

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 325.00.10	Page 1 of 6
	Original Effective Date: 07/09/12	New Effective Date: 07/01/18
	Supersedes: 325.00.10	Dated: 11/01/15
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 325 Temporary Release Under Supervision		
Subject: Community Services		

POLICY

The Division of Adult Institutions shall provide a meaningful community service experience to select minimum or community custody inmates housed in minimum security facilities.

REFERENCES

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

DAI Policy 325.00.01 – Temporary Release Under Supervision – General

DAI Policy 325.00.08 – Minimum Custody Inmates Off-Site Authorization

ASM 600 – Travel and Related Provisions

DOC Fleet Driver and Management Policies and Procedures

DEFINITIONS, ACRONYMS, AND FORMS

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

ATR – Alternative to Revocation

CIP – Challenge Incarceration Program

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 must be exempt from taxation under Section 501(a) of the Internal Revenue Code and must be currently licensed by the Wisconsin Department of Regulation and Licensing.

Community Service – 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 community service is the responsibility of the agency.

Community Service – 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 community service is the responsibility of a facility staff.

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Community Service Database – A central database created to report the monthly hours and assignments of approved community service crews.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2570 – Inmate Offsite Review

DOC-2571 – Community Site Assessment

DOC-2571A – Community Site Visit Checklist

DOC-2482 – Project Crew Release Agreement

ERP – Earned Release Program

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 charitable organizations. Charitable organizations shall provide written verification of non-profit status to the Superintendent/designee prior to the crew being approved.
- C. Community services shall not replace permanent employees, including employees in layoff status, at project sites.
- D. Community service crews shall not perform services in or at private occupied residences.
- E. Community service 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 annual update/review.
- G. The types of service sites listed below must also comply with the following requirements:
 1. Schools – Services may be provided only at times when students are not present.
 2. Fairs, festivals and carnivals – Crews may provide services for setup and teardown only. Crews shall not be present during the actual hours of operation of the event.

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3. Events where alcohol is available – Community service crews may not provide services during hours in which alcohol is being served.
 - H. Each facility shall enter up-to-date monthly community service crew information into a central database.
 - I. Any approved community service may be terminated by the Warden/ Superintendent at any time.
- II. Site Review**
- A. DOC-2571 must be completed for any potential community service site.
 - B. Facility staff shall provide agencies with an initial orientation.
 - C. A minimum of one site review every two weeks shall be conducted by facility staff at community service sites with agency supervision and documented on the DOC-2571A.
 - D. Facility staff shall ensure the agency provides any instruction and safety training.
 - E. Agencies may be required to provide safety equipment necessary to perform the agreed upon tasks.
 - F. 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, the 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. Inmate Compensation**
- A. Inmates assigned to community service are not employees of the agency receiving service.
 - B. Inmates performing community service are not compensated.
 - C. Approved inmate drivers who are assigned to a community service crew shall receive additional compensation at the driver rate for expected hours spent driving. These hours are not billable to the agency.

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V. Selection of Inmate Workers

- A. DOC-2570 shall be completed for all inmates before consideration for community service 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 community services.
- C. Inmates are required to read and sign DOC-2482.

VI. Facility Requirements

- A. Facility staff must ensure inmates are using equipment which has been properly maintained and is in safe working condition.
- B. Facility staff must ensure inmates have clothing suitable for participation on approved community service.
- 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 may be required to provide necessary tools, equipment and safety equipment and to provide training as necessary.

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 community service inmates at least once every 30 minutes.
 - 3. The supervisor shall report immediately to the facility any inmate rule violations or any inmate(s) whose presence cannot be confirmed.
 - 4. If an inmate is injured at the site, immediate, necessary and appropriate medical response shall be provided.
 - 5. 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 community services.
 - 2. Facility staff must maintain an up-to-date monthly community service 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 community service site.

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Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 00/00/00	DAI Policy Number: 325.00.10	Page 6 of 6
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 325 Temporary Release Under Supervision		
Subject: Community Services		
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. Inmate

III. Other