

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.55.05	Page 1 of 12
	Original Effective Date: 02/01/17	New Effective Date: 04/08/24
	Supersedes: 309.55.05	Dated: 02/01/17
	Administrator's Approval: Sarah Cooper, Administrator – 03/08/24	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Postsecondary Education Opportunities for PIOC		

POLICY

The Department of Corrections, may support, promote and/or provide PIOC opportunities to participate in postsecondary education. Programs supported shall develop foundational skills for employment to enhance successful reentry to the community, provide training for other educational and institutional programs and enhance the decision-making and thinking of PIOC.

REFERENCES

Wisconsin Statutes s. 301.06 – Education and Prevention

Wisconsin Administrative Code s. DOC 309.55 – Compensation

DAI Policy 300.00.08 – Sale of Products Produced and Services Provided by PIOC in Vocational and Non-Vocational Programs

DAI Policy 300.00.26 – Non-DOC Postsecondary

DAI Policy 309.00.01 – Inmate Work Placement

DAI Policy 309.55.01 – Inmate Compensation Plan

DAI Policy 309.55.03 – Adult Basic Education

DAI Policy 309.61.01 – Religious Beliefs and Practices

DOC HR Policy 200.30.307 – Meeting or Maintaining Mandatory Position Requirements

DEFINITIONS, ACRONYMS, AND FORMS

Accredited Program – A university or college accredited by the Higher Learning Commission (HLC) and offering postsecondary education.

Apprenticeship – A system of training practitioners of a trade or profession with on-the-job training and some accompanying education.

BCE – Bureau of Correctional Enterprises

CCEP – Community Corrections Employment Program

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

CTE – Career and Technical Education. Job-readiness training, preparing a student for employment in a specific occupation or industry.

DAI – Division of Adult Institutions

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DOC – Department of Corrections

DOC-9 – Adult Conduct Report

DOC-780 – Inmate Performance Evaluation

DOC-1408 – Inmate Work Program Assignment Placement

DOC-1931 – Education Treatment and Reentry Program Approval

DOC-2310 – Inmate Position Description

DOC-2466 – Incident Report

DWD – Department of Workforce Development

Education and Employment Cross Agency Committee (EECAT) – Committee comprised of DAI Education Director; three DOC facility Education Directors; BCE representative; Reentry Office representative; Department of Public Instruction representative; Wisconsin Technical College System representative; one local Technical College representative and Department of Workforce Development representative.

Higher Learning Commission (HLC) – An independent corporation founded in 1895 as one of several regional institutional accreditors in the United States. HLC accredits postsecondary educational institutions in the North Central region, including Wisconsin.

High School Equivalency Diploma (HSED) – Equivalent to a high school diploma, the Wisconsin Department of Public Instruction maintains a general education diploma (GED) and numerous options to obtain an HSED.

Infinite Campus – Electronic student database.

MOU – Memorandum of Understanding

Nationally Recognized Accrediting Agency – An agency the Secretary of the United States Department of Education recognizes that works to ensure that postsecondary agencies are, for the purposes of Higher Education Act, reliable authorities regarding the quality of education or training offered by the institutions or programs they accredit.

OPS – Office of Program Services

Postsecondary Education – Education received after secondary school (i.e., high school or HSED) Includes degree programs, CTE, apprenticeships and job training.

Pell – A funding source for postsecondary options granted to students from the Department of Education. The grant dollars are given to and administered by colleges

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covering tuition and associated fees. Eligible colleges may use Pell funding to cover tuition/college fees associated with enrollment.

PIOC – Persons in Our Care

Religious Practices Advisory Committee (RPAC) – Committee appointed by the DOC Secretary, comprised of representatives of community religious groups and DOC staff. RPAC provides DOC with guidance and support for religious policies and appropriate accommodations, staff and volunteer training and community outreach.

WCCS – Wisconsin Correctional Center System

WICS – Wisconsin Integrated Corrections System

WTCS – Wisconsin Technical College System

PROCEDURE

I. General

- A. Facilities and/or BCE may offer postsecondary education through accredited schools and industry-recognized training via evidence-based program standards.
- B. The DOC shall establish MOUs or other legally binding contracts with approved programs.
- C. Courses and programs available through organizations and schools not affiliated with DOC via MOU/contract are covered under DAI Policy 300.00.26 Non-DOC Postsecondary.
- D. Facilities and/or BCE shall establish procedures for PIOC to enroll, participate and complete offered programs.
- E. All PIOC who are enrolled shall be placed on an academic hold for the duration of the program. The hold may be reconsidered if:
 1. A cross-disciplinary team decides a potential move is in the PIOC best interest.
 2. The action is based on an urgent security matter done in conference with the DAI Education Director/designee.
- F. Enrollment/pay status is determined by the number of hours of classroom attendance/or equivalent credit conversion (1 semester credit is equal to 1 classroom hour) regularly scheduled weekly.
 1. Full-time status is 12 or more hours.
 2. Part-time status is 5 to 11 hours.
 3. Quarter-time status is 1 to 4 hours.
 4. Section I.F. does not apply to PIOC with BCE apprenticeships.

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- G. Facilities and/or BCE offering postsecondary education shall establish budgets for the programs offered.
 1. Hosted or facilitated program budgets shall clearly distinguish provider responsibilities and DOC funding obligations.
 2. Programs may not be established which create a financial obligation to enrolled PIOC except costs articulated in a separate MOU/contract.
 3. Postsecondary education provided by colleges and universities shall be cost neutral for the DOC.
 4. The DOC shall not remit any funds to or for the postsecondary education except costs articulated in a separate MOU/contract.

- H. Proposed postsecondary education to be offered through public or private colleges and universities and industry backed evidence-based training shall be assessed to ensure DOC compliance with federal and state laws by:
 1. DAI Education Director
 2. EECAT
 3. OPS Director
 4. Office of Legal Counsel (Assessed on a case by case basis)

II. Apprenticeship

- A. Facilities and/or BCE may incorporate apprenticeship opportunities associated with the Department of Workforce Development (DWD).

- B. Facilities and/or BCE desiring to offer apprenticeship programs shall have their programs reviewed and approved by the DOC Apprenticeship Advisory Committee.

- C. Facilities and/or BCE who participate in postsecondary, vocational, work placement/release and certified pre and registered apprenticeship programs shall share information regarding apprenticeship opportunities within and beyond DOC facilities.

- D. DOC Apprenticeship Requirements
 1. The DOC may enter into an apprenticeship contract at DAI facilities and BCE.
 2. The contract shall be approved by the DWD Bureau of Apprenticeship.
 3. Participating facilities and/or BCE shall abide by the apprenticeship contract, DOC Advisory Committee Standards and policies and applicable DWD standards and policies.

- E. Role/Composition of the Apprenticeship Advisory Committee
 1. The DOC shall appoint membership from the following departments to serve as voting members on the committee: DAI facilities (Education Directors), WCCS facilities (designated leadership appointed by WCCS Warden), Re-Entry, BCE, CCEP.
 2. The Advisory committee shall also be composed of consultants (non-voting members) from the following areas: DAI, OPS and DWD.

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3. This committee shall:
 - a. Meet regularly.
 - b. Approve/deny new program and applicant requests.
 - c. Develop and disseminate standards and policies.
 - d. Maintain all apprenticeship records.
 - e. Provide technical assistance to apprentices and participating facilities.
 - f. Regularly review program quality.
 - g. Participate in the advisement of program creation, updates and endings.

F. Specific Exemptions for Apprenticeship

Facilities and/or BCE may be exempt from the following DAI policy requirements only when the PIOC who would normally be subject to them is an apprentice approved by the DOC advisory committee and has a signed apprentice contract.

1. Apprentices shall be exempt from the 2-year maximum workplace assignment outlined in DAI 309.00.01.
2. Facilities and/or BCE normally required to complete forms DOC-0780, DOC-1408 and DOC-2310 in accordance with DAI 309.00.01, shall be exempt.

III. DOC Postsecondary Education Requirements

A. Postsecondary Program Types

1. Type A - DOC-provided CTE Job Training
 - a. Coursework taught by instructors employed by the DOC.
 - b. Curriculum materials and equipment funded by institution and DOC budgets.
 - c. Program offered under accreditation of local (or by agreement with non-local) college and/or industry-based credentials as assessed by EECAT.
 - d. Direct delivery of curriculum inside institution.
 - e. Dedicated classroom and lab space inside the institution for program delivery.
 - f. Credits and coursework completion records maintained by cooperating college or industry-based training.
 - g. Programs offered include technical certificates, technical diplomas or industry-based completion certificates.
 - h. PIOC shall be entitled to institution pay at the education/program rate.
2. Type B - DOC-sponsored, mobile lab CTE Job Training
 - a. Coursework taught by contract instructors.
 - b. Curriculum materials and equipment provided by colleges and/or other DOC allocations.
 - c. Direct delivery of curriculum inside institution.
 - d. Mobile classroom or lab brought into institution grounds for program delivery.
 - e. Credits and coursework completion records maintained by contracted technical college.

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- f. Programs offered include technical certificates and technical diplomas.
 - g. PIOC shall be entitled to institution pay at the education/program rate.
 - 3. Type C - DOC-hosted postsecondary education
 - a. Coursework taught by non-DOC staff.
 - b. Curriculum materials and equipment provided by sponsor organization.
 - c. Direct delivery of the curriculum inside the facilities and/or BCE; may be supplemented with remote delivery through virtual presence or other technology.
 - d. Space made available for program delivery as needed and institution operations permit.
 - e. Programs offered include college degrees, college course completions, industry-recognized credentials or evidence-based certificates.
 - f. PIOC shall be entitled to institution pay at the education/program rate.
 - g. DOC shall not remit any funds to or for DOC-hosted postsecondary education except:
 - i. When the accredited program fully reimburses DOC for those expended funds, in accordance with funding reporting requirements
 - ii. To be applied towards its ordinary function and maintenance of its facilities
 - iii. For funds or resources expended for review, audit, and evaluation
 - iv. When the DOC expands its own funds to be used by the DOC for benefit of the DOC and not for the sole use of a particular accredited program.
 - 4. Type D - DOC-facilitated postsecondary education
 - a. Coursework taught by program sponsor staff.
 - b. Curriculum materials provided by program sponsor.
 - c. Curriculum delivery by means of computer or virtual presence technology.
 - d. Programs funded through tuition paid by Pell Grant, other grants/scholarships and/or self-funded by PIOC that are endorsed via MOU or contracted with DOC.
 - e. Credits and coursework completion records maintained by academic institution delivering curriculum.
 - f. Programs offered include college degrees and college credit courses.
 - g. PIOC shall be entitled to institution pay at the education/program rate.
- B. Participation/considerations:
- 1. Type A programs shall require a vocational need as identified by COMPAS scales and shall meet the academic requirements of the college.
 - 2. Type B programs shall require a vocational need; shall be housed at eligible site by start date of program; meet college eligibility requirements; shall meet minimum behavior standards of the program host site.
 - 3. Type C programs shall meet college requirements; meet program minimum standards for academics.

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4. Type D programs shall meet college/DOC requirements including, but not limited to: ability to pay (financial aid or self-funded; no major conduct reports for one year; no minor conduct reports for education related behavior infraction (as assessed by site staff); and continued participation dependent upon positive institution adjustment, good college standing, and no technology-based infractions.
5. All education program types are subject to ongoing behavioral standards.
 - a. Continuity of program services shall be maintained unless PIOC behavior poses a direct risk to staff.
 - b. Behavioral incidents that do not pose a direct risk to education staff that are considered for removal from the program during the academic term and those that remove a person who is enrolled to continue into an additional academic term.
 - c. All incidents shall be reported to DAI Education Director/designee concurrent with written notice provided to the active PIOC.

C. Curricula

1. OPS' Education Director shall review/approve the accredited program's curricula (including, but not limited to, course-level, program-level and, potentially, lesson based content and instructional practices) to ensure they are consistent with existing DOC postsecondary education needs and adhere to the DOC's applicable legal standards, security considerations and adherence to policy.
2. Grades/records and other pertinent PIOC information shall be maintained per the accredited program's standards and relevant DOC policies.

D. Credentials of Instructional Staff Hired by the DOC

1. Education Directors/designees shall be responsible for hiring appropriately credentialed staff in designated DOC-provided CTE programs in cooperation with the accrediting institution of higher education and/or industry recognized training authority program standards.
2. Instructors shall be responsible for maintaining appropriate credentials and any necessary professional development in their area of instruction in accordance with HR Policy 200.30.307.

E. Credentials of Instructional Staff Hired by the Accredited Program

1. The accredited program shall be responsible for hiring appropriately credentialed staff.
2. Accredited program instructors shall be subject to the terms of the MOU or contract, as well as DOC policies.

IV. Development of New Postsecondary Education Opportunities

- A. Review of postsecondary education proposals shall be coordinated with DAI OPS and the facility's Education Director/designee.
- B. Criteria to be considered when developing new postsecondary Education shall include:

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1. Workforce Development data including available jobs, future job growth in the specified area of programming, barrier to entry for convicted crimes and sustainable wages.
 2. Similar postsecondary education currently offered, including capacity and demand.
 3. Feasibility of attracting qualified instructional staff to teach the program.
 4. Space available in the institution to house the program.
 5. Costs associated with establishing and maintaining the program.
 6. Availability of apprenticeship opportunities.
 7. BCE, work release and facility assignment needs.
- C. Newly proposed postsecondary education to be offered under this policy shall be assessed to ensure DOC compliance with federal and state laws via review by EECAT utilizing form DOC-1931.
- D. Proposals to alter an existing postsecondary education program shall be submitted by the facility's Education Director/designee for review by EECAT. Approved proposals shall be reviewed by DAI OPS Director.
- E. The proposal for ending postsecondary education programs shall consider:
1. Circumstances that necessitate discontinuing the program.
 2. Plan for disposal of equipment and supplies.
 3. Plan for staff position.
 4. Future program consideration.
 5. Costs associated with dis-establishment.
- F. Proposed program dis-establishment plans shall be assessed to ensure DOC compliance with federal and state laws, especially grant fund restrictions, by:
1. DAI Education Director
 2. EECAT
 3. Office of Legal Counsel
 4. Fiscal Services Section, Grant Accountant
- G. Review of Postsecondary Programs
1. Programs may undergo standard onsite evaluation, conducted by accredited program faculty and OPS/Education, in accordance with their respective DOC MOU or contract.
 2. Onsite evaluation may occur and the review may include:
 - a. Education Director/designee interviews.
 - b. Accredited program observation.
 - c. PIOC interviews.
 - d. Instructor interviews.
 - e. Equipment review.
 - f. Review of instructional materials and learning guides.
 - g. Curricula.

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- H. Facilities and/or BCE shall develop a procedure for a reporting process for postsecondary education employment follow-up.
 - 1. Designated staff shall be responsible for data collection, analysis and reporting on an annual basis.
 - 2. This process shall include PIOC who:
 - a. Obtain work assignments related to their postsecondary education.
 - b. Obtain work release employment.
 - c. Obtain job in their area of postsecondary education while under supervision in the community.
 - 3. Data collected by this process shall be made available in Infinite Campus.

V. PIOC Participation and Class Management

- A. PIOC shall meet program eligibility requirements as established by the program provider. Waivers or exceptions may be granted as appropriate.
- B. When enrolling PIOC into postsecondary education the following may be considered:
 - 1. PIOC identified with a vocational primary need.
 - 2. Identified treatment needs including current or impending enrollment.
 - 3. Previous program termination for fault or program refusal.
 - 4. PIOC with five years or less to release may be given priority unless program needs require otherwise.
 - 5. Individual conduct and facility adjustment.
- C. The optimum PIOC/teacher ratio for postsecondary education is one teacher for 12-15 PIOC. Class size may vary according to the nature and requirements of accredited programs and physical limitations or other security concerns.
- D. Program enrollment may be open entry/exit or fixed term depending upon program requirements.
- E. PIOC may be removed from, or denied enrollment in, postsecondary education for any of the following:
 - 1. Documented behavior issues detrimental to the program or facilities security.
 - 2. Lack of motivation, engagement, participation, attendance or involvement indicated by two or more negative performance evaluations within six months.
 - 3. Noncompliance with accredited program requirements.
 - 4. Security-related concerns regarding movement, technology access or other issues as determined by the facility Security Director/designee significantly related to the requirements/operations of Educational programs.
 - 5. Other facility logistical, staffing or technology needs as determined by the facility Education Director/designee.

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F. Alternative means of completing coursework shall be explored in lieu of complete removal where feasible.

VI. Educational Recordkeeping

- A. Facilities and/or BCE shall maintain complete and accurate record of all educational history, progress and completions.
- B. Educational achievements shall be entered into WICS in accordance with the procedures developed by OPS administration.
- C. Infinite Campus learning management system shall be used to record educational activity at each facility in accordance with the procedures developed by OPS administration.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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Chapter: 309 Resources for Inmates		
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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.
 - 1.
 - a.
 - B.
 - C.
- II.
 - A.
 - B.
 - C.

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