

 <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> 309.55.05	<b>Page</b> 1 of 8
	<b>Original Effective Date:</b> 02/01/17	<b>New Effective Date:</b> 02/01/17
	<b>Supersedes:</b> N/A	<b>Dated:</b> N/A
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</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> Postsecondary Education Opportunities for Inmates		

## POLICY

The Department of Corrections, including the Division of Adult Institutions and the Division of Juvenile Corrections, may provide inmates with an opportunity to participate in Postsecondary Education. Postsecondary Education shall provide inmates with a foundation for employment which enhances their successful reentry to the community.

## REFERENCES

Wisconsin Statutes s. 301.6 – Education and Prevention

Executive Directive 25 – Education Certificate Policy

Wisconsin Administrative Code s. DOC 309.55 – Compensation; Exceptions; Refuses any work or program assignment

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

DAI Policy 309.55.01 – Inmate Compensation Plan

DAI Policy 309.55.03 – Adult Basic Education

DAI Policy 309.55.04 – Mandatory Education

DAI Policy 309.61.01 – Religious Beliefs and Practices

## 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 Enterprise

BSI – Badger State Industries

Career Assessment – Tools used by education staff to evaluate and assess inmate skill sets they currently possess or need to develop.

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

CTE – Career and Technical Education

DAI – Division of Adult Institutions

<b>DAI Policy #:</b> 309.55.05	<b>New Effective Date:</b> 02/01/17	<b>Page</b> 2 of 8
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Postsecondary Education Opportunities for Inmates		

DJC – Division of Juvenile Corrections

DOC – Department of Corrections

DOC-9 – Adult Conduct Report

DOC-780 – Offender Performance Evaluation

DOC-2466 – Incident Report (WICS)

Education and Employment Cross Agency Committee – Committee comprised of DAI Education Director; three DOC facility Education Directors; Bureau of Correctional Enterprise representative; Reentry Office representative; DCC Administrator/designee; 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 six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region, which includes Wisconsin.

MOU – Memorandum of Understanding

Nationally Recognized Accrediting Agency – An agency the Secretary of the United States Department of Education determines to be a reliable authority as to the quality of education or training provided by the facilities of higher education and the higher education programs accredited by the agency. This includes public postsecondary vocational education and nurse education.

OPS – Office of Program Services

Postsecondary Education – Education received after secondary school (i.e., high school or high school degree equivalence) through an accredited institution of higher education or higher education program. This includes Bachelor Degree programs and Career & Technical Education (CTE)/vocational programming.

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.

WICS – Wisconsin Integrated Corrections System

WTCS – Wisconsin Technical College System

<b>DAI Policy #:</b> 309.55.05	<b>New Effective Date:</b> 02/01/17	<b>Page</b> 3 of 8
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Postsecondary Education Opportunities for Inmates		

## PROCEDURE

### I. General

- A. Facilities may offer inmates the opportunity to participate in Postsecondary Education through accredited programs.
- B. The DOC shall establish MOUs or other legally binding contracts with accredited programs.
- C. Facilities offering Postsecondary Education shall establish procedures for inmates to enroll, participate and complete Postsecondary Education in accordance with this policy.
- D. Facilities offering Postsecondary Education shall establish budgets associated with Postsecondary Education offered through accredited programs.
  1. Budgets shall include:
    - a. All expenditures associated with program development, including but not limited to, facility renovation, equipment, teacher/staff hiring, curricula, etc.
    - b. Ongoing program costs, including, but not limited to, maintenance of items listed in 1.a.
    - c. Any revenue sources associated with partner education agencies, such as teaching positions, federal grant funds, foundation support, etc.
    - d. Any third-party revenue sources (agencies other than DOC and/or partner education agencies).
  2. Warden/Designee shall be responsible for developing procedures for monitoring Postsecondary Education budgets.
    - a. Partner education agencies and/or third-party organizations shall make program-specific accounting available for audit.
    - b. Expenditures and revenue shall be reviewed annually. Further review may be conducted as needed.
  3. Postsecondary Education provided by private colleges or universities shall be cost-neutral for the DOC. The DOC shall not remit any funds to or for the Postsecondary Education except:
    - a. When the accredited program fully reimburses DOC for those expended funds, in accordance with funding reporting requirements
    - b. To be applied towards its ordinary function and maintenance of its facilities.
    - c. For funds or resources expended for review, audit, and evaluation.
    - d. When the DOC expends its own funds to be used by the DOC for the benefit of the DOC and not for the sole use of a particular accredited program.
- E. Facilities offering Postsecondary Education may incorporate apprenticeship opportunities associated with WTCS.

<b>DAI Policy #:</b> 309.55.05	<b>New Effective Date:</b> 02/01/17	<b>Page</b> 4 of 8
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Postsecondary Education Opportunities for Inmates		

1. Apprenticeship shall be coordinated with the Wisconsin DWD and according to DWD Apprenticeship Standards.
2. Facilities may coordinate apprenticeship with on-site BSI programs or other inmate work assignments.

F. DAI Policy 300.00.08 shall apply to products or services created through Postsecondary Education.

## **II. DOC Postsecondary Education Requirements**

A. The DOC may enter into agreements to offer Postsecondary Education at DAI facilities. The Postsecondary Education shall be offered by HLC accredited programs.

### **B. Curricula**

1. OPS/Education shall review the accredited program's curricula to ensure they are consistent with existing DOC Postsecondary Education needs adhere to the DOC's applicable legal standards.
2. Grades/records and other pertinent student information shall be maintained per the accredited program's standards and relevant DOC policies.
3. Education Directors/Designees and/or accredited programs shall maintain appropriate competency-based curricula, or, when appropriate as determined by the DOC, outcome-based curricula.

### **C. Credentials of Instructional Staff Hired by the DOC**

1. Education Directors/Designees shall be responsible for hiring appropriately credentialed staff in designated CTE programs.
2. Instructors shall be responsible for maintaining appropriate credentials and any necessary professional development in their area of instruction per Executive Directive 25 and Postsecondary Education credentialing process requirements.

### **D. Credentials of Instructional Staff Hired by the Accredited Program**

1. The accredited program shall be responsible for hiring appropriately credentialed staff.
2. Instructors shall be responsible for maintaining appropriate credentials and any necessary professional development in their area of instruction per Executive Directive 25 and Postsecondary Education credentialing process requirements.
3. Accredited program instructors shall be subject to the terms of the MOU or contract, as well as DOC policies.

## **III. 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>DAI Policy #:</b> 309.55.05	<b>New Effective Date:</b> 02/01/17	<b>Page</b> 5 of 8
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Postsecondary Education Opportunities for Inmates		

- B. Criteria to be considered when developing new Postsecondary Education shall include:
1. Workforce Development data including available jobs, future job growth in the specified area of programming and wages.
  2. Geographic proximity of WTCS Postsecondary Education and DOC facilities.
  3. Number and student capacity of identical or similar Postsecondary Education currently offered at other facilities.
  4. Available start-up funding including grants and facility funding and on-going costs in accordance with the Office of Program Services requirements for new program approvals.
  5. Development of new curricula versus the availability of existing curricula.
  6. Availability of apprenticeship opportunities.
  7. BCE, BSI, work release and facility assignment needs.
- C. Proposed Postsecondary Education to be offered through private colleges and universities shall be assessed to ensure DOC compliance with federal and state laws by:
1. OPS Education Director.
  2. Education and Employment Cross Agency Committee.
  3. Office of Legal Counsel.
  4. RPAC, when reviewing faith-based program proposals.

#### **IV. Inmate Assessment and Enrollment Criteria**

- A. DOC may provide career assessments to identified inmates. Career assessments older than five years shall be reviewed for possible update.
- B. Eligible inmates shall be identified as Vocational Primary in WICS, COMPAS or other DOC electronic data tracking application based on education requirements, employment skill gaps, and/or work history.
- C. Inmates shall meet accredited program eligibility requirements.
- D. When enrolling inmates into Postsecondary Education the following may be considered:
1. Inmates identified with a Vocational Primary need.
  2. Identified treatment needs including current or impending enrollment.
  3. Previous program termination for fault.
  4. Program refusal.
  5. Inmates with five years or less to release may be given priority unless accredited program details require otherwise.
  6. Inmates who have completed a career awareness survey indicating an aptitude for the skills offered in the program.
  7. Inmate conduct and facility adjustment.
  8. Apprenticeship opportunities.
  9. Work release in a minimum custody status.
  10. Earned Release Program/Challenge Incarceration Program eligibility.

<b>DAI Policy #:</b> 309.55.05	<b>New Effective Date:</b> 02/01/17	<b>Page</b> 6 of 8
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Postsecondary Education Opportunities for Inmates		

- E. The optimum student/teacher ratio for Postsecondary Education is one teacher for 12-15 students. Class size may vary according to the nature and requirements of accredited programs and physical limitations or other security concerns.
- F. Accredited program curricula and requirements, as well as facility schedule and resources shall determine whether enrollment is open entry/exit or fixed term.

**V. Removal from Postsecondary Education**

Inmates may be removed from Postsecondary Education for any of the following:

- A. Behavior issues documented in DOC-9, DOC-780 or DOC-2466.
- B. Lack of motivation, engagement, participation, attendance or involvement.
- C. Unsatisfactory grades.
- D. Noncompliance with accredited program requirements.
- E. Other facility needs.

**VI. Post-Implementation Evaluation of Accredited Programs**

- A. Accredited programs shall undergo standard onsite evaluation, conducted by accredited program faculty and OPS/Education, in accordance with their respective DOC MOU or contract.
- B. Onsite evaluation may occur and the review may include, at a minimum:
  - 1. Education Director/Designee interviews.
  - 2. Accredited program observation.
  - 3. Student interviews.
  - 4. Instructor interviews.
  - 5. Equipment review.
  - 6. Review of instructional materials and learning guides.
  - 7. Curricula.
- C. DAI shall develop 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 inmates who:
    - a. Obtain work assignments related to their Postsecondary Education.
    - b. Obtain work release employment.
    - c. Obtain jobs in their area of Postsecondary Education while under supervision in the community.
  - 3. Data collected by this process shall be made available in electronic format so as to facilitate sharing of data for multiple purposes.

<b>DAI Policy #:</b> 309.55.05	<b>New Effective Date:</b> 02/01/17	<b>Page</b> 7 of 8
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Postsecondary Education Opportunities for Inmates		

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 309.55.05	<b>Page</b> 8 of 8
<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> Postsecondary Education Opportunities for Inmates		
<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.
    - 1.
      - a.
  - B.
  - C.
- II.
  - A.
  - B.
  - C.