

Minimum Custody Inmates Offsite Authorization- Community Service/Project Crew/ Work Release

Overview:

The Division of Adult Institutions may allow inmates who are housed at minimum security facilities to participate in approved off grounds activities and on community service, project crews, work release and inmate driver assignments.

Inmates are selected for participation in approved off grounds activities by a multi-disciplinary facility team. The multi-disciplinary team's selection criteria shall include but is not limited to; inmate request, criminal history, appropriate facility conduct history, education and vocational skills, positive work evaluations in facility job assignments and inmate need for specific employment skill. Only the Warden/designee may permit an inmate to leave the institution/center. However, the Warden/Deputy Warden shall review and make a final decision on high profile case (sex offenders, lifers and cases which has received media attention or would prompt community scrutiny or sensitivity to the crime).

Work release, study release, project crew, and community service crews are a privilege, not a right. An initial observation period not to exceed 30 days from the date of transfer to the facility from another non-work release facility shall occur prior to review for eligibility. To be eligible for work/study release the inmate is classified minimum community custody, has met the criteria for work/study release and has the approval of the Warden/Designee to participate in a work/study release assignment.

The Warden/ Designee shall screen inmates using DOC-2570 Inmate Offsite Review to determine if they are appropriate for consideration. The criteria that shall be considered includes, but is not limited to: nature and seriousness of the inmate's offense, the inmate's prior criminal record, the inmate's risk to escape, any history of absconding while on community supervision or walking away from a halfway house or Huber facility placement, potential victim issues, the inmate's DOC conduct record, the amount of time the inmate has served, the amount of time remaining before the inmate's anticipated release date, verification that the inmate has had a DNA sample completed, completion of and/or motivation to complete identified primary programs, detainers or criminal cases pending against the inmate, and medical or psychological concerns that may adversely affect the

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inmate's ability to safely operate a vehicle or interact with the public. The results of the screening process are documented in the case notes section of COMPAS.

Work Release & Study Release:

Work release is a program that grants selected inmates the privilege of leaving the confines of the state correctional facilities to participate in employment programs. Work release applies only to placement for employment. Study release is a release program for educational purposes in a technical workshop, or program designed to improve an inmate's skills and abilities.

Inmate work release **compensation may include** work release wages, tips, paid leave, workers compensation, unemployment compensation, and bonus or cash gifts from the work release employer. Room, board and transportation charges shall be deducted from work release compensation as outlined in DAI Policy 309.45.02. An inmate's identified programming needs take precedence over any work/study release placement. If an inmate has unmet programming needs, they shall be removed from their work/study release placement when that programming becomes available and they may reapply for work release eligibility upon the completion of the program.

A work release placement may be terminated by the Warden/designee based on changes in an inmate's program need, negative work evaluation or the inmate's conduct. When negatively removed, the inmate will be placed in Voluntary Unassigned Status (VUNA) status and not compensated for a minimum of 90 days. The 90 days VUNA may be waived by the Warden/designee if required by facility operational needs.

Project Crew:

A DOC 2571 shall be completed prior to approval as a Project crew site. Project crew services are only provided for governmental or non-profit agencies within the State of Wisconsin that are within 50 miles one way of the institution/center. Project crews that are agency supervised consist of one to five minimum-community custody inmates approved to perform supervised assignments outside the facility perimeter. Project crews that are facility supervised can consist of one to 12 minimum or minimum-community custody inmates approved to perform supervised assignments outside the facility perimeter.

A DOC-2570 Inmate Offsite Review form shall be completed for all inmates being considered for project crew placement. Only the Warden/designee is authorized to permit inmates to leave the facility for participation on project crews.

Inmates that are assigned to project crews are not employees of the agency receiving the service and the agency may not negotiate or alter the rate of reimbursement for the inmate labor.

- The project crew pay scheduled can be reviewed in [DAI 325.00.09 Project Crews](#).

Community Service:

[A DOC-2571 shall be completed for any potential community service site](#) Community service shall only be provided for governmental or non-profit organizations. Community service sites shall not be more than 50 miles one way from the facility. Inmates shall be supervised by either facility staff or an approved agency supervisor.

A DOC-2570 Inmate Offsite Review form shall be completed for all inmates being considered for community service placement. Only the Warden/designee is authorized to permit inmates to leave the facility for participation on ~~project crews~~ [community service crews](#).

Inmates that are assigned community service are not employees of the agency receiving the service therefore are not compensated by the agency or the DOC.

Social Worker/Treatment Specialist Responsibilities:

Social Workers/[Treatment Specialists](#) may be involved in completion of Inmate Offsite Review form (DOC-2570), contacting the DCC agent to determine victim information, contacting Office of Victim Services to determine the location of the victim if there is a registered victim identified in WICS and documenting in COMPAS note. The Social Worker/[Treatment Specialist](#) may also participate in the Multi-Discipline off grounds review meetings, document the result of the off grounds meeting in a COMPAS note and assist inmates with obtaining their vital documents to participate in work release.

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For additional information, the following references may be utilized:

- DAI Policy 309.45.02 Inmate Trust System Deductions
- DAI Policy 324.00.01 Work and Study Release
- DAI Policy 325.00.08 Minimum Custody Inmates Offsite Authorization
- DAI Policy 325.00.09 Project Crews
- DAI Policy 325.00.10 Community Services
- DOC 2570 Inmate Offsite Review
- DOC 2571 Community Site Assessment