 <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 7
	<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"/> <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> Inmate Work Placement		
<b>Guidance Document</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <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

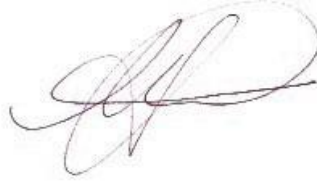
**PROCEDURE****I. Facility Work Assignments**

- 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.

<b>DAI Policy #:</b> 309.00.01	<b>New Effective Date:</b> 02/26/14	<b>Page</b> 2 of 7
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Work Placement		

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.

<b>DAI Policy #:</b> 309.00.01	<b>New Effective Date:</b> 02/26/14	<b>Page</b> 3 of 7
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Work Placement		



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

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

\_\_\_\_\_

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Kettle Moraine Correctional Institution		
<b>Original Effective Date:</b> 12/15/06	<b>DAI Policy Number:</b> 309.00.01	<b>Page</b> 4 of 7
<b>New Effective Date:</b> 04/09/21	<b>Supersedes Number:</b> 309.00.01	<b>Dated:</b> 8/10/20
<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> Warden Jon Noble		

**DEFINITIONS, ACRONYMS, AND FORMS**

DOC-2118 – Offender Work Assignment Application

DOC-0780A – Work Assignment Evaluation

INVUNA – Involuntary Unassigned Status – Inmates indicating a willingness to accept any work assignment will be placed in this status. Individuals in this status will be eligible for work assignments. Inmates in this status may be placed in vacant work assignments.

VUNA – Voluntary Unassigned Status – Inmates who refuse or are negatively removed from a work assignment will be placed in VUNA status and shall not be compensated for a minimum of 90 days.

Work Area Supervisor– Staff who hire/supervise/terminate inmate workers for an area.

Department Supervisor – Correction Program Supervisors, Maintenance Supervisor, Food service supervisors

Education designee/Treatment Specialist/Program Provider – Staff who place inmates in education or treatment program.

**Note: All start dates, status changes, and pay rates will take effect as determined by the Business Office.**

**FACILITY PROCEDURE**

- I. Facility Work Assignments
  - A. All inmates in a non-punitive status as defined by DOC Administrative Code ch. 303, upon arrival at Kettle Moraine Correctional Institution, shall be placed in INVUNA status until given the opportunity for placement in an appropriate work/program assignment.
  - B. Inmates in INVUNA status may be called for cleaning detail, snow removal, or other temporary work activities dependent upon institution needs.
  - C. All interested applicants must submit a DOC-2118 to the Work Area Supervisor.
  - D. Prior to hiring an eligible inmate, the Work Area Supervisor shall ensure position is available to be filled and no medical, psychological, or security concerns preventing the hire.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Kettle Moraine Correctional Institution		
<b>New Effective Date:</b> 04/09/21	<b>DAI Policy Number:</b> 309.00.01	<b>Page</b> 5 of 7
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Work Placement		

- E. Inmates accepting a new work assignment are required to make a commitment of a minimum of 90 days. Inmates who break this commitment shall be placed into VUNA status for a minimum of 90 days.
- F. School placement is considered a program, not a work assignment.
- G. Inmate Work Area Supervisor/education designee shall sign and ensure the DOC-780A is signed by the inmate. An inmate's refusal to sign the DOC-780A must be documented on the form and distribute.

**II. RESPONSIBILITIES****A. Work Area Supervisors**

1. Start/stop inmates in their work/program assignment as documented on the final DOC-1408 following the posting of job changes.
2. Complete a DOC-1408 when starting/stopping inmate in their work/program assignment, sign and forward to the Department Supervisor.
3. Inmates may not be compensated until the DOC-1408 has been processed by the Business Office and has been added to the payroll. At the discretion of the inmate Work Area Supervisor, inmates may volunteer to begin a work assignment prior to the job change without pay.
4. Complete a DOC-1408 removing a unit worker from a unit job assignment when moving to another unit.
5. Track inmate job assignments to ensure compliance with the two year assignment limitation.

**B. Education designee/Program Provider**

1. Complete and sign a DOC-1408 for each inmate starting/stopping/withdrawing from programs.
2. Forward the DOC-1408 to the Business Office by Wednesday 12:00 pm.

**C. Department Supervisors**

1. Review the DOC-1408 submitted by inmate Work Area Supervisor.
2. Document reason for denial or any special conditions.
3. Sign and return the denied DOC-1408 to the inmate Work Area Supervisor.
4. Sign and forward approved DOC-1408 to the Administrative Captain/designee by Wednesday 12:00 pm.

**D. Administrative Captain/designee**

1. Review the DOC-1408 and approve or deny the work placement.
2. Document the reason for denial, sign and return the DOC-1408 to the inmate Work Area Supervisor for appropriate action.
3. Sign the approved DOC-1408 and forward to the Business Office by Wednesday at 3:00 pm.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Kettle Moraine Correctional Institution		
<b>New Effective Date:</b> 04/09/21	<b>DAI Policy Number:</b> 309.00.01	<b>Page</b> 6 of 7
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Work Placement		

**E. Social Worker/Treatment Specialist**

1. Complete a DOC-1408 when inmates are requesting to be placed in an INVUNA status after 90 days of being in a VUNA status or requesting to be placed in a VUNA status from an INVUA status
2. Sign and forward the DOC-1408 to the Business Office by Wednesday 12:00 pm.

**F. Business Office**

1. Review the DOC-1408 for completeness.
2. Process and document all the start/stop dates on the DOC-1408.
3. Verify all job changes are accurate and available by Friday at 3:00 pm for effective Sunday start/stop date.
4. If an issue occurs with an inmate's work assignment, the Business Office shall work with the inmates Work Area Supervisor/education designee/Treatment Specialist to correct the issue prior to Friday at 3:00 pm.
5. Post job assignments by end of business day prior to Sunday start/stop date.
6. If DOC-1408 is received after the Wednesday 3:00 pm deadline, they will not be processed until the following week.
7. Place inmates in VUNA status when a disposition of disciplinary separation is received. VUNA status shall be effective for 90 days beginning on the disposition date.

**IV. Assignment Removal****A. An inmate may be removed from his current assignment with the Department Supervisor's approval after the following:**

1. Two unsatisfactory work evaluations from the inmate Work Area Supervisor/education designee which are completed at least two weeks apart.
2. A finding of guilt on a work related conduct report.
3. An inmate has been absent from work for more than thirty (30) days and the Work Area Supervisor has reviewed and determined the inmate is unable to perform duties or special conditions of the position.
4. Requests due to security or safety concerns which are approved by Security Director.

**B. Removal from a work assignment shall not be given as a conduct report disposition.****V. Two-Year Extensions for extraordinary circumstances**

- A. The Department supervisor shall complete a DOC-1408 and submit to the Administrative Captain/designee for review and submission to the Warden/designee.**

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Kettle Moraine Correctional Institution		
<b>New Effective Date:</b> 04/09/21	<b>DAI Policy Number:</b> 309.00.01	<b>Page</b> 7 of 7
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Work Placement		

- B. Warden/designee shall document on the DOC-1408 if the extension is approved/denied and return to the Administrative Captain/designee.
  - C. Administrative Captain/designee receives the approved/denied DOC-1408 from the Warden/designee and submit it to the Business Office for processing and distribution.
  - D. When an extension has been approved.
    - 1. The Department Supervisor shall submit a DOC-1408 for review of the extension every six months to the Administrative Captain/designee.
    - 2. Follow steps as outlined in V. B & C in this facility procedure.
- VI. Appeal**
- A. The inmate may appeal the removal decision from work assignments, program or education within 14 days of decision date by submitting a written appeal and supporting documentation to the Deputy Warden/designee.
  - B. The Deputy Warden shall review all pertinent documentation and make a final determination within 30 days of receipt of the inmate's written appeal.