assignment.
9. Attitude and motivation.

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10. Limitations on participation due to work assignment availability.
 11. Complexity of training requirements for the work assignment.
 12. Needs of the facility.
 13. Expiration of two year time period within a department.
- B. Facilities shall designate staff to develop a procedure for placement, evaluation and removal of inmates from facility work assignments. Designated staff shall:
1. Screen appropriateness for hire.
 2. Complete DOC-1408.
 3. Complete DOC-2310.
 4. Track work placements, transfers and removals for accurate inmate compensation.
 5. Complete DOC-0780 a minimum of every six months or as needed.
- C. Facility work assignments shall be for no more than two years.
1. The Warden/designee shall approve or deny recommendations to extend work assignments beyond the two year limit.
 2. Extensions shall be reviewed every six months or more frequently, if deemed necessary. Facilities shall develop a procedure for six month re-evaluations.
 3. Inmates removed from a facility work assignment as a result of the two year limitations shall not be reassigned another work assignment in that department for two years.
 4. Inmates who are removed from their work assignment prior to the completion of the two year period, may be reinstated to that department for the remainder of the two year period with approval of the department head.

II. **BCE Work Assignments**

The BCE Director/designee shall ensure that BCE work assignments and removals are completed in accordance with Wisconsin Administrative Code Ch. DOC 313.

Administrator's Approval: _____ **Date Signed:** _____

Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 309.00.01	Page 3 of 3
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Chapter: 309 Resources for Inmates		
Subject: Inmate Work Placement		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other