 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.00.01	Page 1 of 7
	Original Effective Date: 01/06/03	New Effective Date: 03/16/20
	Supersedes: 309.00.01	Dated: 10/16/18
	Administrator's Approval: Makda Fessahaye, Administrator	
	Required Posting or Restricted: <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
Chapter: 309 Resources for Inmates		
Subject: Inmate Work Placement		
Guidance Document <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Posting date 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

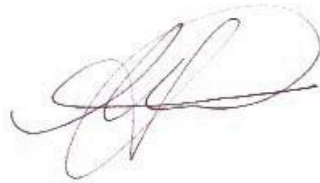
PROCEDURE**I. Facility Work Assignments**

- 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: _____

Name, Title, Department

Date Signed: 02/27/20

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Prairie du Chien Correctional Institution		
Original Effective Date: 03/03/01	DAI Policy Number: 309.00.01	Page 4 of 7
New Effective Date: 07/02/21	Supersedes Number: 309.00.01	Dated: 08/13/20
Chapter: 309 Resources for Inmates		
Subject: Inmate Work Placement		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Peter J. Jaeger		

REFERENCES**DEFINITIONS, ACRONYMS, AND FORMS**DOC-761 - Interview / Information RequestDOC-780A – Work Assignment EvaluationDOC-2118 – Offender Work Application

Assessment and Evaluation – A & E

INVUNA - Involuntary Unassigned status - paid status, awaiting placementTLU – Temporary Lock UpVUNA - Voluntary Unassigned status - non-paid statusSPED – Special Education**FACILITY PROCEDURE****I. Jobs Workgroup**

A. Oversight of work by inmates at PDCI shall be implemented by a workgroup:

1. Financial Program Supervisor (chair)
2. Education Director
3. Food Service Administrator
4. Administrative Captain
5. Corrections Program Supervisors
6. Building & Grounds Superintendent
7. Corrections Management Services Director (CMSD)

B. All work assignment changes shall be documented on a DOC-1408 and approved by a Jobs Workgroup member prior to submission to the business office for final approval and processing.

C. Inmates may appeal a job change to the Jobs Workgroup within ten (10) days of the decision. At least two members of the Jobs Workgroup will review appeals.

II. Work Assignments

A&E designated program needs will have priority over work assignments regardless of when they were assigned.

A. Work Positions

1. Jobs workgroup will maintain a listing of jobs and assigned pay ranges.
2. Job positions created, modified, or deleted must be reviewed and approved by the area department head. All job changes must be submitted to the Jobs Workgroup for final approval.

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3. All jobs will have a completed DOC-2310 which includes a job description and work rules approved by the area workgroup member.
 - a. The DOC-2310 must be reviewed and signed by the inmate prior to the start of work.
 - b. Updated blank DOC-2310's shall be maintained in the designated PDCI group folder by the area workgroup member.
 4. Certain positions may require specific clothing/footwear for security reasons or for the safety of the inmate.
- B. Employment Postings**
1. General information on work areas within the institution shall be provided to all new inmates at orientation.
 2. Inmates may request a job by submitting a DOC-2118 to the work supervisor.
 3. Inmates shall be provided written notification if they apply for a work assignment and do not receive the placement.
 4. Each department may use its own hiring practice.
- C. Regular Work/School/Program Assignments**
1. DOC-1408s are due in the business office by 1:00 pm on Thursdays.
 - a. Work and school assignment changes take effect on the Sunday following the submission and approval. Program assignment changes take effect the actual date of the placement/removal.
 - b. Staff may describe recommended changes in the "comments" section.
 - c. Inmates being removed from a work/school/program assignment must be given the opportunity to review and sign the DOC-1408. Staff shall indicate if the inmate refuses to sign.
 - d. Staff requesting the assignment placement must include their name under "Authorizing Signature: (Inmate Supervisor - Required)". The form may be e-mailed to the area workgroup member.
 - e. The area workgroup member shall include his/her name under "Authorizing Signature: Jobs Committee Member" before printing, signing, and forwarding to business office.
 2. Inmates under the age of 18 years not having a high school diploma or a GED/HSED and SPED students under the age of 21 years shall be placed in a school assignment. They may be assigned to part-time work that complements their school schedule.
 3. Inmates placed into work and school assignments are required to remain in those assignments for a minimum of 90 days.
 4. Exceptions for work transfer prior to completion of the 90 days may be made with the approval of the affected area work supervisor(s).
 5. Inmates within the 90 day work assignment may not start classes/programs that interfere with the work schedule without approval of the work supervisor unless the class/program is a classification need.

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D. Temporary Work Assignments

1. Inmates in INVUNA status may be assigned to complete temporary work by any staff member.
2. Unanticipated and immediate assignments such as snow removal, spill clean ups, etc. or to fill in for another worker in TLU status, sick cell, etc. may be required while remaining in INVUNA.
3. When there are no applicants for a position vacancy or when a work supervisor/designee deems it necessary to do so, an inmate can be chosen from INVUNA status to fill the vacancy.
 - a. Inmates shall be placed into the work assignment and receive compensation at the appropriate pay rate for the position.
 - b. Assignments shall be a minimum of 90 days. After 90 days, the inmate shall not be automatically removed from the assignment but may request to be removed by submitting a two-week notice.
4. Refusal of a temporary work assignment will result in a conduct report and placement into VUNA status.
5. Inmates in VUNA status shall NOT be assigned to temporary work.

III. Work Performance & Status Change

- A. The work supervisor must submit a completed DOC-1408 to move an inmate to a different job, change a pay range, or remove from a job position. Pay changes do not take effect until the DOC-1408 is processed by the business office.
- B. Work supervisors are responsible for training and evaluating inmates in job assignments. Evaluations may be completed using either the DOC-780 or the DOC-780A as determined by the work area supervisor.
 1. Complete a DOC-780 or DOC-780A at least monthly, but no more than once per week until the inmate achieves full performance pay.
 2. After full performance pay is achieved, biannual evaluations shall be completed.
- C. Poor Performance/Negative Removal
 1. Substandard work performance should be reflected on a DOC-780 or DOC-780A and shall include clear expectations for improved performance.
 2. Inmates receiving a poor performance evaluation may receive a reduction in pay of two (2) ranges below the maximum.
 - a. Two (2) substandard evaluations may result in termination, VUNA placement, and/or discipline.
 - b. Termination evaluations must be dated at least one (1) week apart and must contain the inmate's signature (or staff shall note refusal to sign).
 3. A work supervisor may suspend (with pay) an inmate suspected of a work-related rule violation pending an investigation and reviewed by the department head/designee.

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4. A DOC-1408 must be submitted to the Jobs Workgroup. Staff shall note in "comments" section:
 - a. Two substandard work evaluations in social services file or
 - b. One work-related disposed conduct report
5. Inmates receiving disciplinary separation shall be terminated from the work/school/program assignment effective the date of the disposition.

D. Voluntary Termination

1. Inmates quitting a work or school assignment before the 90-day minimum shall be assigned to VUNA status for a minimum of 90 days. (See DAI Policy 309.55.01)
 - a. The supervisor must submit a DOC-1408 to the Jobs Workgroup with the inmate's signature or note refusal to sign.
 - b. Inmates cannot be assigned VUNA status on a part-time basis.
 - c. Jobs Workgroup will ONLY change VUNA status:
 - i. Upon receipt of a completed DOC-1408 after the 90 days indicating the start of a work, school, or program assignment when eligible.
 - ii. Inmate submits documentation to the business office verifying attempts at work/school/program placement and inability to find placement after the 90 days.
 - iii. A waiver is approved and received from the Warden.
2. Inmate has completed 90 days at a position and wishes to quit that work assignment may:
 - a. Give a two week notice in writing to the work supervisor.
 - b. Sign a DOC-1408 generated by the work supervisor.
 - c. Face discipline if the inmate fails to complete assigned job duties after giving notice and before the completion of the two-week notice.

E. Non-Negative Removals

Inmates may be removed from a work assignment in certain non-negative circumstances. The work supervisor may initiate a DOC-1408 for the following reasons:

1. Release status and will be removed the Sunday prior to release and assigned to INVUNA.
2. Enrollment in program/school to meet an assigned need. Program/school staff shall submit the DOC-1408.
3. Medical/clinical status is permanent or long-term.
4. Security concerns approved by the security director or administrative captain.