

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 325.00.09	Page 1 of 7
	Original Effective Date: 07/09/12	New Effective Date: 05/29/24
	Supersedes: 325.00.09	Dated: 12/13/21
	Administrator's Approval: Sarah Cooper, Administrator – 05/03/24	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> 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 PIOC 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 PIOC 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 PIOC 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

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DOC – Department of Corrections

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.

PIOC – Persons in Our Care

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

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

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 verification of non-profit status to the Warden/designee prior to crew being approved.
- C. Project crews shall not replace employees, including employees in layoff status.
- D. Projects crews shall not perform services in or at private residences.

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- 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 and annual orientation.
- 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/designee 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 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/designee.
- G. Facility supervised crew approval is subject to the availability of facility staff and 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 of this policy, the recommendation to deny shall be documented on DOC-2571 and submitted to the Warden/designee.

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- B. The Warden shall review the DOC-2571 and make a final determination.
- C. Notice of a denial shall be provided to the DAI Administrator and the DOC Deputy Secretary.

IV. Fees and PIOC Compensation

- A. The DAI Administrator/designee shall establish a consistent fee schedule for all project crews.
- B. PIOC 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 PIOC labor or administrative fees.
- C. Project Crew Pay Schedule

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

- 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 of this policy.
- F. Project crew PIOC shall be compensated at Pay Range 5 in accordance with DAI policy 309.55.01 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 PIOC 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 PIOC Workers

- A. DOC-2570 shall be completed for all -PIOC before consideration for project crew positions as outlined in DAI Policy 325.00.08.
- B. Only the Warden/designee is authorized to permit PIOC to leave the facility for participation on project crews.

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C. PIOC shall read and sign DOC-2482 prior to participating in or working on a project crew.

VI. Facility Requirements

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

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

C. Facility staff shall ensure the PIOC is provided a meal.

VII. Agency Requirements

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

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

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

VIII. Responsibilities

A. Supervision

1. PIOC 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 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 PIOC rule violations or any PIOC whose presence cannot be confirmed.
5. If PIOC 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 PIOC departure and return from an approved project crew site.

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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 PIOC. 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 shall:
 - 1. Create an invoice for the reimbursement of facility costs incurred and mailing to the agency.
 - 2. Follow on past due invoices.
 - 3. Receipt payments.
 - 4. Complete required annual reporting.
 - 5. Respond 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		
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Chapter: 325 Temporary Release Under Supervision		
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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.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other