

**WISCONSIN DEPARTMENT OF CORRECTIONS**  
Governor Tony Evers / Secretary Kevin A. Carr

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**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.


Sarah Cooper  
Name of Individual Certifying this Document/Proposed Document

Warden  
Title

Sarah Cooper  
Signature

06-08-2020  
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> 309.70.01	<b>Page</b> 1 of 7
	<b>Original Effective Date:</b> 01/06/20	<b>New Effective Date:</b> 01/06/20
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<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Certified Peer Specialists		
<b>Guidance Document</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Posting date</b> 12/23/19

**POLICY**

The Division of Adult Institutions shall train and utilize Peer Specialist inmates to support, encourage and assist their peers to enhance coping, well-being, communication and decision-making skills.

**REFERENCES**

Wisconsin Administrative Code s.DOC 309.55

DAI Policy 309.00.01 – Inmate Work Placement

DAI Policy 306.17.02 – Searches of Inmates

DAI Policy 309.55.01 – Inmate Compensation Plan

DAI Policy 300.00.25 – Primary Program

DAI Policy 309.55.04 – Mandatory Education

Wisconsin CPS Code of Ethics

WICPS.org – Wisconsin Peer Specialist Employment Initiative

**DEFINITIONS, ACRONYMS AND FORMS**

Certified Peer Specialist (CPS) – An inmate who has lived experience with mental health difficulties and/or a substance use disorder has completed a formal, 48-hour peer specialist training program and has passed the Wisconsin CPS certification test.

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DHS – Department of Health Services

DOC – Department of Corrections

DOC PSOC – DOC Peer Specialist Oversight Committee with members appointed by the Secretary's Office

DOC 2874 – Certified Peer Specialist Participation Application

DOC 2874A – Certified Peer Specialist Daily Contact Record

Facility PSOC – Facility-based Peer Specialist Oversight Committee

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GED – Graduate Equivalency Diploma

HSU – Health Services Unit

INVUNA – Involuntarily Unassigned

Peer Specialist (PS) – An inmate who has lived experience with mental health difficulties and/or a substance use disorder and who has completed a formal, 48-hour peer specialist training program, but has not passed the Wisconsin CPS certification test.

PSU – Psychological Services Unit

STG – Security Threat Group

## **PROCEDURE**

### **I. DOC PSOC**

- A. Membership shall include, at minimum:
  1. CPS Director.
  2. Mental Health Director.
  3. A DCC Regional Chief or designee.
  4. A DAI Administrator or designee.
  5. Wisconsin Resource Center Director or designee.
  6. Other members as appointed by the Secretary's Office.
- B. One member of the DOC PSOC shall be designated as Chairperson.
- C. Responsibilities include:
  1. General oversight of the statewide DOC CPS program.
  2. Policy and program development.
  3. Coordinate statewide CPS training and administration of inmate certification tests.
  4. Coordinate required recertification training for current CPS/PS inmates.

### **II. Facility PSOC**

- A. Facilities that participate in the CPS program shall maintain a Facility PSOC.
- B. Membership of the Facility PSOC shall include the following:
  1. Facility CPS Coordinator. Duties include:
    - a. Developing CPS/PS schedules for work/on-call activities.
    - b. Scheduling Facility PSOC meetings.
  2. PSU staff member.
  3. Deputy Warden/Designee.
  4. Security Supervisor.
  5. Unit Sergeant/Officer.
  6. Other staff as determined by the Warden.

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- C. Responsibilities of the Facility PSOC:
  - 1. General oversight of the facility's CPS program.
  - 2. Recruitment and selection of inmates to participate in the CPS program.
  - 3. Ensuring CPS program adherence to DOC policy.
  - 4. Problem resolution, program review and quality improvement activities.

### **III. Minimum Criteria for Inmate CPS Participation**

- A. General population status.
- B. Lived experience with mental health difficulties, a substance use disorder or exposure to trauma.
- C. GED or High School diploma unless a waiver in accordance with DAI Policy 309.55.04 has been approved.
- D. Positive work and institution adjustment.
- E. No findings of guilt on a major conduct report for at least one year.
- F. No findings of guilt on a conduct report for an assaultive offense for at least two years (five years for staff assault, solicitation of staff, any sexually-related or any drug related offense).
- G. Completion of program needs or no refusal of identified primary program needs.
- H. No suicide attempts or self-injurious behavior in the past year.
- I. Clearance by the facility STG coordinator.
- J. Clearance by Security, HSU and PSU staff.
- K. More than two years remaining before release.

### **IV. Selection Process**

- A. When openings for CPS training are available, the facility shall post an announcement and sign-up sheet for inmates on general population units.
- B. The Facility PSOC shall review the list of prospective applicants and determine the most suitable inmates. In coming to this determination, the Facility PSOC shall use the minimum criteria in Section II and may also consider staff input, input from other Divisions and any other available information.

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- C. The Facility PSOC shall assign current CPS/PS inmates to discuss CPS training, CPS/PS job roles and CPS responsibilities with selected applicants to provide additional education about the position.
- D. The Facility PSOC shall interview remaining applicants and review the final recommendations with the warden/designee. The warden/designee shall make the final selection decisions.

#### **V. Certification Process**

- A. CPS training shall consist of a 48-hour training program administered by staff trained and sanctioned to be trainers by DHS.
- B. After completion of the CPS training program, participants are eligible to take the State of Wisconsin CPS test.
  - 1. The test is offered at set times throughout the calendar year.
  - 2. A passing score is at least 85%.
  - 3. Inmates shall have up to 3 opportunities to pass the test. If the test is not passed within 3 attempts, the 48-hour training program must be taken again.
- C. Once a passing score is achieved, the inmate shall receive a CPS certificate, which is issued by the DHS. Such certification may assist an inmate to secure employment in a peer support setting after release to the community.
- D. If an inmate is unable to pass the test, but has received the training and demonstrates the requisite learning, motivation and positive characteristics of being a PS, the facility may allow the inmate to maintain a position as PS within the facility.
- E. No inmate can serve in the capacity of a PS role without going through the 48-hour training.

#### **VI. Roles and Expectations of CPS/PS Inmates**

- A. CPS/PS inmates may be assigned to a variety of units including:
  - 1. Special Needs and Mental Health.
  - 2. Restricted Housing (RH).
  - 3. Secured Residential Treatment (SRTUs).
  - 4. Diversion.
  - 5. Intake.
  - 6. Infirmary.
  - 7. General Population.
  - 8. Transition.
- B. General Roles of CPS/PS inmates include:
  - 1. Approaching peers as equals.
  - 2. Maintaining appropriate boundaries as outlined in the Wisconsin CPS Code of Ethics (located in the CPS participant guide).

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3. Attempting to understand the difficulties and concerns of peers through active listening.
  4. Providing positive encouragement and support; assist peers to identify and use their strengths.
  5. Teaching skills such as communication and conflict resolution.
  6. Assisting peers with the identification of goals and steps to accomplish these.
  7. Demonstrating and modeling coping skills in a way that inspires peers and helps to maintain a positive environment within the facility.
  8. Sharing personal experience as appropriate to assist peers in changing negative patterns and behaviors.
  9. Notify staff of immediate concerns related to psychological, health or security.
- C. Expectations of CPS/PS inmates include:
1. Meeting with peers as scheduled by the Facility CPS Coordinator to provide peer specialist services.
  2. Wearing a CPS identification pass next to the inmate ID whenever performing CPS services.
  3. Completing a DOC-2874A by the end of each work day and turning into the Facility CPS Coordinator as directed.
  4. Participating in Facility PSOC meetings when required.
  5. Participating in recertification training, when offered, involving 20 hours of continued training every 2 years.
  6. Keeping information from contacts with peers confidential, except as noted below.
  7. Immediately reporting to any staff member thoughts, intent or plans of peers to engage in any of the following:
    - a. Self-harm or suicide.
    - b. Assault or harm to others.
    - c. Any threats to safety or security of facility.
    - d. Manufacture of weapons.
  8. Submitting to random personal searches, in accordance with DAI Policy 306.17.02.
- D. Staff may monitor interactions between CPS/PS and peers at any time.
1. If a CPS/PS violates facility rules or expectations of the CPS program, the Facility PSOC shall confer with the CPS Director prior to making a determination regarding the CPS's/PS's future participation in the program, which may include suspension or termination from the program.
  2. If a CPS/PS is suspended, this shall be communicated to the DOC PSOC.

## **VII. Work Schedules, Wages and Wellness**

- A. CPS and PS shall get paid at a rate of \$1.00 per hour.

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- B. CPS and PS shall be exempt from the two-year job limitation requirement.
- C. The work week shall be up to 40 hours per week with a standard work week of 5 days depending on the needs of the facility.
  - 1. For the overall wellness of CPS/PS inmates, they may be granted up to 30 days off per year upon their request, with approval of specific schedules by the Facility PSOC.
  - 2. If approved, CPS/PS inmates shall be paid at the INVUNA rate for these days.
  - 3. The Facility PSOC shall consult with the CPS Director who may grant additional days due to special circumstances.
  - 4. A CPS/PS shall not be compensated for more than 40 hours per week.
- D. The caseload for each CPS/PS shall not exceed 25 peers.
- E. The Facility CPS Coordinator shall schedule contacts of CPS inmates with peers.
- F. Due to the nature of their work, the facility shall give careful consideration to the placement and/or pairing of CPS/PS inmates with cellmates so that wellness and work productivity are maintained.

#### **VIII. Assignment of Inmates to Receive CPS Services**

- A. Inmate participation in Peer Specialist services is voluntary.
- B. Inmates requesting to participate in the CPS program shall submit a completed DOC-2874 to the Facility CPS Coordinator.
- C. A staff member or a CPS/PS inmate may recommend to the Facility CPS Coordinator that a specific inmate participate in the program.
- D. Staff shall contact the CPS Coordinator or a Security Supervisor to deploy a Peer Specialist in a situation when an inmate who may benefit from services is not an enrolled program participant.
- E. Recipients of Peer Specialist services:
  - 1. Are expected to work towards positive goals such as improving coping skills, attitudes and behaviors.
  - 2. Shall not request that a Peer Specialist violate the rules of the Department or facility.
- F. Any transfer of a CPS/PS inmate that is related to a Peer Specialist need at another facility shall be approved by, and coordinated with, the DOC PSOC. Inmate transfers for other reasons (e.g. identified program needs or custody reduction) do not require approval by the DOC PSOC.

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**IX. Suspension/Removal/Reassigning of an Inmate who Receives Peer Specialist Services**

- A. An inmate receiving services may voluntarily withdraw from participation in the CPS program.
  
- B. A CPS/PS inmate may recommend an inmate receiving services be reviewed by the CPS Facility Coordinator if the inmate is not using the session time appropriately.
  
- C. The CPS Facility Coordinator and the Facility PSOC shall make ongoing determinations regarding inmates receiving peer specialist services. Actions may include reassignment to a different CPS, suspension of participation in the program or removal from the program.



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

Makda Fessahaye, Administrator

**Date Signed:** \_\_\_\_\_

12/20/19



**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Taycheedah Correctional Institution		
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<b>New Effective Date:</b> 07/01/2020	<b>Supersedes Number:</b> N/A	<b>Dated:</b> N/A
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Certified Peer Specialist		
<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> Warden Sarah Cooper		

**POLICY**

The Wisconsin Women's Correctional System will utilize trained/certified peer specialist inmates to supplement staff's efforts to effectively minimize negative behaviors and teach more pro-social skills to other inmates.

**REFERENCES**

309.55.01 – Inmate Compensation

**DEFINITIONS, ACRONYMS, AND FORMS**

CPS/PS – Certified Peer Specialist/Peer Specialist

CPS/PS OC – Certified Peer Specialist Oversight Committee

DOC – Department of Corrections

DOC 2874 - Certified Peer Specialist Participation Application

DOC 761 – Interview request form

HSU – Health Services Unit

PSU – Psychology Service Unit

**FACILITY PROCEDURE**

- I. Oversight Committee
  - A. Supervision of the CPS/PS program shall be a multi-disciplinary team consisting of uniform and non-uniform staff.
  - B. Decisions concerning the CPS/PS program shall be made by the CPS/PS OC.
- II. Oversight Committee Responsibilities
  - A. Shall maintain a waitlist of prospective candidates.
  - B. Shall send all names of prospective candidates to PSU, HSU, Security Supervisors, Social Service Staff and Psychiatry Staff for feedback prior to acceptance as a CPS/PS.
- III. CPS/PS Coordinator Responsibilities
  - A. A designated staff member shall function as the primary CPS/PS Coordinator.

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- B. Shall develop individual schedules, coordinate committee meetings and other duties.
  - C. The CPS/PS Coordinator/designee shall complete work performance evaluations per DAI policy.
  - D. Review DOC-2874 and consult with committee members and other institution staff as needed.
  - E. CPS/PS Coordinator shall maintain an active listing of CPS/PS including names and DOC#'s and distribute to institution staff.
- IV. Certified Peer Specialists/Peer Specialists Criteria
- A. Shall be classified.
  - B. Shall have engaged in voluntary treatment programming.
- V. Selection Process of Certified Peer Specialists
- A. A tiered process shall be involved in the selection of CPS/PS.
    - 1. Inmates interested in the CPS/PS program shall submit a DOC 761 Interview Request form to the CPS/PS Coordinator.
    - 2. TCI staff shall forward their recommendations of potential candidates to the CPS/PS Coordinator.
    - 3. The CPS/PS OC members and select CPS/PS shall discuss the job duties with prospective candidates.
    - 4. Members of the CPS/PS Oversight Committee/designee shall interview prospective candidates and discuss recommendations with Warden.
- VI. Work Schedules and Wages
- A. Probation period shall be a minimum of 90 days.
  - B. The work week shall be a maximum of forty (40) hours, dependent on the needs of the institution.
  - C. The scheduling of a CPS/PS with inmates shall be made by the CPS/PS Coordinator/designee. Coverage for evening and weekend hours shall also be scheduled.
  - D. The work day may consist of both scheduled and unscheduled appointments.
  - E. Inmates requesting to be in more than one work position shall be reviewed on a case by case basis. (WWCS Centers only)

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## VII. Responsibilities of CPS/PS

- A. Participate in CPS/PS team meetings as scheduled.
- B. Communicate with the CPS/PS Coordinator to schedule a meeting with another CPS/PS for supportive services as needed.
- C. Meet with inmates as scheduled to provide CPS/PS services.
- D. Participate in (re) certification training when available. (continuing education requirements)
- E. CPS/PS shall recognize their own limitations and request support services as needed for inmates receiving CPS/PS services.
- F. Participate in assigned primary programs or other treatment opportunities when offered.
- G. Engage in respectful communication practices at all times.

## VIII. General Conduct

- A. All information shared in CPS/PS sessions are to remain confidential except:
  1. When an expression of intent to violate Institution rule(s) is verbalized.
  2. When it conflicts with expectations identified in the Wisconsin CPS/PS Code of Ethics.
- B. When providing one-on-one peer support, a Daily Contact Record (DOC-2874A) shall be maintained by the CSP/PS. These shall be brought to the scheduled CPS/PS meetings with the CPS/PS OC.
- C. The CPS/PS and the inmate receiving services are subject to monitoring at any time by staff. Staff shall provide intervention as needed.
- D. Abuse of privileges by a CPS/PS shall be reason for suspension and/or termination from the program.
- E. In the event a CPS/PS receives a conduct report or other information becomes available to suggest the CPS/PS is no longer appropriate in their role:
  1. At the discretion of the CPS/PS OC, the CPS/PS may be suspended immediately.
  2. The CPS/PS OC and the Warden/designee shall review the misconduct to determine continued participation.

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- F. A CPS/PS who has been removed from the program for misconduct may re-apply for consideration in accordance with Section V.
  - G. Inmates receiving services from a CPS/PS shall not request a CPS/PS to violate any rules of the Department or the Facility.
  - H. Inmates receiving services from a CPS/PS shall work to improve personal coping skills and change maladaptive behaviors and remain focused on the purpose of the meeting.
  - I. Inmates receiving services from a CPS/PS shall conduct themselves in a respectful manner during the meeting.
- IX. Assignment of inmates to receive CPS/PS services:
- A. A staff member may recommend an inmate for CPS/PS services by emailing the CPS Mailbox. The email shall contain:
    - 1. Inmate name
    - 2. DOC number
    - 3. housing unit
    - 4. brief statement explaining behaviors
    - 5. desired outcome
  - B. A CPS/PS may recommend the participation of an inmate for CPS/PS services.
  - C. An inmate may request to receive services from a CPS/PS by completing a DOC-2874.
- X. Suspension/Removal of an inmate from the CPS/PS program
- A. An inmate can voluntarily remove themselves from receiving CPS/PS services.
  - B. The CPS/PS OC may suspend or remove an inmate from the program if an inmate refuses or is unwilling to change maladaptive and/or negative behaviors.
    - 1. Inmates may submit a DOC-2874 to request CPS/PS services in the future.
    - 2. If warranted, the CPS/PS OC shall discuss with the CPS/PS the inmates opportunity to re-apply after a 30 day period.

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XI. **Unscheduled CPS/PS Services**

A. When unscheduled CPS services are needed, Housing Unit Sergeant shall notify the Security Supervisor with the request.

B. Housing Unit Sergeant shall

1. Document information in unit log book.
2. Email [DOCWWCSTCICPSOC@wisconsin.gov](mailto:DOCWWCSTCICPSOC@wisconsin.gov) to notify the CPS OC of the unscheduled CPS/PS contact, who was involved and a brief description of the reason for request.