



# 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.


Quata Champagne  
Name of Individual Certifying this Document/Proposed Document

Warden  
Title

[Signature]  
Signature

28 May 2020  
Date Signed

Department of Corrections – Wisconsin  
Office of the Secretary  
Wis. Stat. § 227.112(6)  
DOC-2910 (6/2019)

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 309.00.01	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 01/06/03	<b>New Effective Date:</b> 03/16/20
	<b>Supersedes:</b> 309.00.01	<b>Dated:</b> 10/16/18
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Work Placement		
<b>Guidance Document</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Posting date</b> 03/09/20		

**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

DAI Policy 309.55.01 – Inmate Compensation Plan

**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**

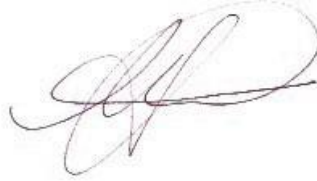
A. The criteria for assigning, removing or continuing an inmate work placement includes:

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.

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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.
  12. Needs of the facility.
  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.
- III. Removal from Work Assignment Placement**
- A. Inmates who receive disciplinary separation from a conduct report disposition shall be eligible for a work assignment upon release from that status but not less than (90) ninety days from the disposition.
- B. Facilities shall establish procedures to notify the Business Office of changes in pay status.

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**Administrator's Approval:** \_\_\_\_\_

**Date Signed:** 02/27/20

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**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Wisconsin Correctional Center System		
<b>Original Effective Date:</b> 01/06/03	<b>DAI Policy Number:</b> 309.00.01	<b>Page</b> 4 of 4
<b>New Effective Date:</b> 06/22/20	<b>Supersedes Number:</b> 309.00.01	<b>Dated:</b> 10/16/18
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Work Placement		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> /s/ Quala Champagne		

**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. Superintendent supported requests for work assignment placement extension beyond two years shall be submitted to the Warden/Deputy Warden 30 days in advance of the two year end date for determination.