GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

________________________
Doug Percy
Name of Individual Certifying this Document/Proposed Document

________________________
DAT Assistant Administrator
Title

________________________
Signature

6/25/19
Date Signed
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.
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.
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.
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.
Administrator's Approval: __________________________ Date Signed: __________

Jim Schwochert, Administrator