

DAI Policy 309.06.03 – Non-DOC Personnel, Business & Professional Visitors

Attachment C – Proposals for Third-Party Program Initiatives & Requests for Grant Application Support Effective – 08/20/24

Organizations interested in partnering with the DOC to initiate supportive services for PIOC prior to and/or following discharge from DAI custody should submit written proposals in accordance with the following guidelines. This is not intended to direct third-party goals and objectives. Rather, the recommendations are expected to foster creative program design, increase mutual understanding, and enhance opportunities for successful collaborations.

Program Development

- The Division of Adult Institutions (DAI) Administrator/designee may consider third-party requests to initiate PIOC rehabilitation and community reentry programs within facility(ies), provided the following are clearly defined within the proposal (may not be exhaustive):
 1. Specific DAI site(s) with which the agency is interested in working;
 2. Targeted audience(s) within the PIOC population;
 3. Professional services to be provided to PIOC by third-party agency prior to discharge and/or following discharge from DAI custody;
 4. Program resources including any outside funding or pending grant applications;
 5. Participant recruitment, referral, and screening criteria;
 6. Third-party personnel and/or volunteer roles;
 7. Third-party personnel/volunteer supervision to manage service quality and prevent manipulation;
 8. Third-party personnel/volunteer training requirements (e.g. personal safety, PREA, professional boundaries, referral to mental health or other resources, suicide prevention, etc.);
 9. Confidentiality of protected information (i.e. CHRI, FRPA, HIPAA, PHI, PII);
 10. Record keeping and outcome data/evidence-based practice reporting
 11. Expectations/role of DOC staff members.
- External agencies may initiate this process by contacting DAI central office, or by contacting the relevant facility Warden/designee(s).
- Each Warden/designee(s) shall have authority to accept, decline or subsequently discontinue facility participation in consideration of overall operations, population needs, staffing/workload, available resources, etc.
- DAI staff members shall not be tasked with program development (i.e. items 1 through 11 above) on behalf of third-party organizations.
- DAI facilities shall require Reentry Unit approval/oversight for any third-party or volunteer program which includes cross-division collaboration (i.e. pre- and post-discharge contact with DAI PIOC and/or offenders under DCC supervision).
 1. Parties may be required to engage in a contract or MOU which satisfies all requirements established by the DOC Office of Legal Counsel.
 2. Third-party organization personnel/volunteers shall be subject to the DOC Fraternalization Policy as detailed in Section VII. of this policy.
 3. Third-party personnel/volunteers may not be authorized to enter facility(ies) until contract/MOU is completed (if required).

Grant Applications

- The Office of the Secretary (OOS) has sole authority to offer support for third-parties seeking DOC partnership for grant/funding applications.
 1. Organizations are required to follow guidelines for requesting a letter of support on the DOC Reentry Unit website link under “Additional Resources” for “Grants – Letters of Support” at: <https://doc.wi.gov/Pages/AboutDOC/ReentryUnit.aspx>

2. External agencies must initiate this process by contacting the Reentry Unit a minimum of 4 weeks prior to the application deadline.
 3. The Reentry Unit will require verification of each facility Warden/designee's interest in participating in the proposed program or services.
- The role of DAI facility staff in the application process shall be limited, as noted above under Program Development.
 - Legal counsel may advise initiation of program/contract/MOU be delayed until relevant grants/funding are secured or available.