

## **Inmate Portfolio**

### **Overview:**

The Division of Adult Institutions shall require all inmates, regardless of the length of their prison stay, to develop and maintain a portfolio that shall contain data and information to assist the inmates during their incarceration and reentry into the community. The portfolio shall be kept in the inmate's personal property during the term of their incarceration and shall be used to retain important documents identified on the Portfolio Checklist (DOC-2399).

### **Documents that shall be included in the portfolio are:**

- Unified Case Plan
- GED/HSED High School Diploma
- Career Technical Education Certificates/College Transcripts/Diplomas/Educational Test Scores
- Special Accomplishments and Certificates
- Facility Work History Records/Documents/Evaluations, Employment Related Documents
- Community Resources
- Release Plan Information (DOC-745)
- Vocational Program/Work Assignment/Special Project photos taken while incarcerated
- Wisconsin Medicaid Application Instructions

The portfolio shall be requested and presented at all formal meetings and at the first meeting with inmates DCC Agent upon release.

### **Social Worker/Treatment Specialist or Designee Responsibilities:**

Upon initial classification, all inmates shall be issued a portfolio. If the portfolio is damaged or lost, a \$1.00 replacement fee shall be collected from the inmate.

Staff shall review inmate portfolio for appropriateness of content in preparation for formal meetings and must also assist in the acquisition of essential educational documents.

Upon release, the facility shall provide inmates that have had access to electronic file folders on DOC EdNet, copies of any requested employment, education or release planning documents on an approved portable storage media. Any confidential documents shall also be provided at this time.

### **Reference/Resources:**

DAI Policy 300.00.15 – Development and Use of Inmate Portfolio  
DOC-2399 – Portfolio Checklist