

 <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 5
	Original Effective Date: 07/09/12	New Effective Date: 07/13/21
	Supersedes: 325.00.10	Dated: 07/01/18
	Administrator's Approval: Sarah Cooper, 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 minimum 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.

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 Department of Safety and Professional Services.

Community Service – Agency Supervised – One to five minimum-community custody inmates 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 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.

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

DAI – Division of Adult Institutions

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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

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 crews 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 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.
 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/designee at any time.

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II. Site Review

- A. DOC-2571 shall be completed for any potential community service site.
- B. 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.
- C. Facility staff shall ensure the agency provides any instruction and safety training.
- D. Agencies may be required to provide safety equipment necessary to perform the agreed upon tasks.
- E. 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, or a security concern, the recommendation to deny shall be documented on DOC-2571 and submitted to the Warden/designee.
- B. If the Warden/designee concurs, the DOC-2571 shall be submitted to the Administrator/designee.
- C. The Administrator shall review the recommendation with the Secretary.
- D. The decision of the Secretary/designee 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.

V. Selection of Inmate Workers

- A. DOC-2570 shall be completed for all inmates being considered for community service positions as outlined in DAI Policy 325.00.08.
- B. Only the Warden/Superintendent/designee is authorized to permit inmates to leave the facility for participation on community services crews.
- C. Inmates shall be required to read and sign DOC-2482.

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VI. Facility Requirements

- A. Facility staff shall ensure inmates are using equipment which has been properly maintained and is in safe working condition.
- B. Facility staff shall 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.
- D. Facility staff shall provide agencies with an initial orientation.

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 to the facility as soon as possible by the supervisor.
- B. Reporting
 - 1. Facilities shall maintain approved DOC-2571 in a location accessible to facility staff responsible for supervision of community service crews.
 - 2. Facility staff shall 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.

Administrator's Approval: _____

Sarah Cooper
Sarah Cooper, Administrator

Date Signed: 06/28/21

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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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