DIVISION OF ADULT INSTITUTIONS **POLICY AND PROCEDURES**	**DAI Policy #:** 325.00.09	**Page** 1 of 7
	Original Effective Date: 07/09/12	**New Effective Date:** 12/13/21
	Supersedes: 325.00.09	**Dated:** 07/01/18
	Administrator's Approval: Sarah Cooper, Administrator – 12/6/21	
	Required Posting or Restricted: [x] **Inmate** [x] **All Staff** [ ] **Restricted**	
Chapter: 325 Temporary Release Under Supervision		
Subject: Project Crews		

POLICY

The Division of Adult Institutions shall provide meaningful work experience to select minimum or community custody inmates housed in minimum security facilities through the establishment of project crews.

REFERENCES

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
DAI Policy 309.55.01 – Inmate Compensation Plan
DAI Policy 325.00.01 – Temporary Release Under Supervision – General
DAI Policy 325.00.08 – Minimum Custody Inmates Off-site Authorization
ASM 600 – Travel-Certification and Mileage Reimbursement
DOC Fleet Driver and Management Policies and Procedures

DEFINITIONS, ACRONYMS AND FORMS

Administrative Fee – An assessed payment to support the project crew program and other items including maintenance of equipment, protective equipment, business office processing and other program resources.

Agency – Governmental or verified non-profit or charitable organization receiving agreed upon project crew services from a facility.

ATR – Alternative to Revocation

Billing Cycle – A four-week period that coincides with two consecutive biweekly inmate pay periods.

Charitable Organization – A type of non-profit organization that centers on non-profit and philanthropic goals as well as social well-being such as educational, religious or other activities serving the public interest or common good. A charitable organization shall be exempt from taxation under Section 501(a) of the Internal Revenue Code and shall be currently licensed by the Department of Safety and Professional Services

CIP – Challenge Incarceration Program

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-0780 –Inmate Performance Evaluation

DOC-2481 – Project Crew Information Sheet

DOC-2481A – Project Crew Checklist

DOC-2482 – Project Crew Release Agreement

DOC-2570 – Inmate Offsite Review

DOC-2571 – Community Site Assessment

DOC-2571A – Community Site Visit Checklist

ERP – Earned Release Program

Itemized Billing Information – An itemized detail of all hours worked.

Project Crew – Agency Supervised – One to five minimum-community custody inmates or ATR offenders approved to perform supervised assignments outside the facility perimeter for agencies with whom the facility has agreed to provide a specified service. Supervision of the project crew is the responsibility of the agency.

Project Crew – Facility Supervised – One to 12 minimum or minimum-community custody inmates or ATR offenders approved to perform supervised assignments outside the facility perimeter for agencies with whom the facility has agreed to provide a specified service. Supervision of the project crew is the responsibility of a facility sergeant.

PROCEDURE

I. General

A. Services shall not be provided outside the boundaries of the State of Wisconsin.

B. Services shall only be provided for governmental or non-profit agencies. Non-profit agencies shall provide written verification of non-profit status to the Superintendent/designee prior to crew being approved.

C. Project crews shall not replace permanent employees, including employees in layoff status, at project sites.

D. Projects crews shall not perform services in or at private residences.

E. Project crew sites shall not be more than 50 miles one way from the facility. The length of the service day, including travel time, shall not incur overtime.

F. All agencies shall agree to participate in an initial orientation and periodic updates at least annually.

G. The types of sites listed below shall also comply with the following requirements:
   1. Schools – Crews may be provided only at times when students are not present.
   2. Fairs, festivals and carnivals – Crews shall provide services for setup and teardown only. Crews shall not be present during the actual hours of operation of the event.
   3. Events where alcohol is available – Project crews shall not provide services during hours in which alcohol is being served.

H. Any approved project crew may be terminated by the Warden/Superintendent at any time.

II. Site Review

A. Agencies shall have no past due invoices before being considered for more services.

B. Agencies shall submit the initial request for services on the DOC-2481.

C. DOC-2571 shall be completed for any potential project crew site.

D. Facility staff shall provide agencies with an initial orientation of project crew guidelines.

E. Facility staff shall ensure that the agency provides any instruction, safety training and safety equipment necessary to perform the agreed upon tasks. Documentation of safety training, instruction and equipment provided shall be completed on the DOC-2571.

F. The DOC-2481A shall be reviewed and signed by both the agency and the facility Warden/Superintendent.

G. Facility supervised crew approval is subject to the availability of facility staff and approval of a site shall not incur staff overtime.

III. Site Denial

A. When an agency request does not meet the criteria set forth in Section I or II, the recommendation to deny shall be documented on DOC-2571 and submitted to the Warden.

B. If the Warden concurs, DOC-2571 shall be submitted to the Administrator.

C. The Administrator shall review the recommendation with the Secretary.

D. The decision of the Secretary is final.

IV. Fees and Inmate Compensation

A. The DAI Administrator/designee shall establish a consistent fee schedule for all project crews.

B. Inmates assigned to project crews are not employees of the agency receiving service and the agency may not negotiate or alter the rate of reimbursement for inmate labor or administrative fees.

C. Project Crew Pay Schedule

Project Crew Type	Inmate Labor Fee	Administrative Fee
CIP/ERP	$2.00/Day/Inmate	$2.00/Day/Inmate
Non-CIP/ERP Agency Supervised	$2.00/Hour/Inmate	$1.00/Hour/Inmate
Non-CIP/ERP Facility Supervised	$1.00/Hour/Inmate	$3.00/Hour/Inmate

D. For non-CIP/ERP facilities, labor and administrative fees are charged for all activities associated with the day's crew assignment to include travel and actual hours of service provided at the project crew site.

E. For CIP/ERP facilities, labor and administrative fees are a set fee as noted in Section IV.C.

F. Project crew inmates shall be compensated at Pay Range 5 for work performed at the facility which is directly related to an approved crew.
   1. This would include cleaning and maintenance of crew equipment as well as related safety training.
   2. These hours are not billable to the agency.

G. Approved inmate drivers who are assigned to a project crew shall receive compensation at the driver rate for expected hours spent driving. These hours are not billable to the agency.

V. Selection of Inmate Workers

A. DOC-2570 shall be completed for all inmates before consideration for project crew positions as outlined in DAI Policy 325.00.08.

B. Only the Warden/Superintendent is authorized to permit inmates to leave the facility for participation on project crews.

C. Inmates are required to read and sign DOC-2482.

VI. Facility Requirements

A. Facility staff shall ensure inmates are using equipment which has been properly maintained and is in safe working condition.

B. Facility staff shall ensure inmates have clothing suitable for participation on approved project crew.

C. Facility staff shall ensure the inmate is provided a nutritionally adequate meal as appropriate.

VII. Agency Requirements

A. Agencies shall provide proof of insurance to transport inmates.

B. Agencies are required to provide necessary tools, equipment and safety equipment.

C. Agencies are required to provide training to inmates on the safe and proper use of equipment.

VIII. Responsibilities

A. Supervision
1. Inmates shall be supervised by either facility staff or an approved agency supervisor.
2. The assigned supervisor shall visually confirm the location of all project crew inmates at least once every 30 minutes.
3. A minimum of one site review every two weeks shall be conducted by facility staff at project sites with agency supervision and documented on the DOC-2571A.
4. The supervisor shall report immediately to the facility any inmate rule violations or any inmate(s) whose presence cannot be confirmed.
5. If an inmate is injured at the project site, immediate, necessary and appropriate medical response shall be provided.
6. All injuries shall be reported by the supervisor to the facility as soon as possible.

B. Reporting
1. Facilities shall maintain approved DOC-2571 in a location accessible to facility staff responsible for supervision of project crews.
2. Facility staff shall maintain an up-to-date monthly project crew calendar.
3. Facility staff shall maintain an accurate sign-in/sign-out log indicating date and time of each inmate's departure and return from an approved project crew site.
4. Facility staff shall provide agencies with DOC-0780.

5. Facility staff and agencies shall complete and forward to facility designee a DOC-0780 by the 10th of each month for the preceding month and within 10 days of the conclusion of an inmate's assignment to a project crew.

IX. Billing

A. Agencies shall provide facilities with all of the following:
   1. Billing address.
   2. Name of the billing contact.
   3. Phone number and email for the billing contact.
   4. Detailed daily listing of hours worked by each inmate. This shall be submitted to the facility within three days of the end of each billing cycle.

B. Facility staff shall provide detailed, itemized billing information within five business days of the end of each billing cycle to the Business Office to include all of the following:
   1. Name of the agency.
   2. Billing address.
   3. Name of the billing contact.
   4. Phone number and email for the billing contact.

C. The Business Office is responsible for:
   1. Creating an invoice for the reimbursement of facility costs incurred and mailing to the agency.
   2. Following on past due invoices.
   3. Receipting payments.
   4. Completing required annual reporting.
   5. Responding to questions about billing errors and referring questions related about costs billed to facility staff for response.

D. Agencies shall remit payment to the Business Office for services received within 30 days of receipt of an invoice.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 00/00/00	**DAI Policy Number:** 325.00.09	**Page** 7 of 7
New Effective Date: 00/00/00	**Supersedes Number:**	**Dated:**
Chapter: 325 Temporary Release Under Supervision		
Subject: Project Crews		
Will Implement ☐ As written ☐ 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