

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 309.00.01	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 01/06/03	<b>New Effective Date:</b> 10/07/24
	<b>Supersedes:</b> 309.00.01	<b>Dated:</b> 11/21/23
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 9/19/24	
	<b>Required Posting or Restricted:</b>	
<input checked="" type="checkbox"/> <b>PIOC</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> PIOC 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 PIOC work assignments.

## REFERENCES

Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates

Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

DAI Policy 300.00.25 – Primary Programs

DAI Policy 309.55.01 – Inmate Compensation Plan

DAI Policy 309.70.01 – Certified Peer Specialist

DAI Policy 410.30.01 – Screening for Risk of Sexual Abusiveness and Sexual Victimization

## 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

PIOC – Persons in Our Care

## PROCEDURE

### I. Facility Work Assignments

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

1. Potential threat to security of the facility or safety of others.
2. Security level of facility.
3. Assigned custody.
4. Institutional adjustment/conduct reports/discipline.
5. Risk of abusiveness (ROA) or risk of victimization (ROV)

<b>DAI Policy #:</b> 309.00.01	<b>New Effective Date:</b> 10/07/24	<b>Page</b> 2 of 4
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> PIOC Work Placement		

- a. PIOC with a ROV category shall not be placed in an unsupervised work group with PIOC in an ROA category.
  - b. Any work setting that contains PIOC with ROV and ROA categories shall be under direct supervision.
  6. Medical/clinical needs including any physical or mental disabilities, behavioral disorders or vulnerabilities.
  7. Vocational and educational needs, interests and abilities.
  8. Performance in primary programs or work assignment.
  9. Refusal or termination of primary program or work assignment.
  10. Attitude and motivation.
  11. Limitations on participation due to work assignment availability.
  12. Complexity of training requirements for the work assignment.
  13. Needs of the facility.
  14. Expiration of two-year time period within a department/area.
  15. Unit placement and/or moves.
- B. Facilities shall designate staff to develop a procedure for placement, evaluation and removal of PIOC 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 PIOC 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. PIOC removed from a facility work assignment as a result of the two-year limitations shall not be reassigned another work assignment in that department/area for two years.
  4. PIOC who are removed from their work assignment/area 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.

<b>DAI Policy #:</b> 309.00.01	<b>New Effective Date:</b> 10/07/24	<b>Page</b> 3 of 4
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> PIOC Work Placement		

### **III. Removal from Work Assignment Placement**

- A. PIOC who receive disciplinary separation from a conduct report disposition may be eligible for a work assignment upon release from that status pending Warden/designee approval.
  
- B. Facilities shall establish procedures to notify the Business Office of changes in pay status.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 309.00.01	<b>Page</b> 4 of 4
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> PIOC Work Placement		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS AND FORMS**

**FACILITY PROCEDURE**

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

II.

III.

**RESPONSIBILITY**

I. Staff

II. PIOC

III. Other