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.

__________________________
Quila Champagne
Name of Individual Certifying this Document / Proposed Document

__________________________
Warden
Title

__________________________
Signature

__________________________
2 March, 2020
Date Signed
POLICY
The Division of Adult Institutions shall establish guidelines for facilities to maintain a process for placement, removal or transfer of all compensated inmate work assignments.

REFERENCES
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
DAI Policy 309.55.04 – Mandatory Education
DAI Policy 300.00.25 – Primary Programs Status

DEFINITIONS, ACRONYMS, AND FORMS
BCE – Bureau of Correctional Enterprise

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-0780 – Inmate Performance Evaluation

DOC-1408 – Inmate Work/Program Placement

DOC-2310 – Inmate Position Description

PROCEDURE
I. Facility Work Assignments
   A. The criteria for assigning, removing or continuing an inmate work placement includes:
      1. Potential threat to security of the facility.
      2. Security level of facility.
      3. Assigned custody.
      4. Institutional adjustment.
      5. Medical/clinical needs including any physical or mental disabilities, behavioral disorders or vulnerabilities.
      6. Vocational and educational needs, interests and abilities.
      7. Performance in primary programs or work assignment.
      8. Refusal or termination of primary program or work assignment.
      9. Attitude and motivation.
10. Limitations on participation due to work assignment availability.
11. Complexity of training requirements for the work assignment.
13. Expiration of two year time period within a department.

B. Facilities shall designate staff to develop a procedure for placement, evaluation and removal of inmates from facility work assignments. Designated staff shall:
1. Screen appropriateness for hire.
2. Complete DOC-1408.
3. Complete DOC-2310.
4. Track work placements, transfers and removals for accurate inmate compensation.
5. Complete DOC-0780 a minimum of every six months or as needed.

C. Facility work assignments shall be for no more than two years.
1. The Warden/designee shall approve or deny recommendations to extend work assignments beyond the two year limit.
2. Extensions shall be reviewed every six months or more frequently, if deemed necessary. Facilities shall develop a procedure for six month re-evaluations.
3. Inmates removed from a facility work assignment as a result of the two year limitations shall not be reassigned another work assignment in that department for two years.
4. Inmates who are removed from their work assignment prior to the completion of the two year period, may be reinstated to that department for the remainder of the two year period with approval of the department head.

II. BCE Work Assignments
The BCE Director/designee shall ensure that BCE work assignments and removals are completed in accordance with Wisconsin Administrative Code Ch. DOC 313.

Administrator's Approval: ___________________________ Date Signed: ____________

Jim Schwochert, Administrator
FACILITY PROCEDURE

I. WCCS Superintendents will designate staff to develop a process for placement, evaluation, and removal of an inmate from facility work assignments.

II. Designated staff shall:
   A. Complete the DOC 2310 for each facility position.
   B. Complete the DOC 1408 for placement or removal of inmate from a facility work assignment.
   C. Electronically track work placements, transfers and removals for accurate inmate compensation.
   D. Complete the DOC-0780 a minimum of every six months or as needed.

III. Facility Work Assignment Extension
   A. Superintendents shall conduct a multidisciplinary review for recommendation of the 6 month extension.
   B. The review shall include the criteria in Section I. A. and the relevant DOC 780 forms for the review period.
   C. Extension recommendations shall be forwarded to the Warden/designee for determination.