

WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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.

Cathy A. Jess

Name of Individual Certifying this Document / Proposed Document

Warden Oshkosh Correctional Correctional


Title

Cathy A. Jess

Signature

2-28-2020

Date Signed

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.07	Page 1 of 4
	Original Effective Date: 10/16/18	New Effective Date: 10/16/18
	Supersedes: N/A	Dated: N/A
	Administrator's Approval: Jim Schwochert, Administrator	
	Required Posting or Restricted:	
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administration		
Subject: Use of Inmate-Prepared Food		

POLICY

The Division of Adult Institutions may serve food prepared by inmates to staff and/or attendees at Department of Correction's business functions.

REFERENCES

Administrative Services Manual (ASM) #615

DEFINITIONS, ACRONYMS, AND FORMS

Attendee- A non-DOC staff person with a business purpose attending a specific DOC meeting, training, conference or event.

Business Function Events – DOC/DAI sponsored events, conferences, ceremonies, graduations, training and meetings held at an institution or a facility contracted by the DOC.

DAI - Division of Adult Institutions

DOC - Department of Corrections

PROCEDURE**I. Business Function Events**

- A. Food prepared by vocational programs or food service.
 1. Whenever food is prepared by inmates for a business function, the food shall be consumed wholly or partly at the site where the state business is being conducted.
 2. Inmate food preparation programs are not to act as caterers in competition with private sector businesses by preparing food for private functions off grounds.
 3. Break expenses may be allowed provided one of the conditions is met in the Administrative Services Manual #615.
 4. Attendees are not required to pay for the meal.
 5. Reimbursement from the event organizer may be requested for any substantial food costs when not sponsored by DAI.
 - a. Facilities shall maintain a tracking of all event food costs annually.
 - b. Expenses shall be ordinary, reasonable and necessary expenses of carrying out state business.
 6. When possible, requests should be made with vocational food service programs versus institution food service departments.

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7. The facility may decline a request if there are unforeseen circumstances (lockdown, staff vacancies, etc.).
8. All other uses of inmate prepared food shall be reviewed and approved by DAI Administration.

II. Prepared Food

- A. Food prepared by vocational programs.
 1. Food prepared by inmates enrolled in a vocational program may be sold to staff or attendees, inmates and inmate visitors at the facility as long as the food is consumed wholly or partly on grounds.
 2. Facilities shall create a procedure to establish the process of purchasing food prepared by vocational programs.

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Oshkosh Correctional Institution		
Original Effective Date: 10/16/18	DAI Policy Number: 300.00.07	Page 3 of 4
New Effective Date: 03/09/2020	Supersedes Number: N/A	Dated: N/A
Chapter: 300 Administration		
Subject: Use of Inmate-Prepared Food		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Cathy A. Jess, Warden		

REFERENCES**DEFINITIONS, ACRONYMS, AND FORMS**

ASM – Administrative Services Manual
 DOC-184 – Disbursement Request
 OSCI – Oshkosh Correctional Institution

FACILITY PROCEDURE

- I. Staff
 - A. All food ordered from the training kitchen for institution events such as staff retirements, program completions, and banquets shall be approved by the Warden's Office.
 - B. Staff shall contact the Warden's Office with the following information
 1. name of event/program
 2. purpose of event
 3. date of event
 4. time food is needed
 5. number of people attending
 6. dietary special requests
 - C. The Warden's Office works with Training Kitchen staff to confirm they are able to fulfill request.
 - D. Meals and/or snacks for meetings or trainings may be requested
 1. When staff from other institutions are on-site for meeting or training
 2. Based on the criteria in ASM 615 such as "when the majority of the attendees are not state employees".
 3. When approved by the Warden's Office
 - E. Staff who choose to eat a meal provided by the training kitchen shall purchase a coupon book in advance from designated staff to use for payment of food.
 - F. Staff may purchase food from the Staff Special Order Items menu which will be ordered through the Warden's Secretary's office. The staff will be billed by the training kitchen.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Oshkosh Correctional Institution		
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- G. Non-OSCI staff may purchase guest meal tickets to use for payment of food purchased from the training kitchen.
- H. All payments shall be exact change or a check delivered to the Business Office.
- I. Frozen pizzas made by the Training Kitchen may be available for staff purchase
 - 1. Pizzas shall be baked and consumed on site.
 - 2. Payment of the pizzas is an honor-based system. Abuse of the honor-system may result in the discontinuation of the pizza sales.
 - 3. Payment for the pizzas are to be deposited into a box provided.
 - a. Payment for the pizzas shall be cash or check.
 - b. Checks shall be made out to the OSCI Sunshine Fund.

II. Inmates

- A. Inmates may order food from the training kitchen based on the training kitchen and unit schedule.
 - 1. Inmates shall complete and forward to the training kitchen DOC-184.
 - 2. Training kitchen staff forward the DOC-184 to business office staff to confirm inmate has funds to pay for food.
- B. Inmates may order food from the training kitchen during visits on nights the training kitchen is open.
 - 1. Payment for food is to be deducted from the inmate's account only
 - 2. Inmates shall complete DOC-184.
 - 3. The DOC-184 is given by the inmate to visiting room staff to verify the inmate has the funds in their account.