 <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> 309.00.01	<b>Page</b> 1 of 8
	<b>Original Effective Date:</b> 01/06/03	<b>New Effective Date:</b> 03/16/20
	<b>Supersedes:</b> 309.00.01	<b>Dated:</b> 10/16/18
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Work Placement		
<b>Guidance Document</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Posting date</b> 03/09/20		

**POLICY**

The Division of Adult Institutions shall establish guidelines for facilities to maintain a process for placement, removal or transfer of all compensated inmate work assignments.

**REFERENCES**

Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates

Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

DAI Policy 309.55.04 – Mandatory Education

DAI Policy 300.00.25 – Primary Programs Status

DAI Policy 309.55.01 – Inmate Compensation Plan

**DEFINITIONS, ACRONYMS, AND FORMS**

BCE – Bureau of Correctional Enterprise

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-0780 – Inmate Performance Evaluation

DOC-1408 – Inmate Work/Program Placement

DOC-2310 – Inmate Position Description

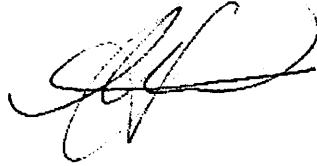
**PROCEDURE****I. Facility Work Assignments**

- A. The criteria for assigning, removing or continuing an inmate work placement includes:
1. Potential threat to security of the facility.
  2. Security level of facility.
  3. Assigned custody.
  4. Institutional adjustment.
  5. Medical/clinical needs including any physical or mental disabilities, behavioral disorders or vulnerabilities.
  6. Vocational and educational needs, interests and abilities.
  7. Performance in primary programs or work assignment.

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8. Refusal or termination of primary program or work assignment.
  9. Attitude and motivation.
  10. Limitations on participation due to work assignment availability.
  11. Complexity of training requirements for the work assignment.
  12. Needs of the facility.
  13. Expiration of two year time period within a department.
- B. Facilities shall designate staff to develop a procedure for placement, evaluation and removal of inmates from facility work assignments. Designated staff shall:
1. Screen appropriateness for hire.
  2. Complete DOC-1408.
  3. Complete DOC-2310.
  4. Track work placements, transfers and removals for accurate inmate compensation.
  5. Complete DOC-0780 a minimum of every six months or as needed.
- C. Facility work assignments shall be for no more than two years.
1. The Warden/designee shall approve or deny recommendations to extend work assignments beyond the two year limit.
  2. Extensions shall be reviewed every six months or more frequently, if deemed necessary. Facilities shall develop a procedure for six month re-evaluations.
  3. Inmates removed from a facility work assignment as a result of the two year limitations shall not be reassigned another work assignment in that department for two years.
  4. Inmates who are removed from their work assignment prior to the completion of the two year period, may be reinstated to that department for the remainder of the two year period with approval of the department head.
- II. BCE Work Assignments**
- The BCE Director/designee shall ensure that BCE work assignments and removals are completed in accordance with Wisconsin Administrative Code Ch. DOC 313.
- III. Removal from Work Assignment Placement**
- A. Inmates who receive disciplinary separation from a conduct report disposition shall be eligible for a work assignment upon release from that status but not less than (90) ninety days from the disposition.
- B. Facilities shall establish procedures to notify the Business Office of changes in pay status.

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**Administrator's Approval:** \_\_\_\_\_

\_\_\_\_\_

**Date Signed:** 02/27/20

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

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<b>New Effective Date:</b> 04/15/21	<b>Supersedes Number:</b> N/A	<b>Dated:</b> N/A
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Work Placement		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> Jason Benzel, Warden		

**DEFINITIONS, ACRONYMS AND FORMS**DCI – Dodge Correctional InstitutionDOC-9 – Adult Conduct ReportDOC-761 – Interview/Information Request Spanish/EnglishDOC-780A – Inmate Work Assignment EvaluationGP – General PopulationIWAC – Inmate Work Assignment CommitteeJob Classification Memo – Weekly memo from Support Services listing new hires and job changesRC – Reclassification Committee (formerly PRC)Reception – Status of inmate during Initial ClassificationWork Coordinator – Security Supervisor, assigned by the Warden, who reviews inmate work placement requests.WPTR memo – Work Placement Temporary Restriction; temporary lay-off pending conduct report results.**FACILITY PROCEDURE****I. General Guidelines**

- A. Work Supervisors may refer any inmate worker for review of job assignment or removal at any time.
- B. Discrimination in work assignments is not permitted.
- C. Reasonable accommodations may be made for inmates reporting a need for accommodation due to a qualified disability.
- D. Work assignments shall be consistent with available resources, security needs, and medical/clinical restrictions.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

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- E. All GP inmates, with the exception of medically unassigned inmates shall perform an inmate work assignment.
  - F. Reception status inmates shall not be placed in paid work assignments.
  - G. The Work Supervisor shall ensure all DOC-2310s reflect current responsibilities.
  - H. DOC-2310s shall be maintained by the IWAC.
  - I. The Business Office shall maintain a spreadsheet for inmate work assignments and dates of placement for accurate inmate compensation.
  - J. Job assignments shall be processed on Wednesday, posted on Thursday and effective on Sunday. Exceptions may be made for critical facility needs.
  - K. Inmates shall serve a 60 day probation period beginning the effective date of the job assignment.
  - L. After an initial work assignment, inmates shall remain in subsequent work assignments for a minimum of 60 days before a work assignment change is permitted.
    - 1. Exceptions include:
      - a. A work assignment change between departments if both Work Supervisors agree.
      - b. A change in medical classification occurs.
    - 2. The Work Coordinator shall make the final decision.
  - M. Inmates may appeal a work assignment decision to the Warden through the inmate complaint process.
  - N. Department heads shall designate inmate Work Supervisors.
- II. Work Placement Assignments – Initial**
- A. A GP inmate shall be in Involuntary Unassigned status until the inmate is either assigned a job in Food Service or secures a job on his own.
  - B. New arrivals to DCI GP shall be reviewed for assignment to the Food Service Department unless:
    - 1. Medical restrictions exist.
    - 2. Special work skills are identified that would be of benefit to another department.
  - C. Social Worker shall:
    - 1. Review "Positions" spreadsheet for GP admissions and initiate the inmate's work assignment.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

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2. Evaluate any medical or security restrictions preventing assignment.
3. Interview the inmate regarding work assignment and complete the DOC-1408.
4. Forward DOC-1408 to Support Services.

D. Support Services shall complete the Job Change Results and email to appropriate staff.

**III. Work Placements**

A. Work Supervisor shall:

1. Post work assignment vacancies in the DCI Weekly Bulletin and/or on GP units. If vacancy has been posted within the last 30 days, Work Supervisors may use existing list of applicants.
2. Review inmate's request for work assignment. If the inmate's previous assignment has not reached the 60 day requirement, confer with current Work Supervisor to discuss a change in assignment.
3. Interview applicant for vacant position. Interview documentation shall be maintained by Work Supervisor for 30 days following the filling of a position.
4. Forward inmate's job application to the Work Coordinator to request referral for assignment to the position on DOC-1408.
5. Work Supervisors shall review the two-year waiting period for an inmate to return to the department after removal.

B. Social Worker shall:

1. Receive approved job application.
2. Evaluate any medical or security restrictions which may prevent assignment.
3. Complete DOC-1408 and forward to Support Services.

C. Work Coordinator shall approve or deny:

1. Job applications.
2. Work assignments.
3. DOC-1408s.

D. Support Services shall:

1. Complete Job Change Results Memo.
2. Email Job Change Results Memo to the distribution list.
3. Make copies for units.
4. Post jobs as needed.

**IV. Work reassignment within the same department during the two-year period:**

A. Does not require action by the Work Coordinator.

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- B. A DOC-1408 shall be completed and sent to the Business Office to update the inmate's position in WICS.

**V. Work Placement Extensions**

- A. Support Services shall send reminders to Work Supervisors approximately six weeks before the two-year period is complete.
- B. Work Supervisor shall submit written justification to the Work Coordinator for review and recommendation for inmates nearing the two years in the same department but desiring continued placement.
- C. Work Coordinator shall review the recommendations and submit any requests to the Warden that warrant approval.
- D. Work Coordinator shall reevaluate work placements every six months or more frequently, if deemed necessary, for inmates exceeding the two-year limit and notify Work Supervisor in advance of inmate's removal.

**VI. Work Placement Removals**

- A. Support Services shall send reminders to Work Supervisors approximately six weeks before the two-year period is complete.
- B. Social Worker shall complete the DOC-1408, including comments and forward to Support Services.
- C. Negative removals
  1. Inmates not meeting the expectations listed in their job description during the probationary period shall be removed from the work assignment. The Work Supervisor shall complete a DOC-1408, placing the inmate into Voluntary Unassigned status and shall then forward it to the Social Worker.
  2. After probationary period, inmates may be removed from their work assignment after receiving more than one DOC-780A demonstrating the inmate is consistently not meeting expectations listed in their position description. There shall be a minimum of 14 days between evaluations.
  3. Inmates who have been found guilty of a work-related DOC-9 may be removed from the work assignment through completion of a DOC-1408 by the Work Supervisor, not given as a disciplinary disposition.
  4. Neither a DOC-780A nor a DOC-1408 is required for removal due to a status change resulting from a disciplinary disposition.
  5. Imposition of disciplinary separation shall result in immediate removal from the work assignment.

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- D. Medical Removals shall occur when:
1. The inmate has a medical issue requiring 30 days or longer absence from work, excluding work-related injuries.
  2. The inmate has a work-related injury requiring more than a 60 day absence.

**VII. Work Placement Temporary Restrictions**

- A. The Work Supervisor may refer an inmate to the Work Coordinator for placement on temporary restriction from assignment.
- B. The Work Coordinator may complete a WPTR memo with documentation outlining reasons for a temporary restriction from the work assignment if any of the following situations occur:
1. Work Supervisor indicates a referral for work assignment removal is imminent and in the best interest of the work area. The inmate is not to report to the work assignment until after a decision is rendered.
  2. An investigation is being conducted which necessitates restriction from the work area.
  3. Inmate has received a DOC-9.
- C. An inmate under temporary restrictions shall:
1. Not go to work during this period of time nor participate in any recreational activities during his normal work hours.
  2. Continue to receive his pay during the review.

**VIII. Work Evaluations**

- A. Work Supervisor shall:
1. Generate DOC-780A at required frequency for all assigned inmate workers.
  2. Review completed DOC-780A with the inmate.
    - a. Allow inmate to enter his comments on the DOC-780A and sign.
    - b. If the inmate refuses to sign or is unavailable, this shall be indicated under the Inmate Comment section.
  3. Forward DOC-780A to Social Worker for filing in Social Services file.
- B. Evaluation frequency shall be completed:
1. On or before the 60 day probationary period expires.
  2. At a minimum of every six months.
  3. As needed after completion of probationary period.
  4. Upon internal department assignment change (e.g. Kitchen Custodian to Kitchen Chef).
  5. As requested by staff to document performance.
- C. Inmates shall be advised by the Work Supervisor if the probationary period is successfully completed.