

**DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE**

<b>Facility:</b> Oakhill Correctional Institution		
<b>Original Effective Date:</b> 02/15/19	<b>Facility Procedure #:</b> 900.701.01	<b>Page</b> 1 of 7
<b>New Effective Date:</b> 02/15/19	<b>Supersedes Number:</b> N/A	<b>Dated:</b> N/A
<b>Chapter:</b> 700 Program Services		
<b>Subject:</b> Oakhill Job Center		
<b>Required Posting or Restricted:</b>	<input checked="" type="checkbox"/> Inmate	<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted
<b>Warden's/Center Superintendent's Approval:</b> Warden Cheryl Eplett		

**PURPOSE**

To ensure inmates have access to resources in the OCI Job Center and to ensure the safe and secure management of the Job Center.

**REFERENCES**

Wisconsin Administrative Code DOC 303 – Security  
 Wisconsin Administrative Code DOC 309 – Resources for Inmates  
 DAI Policy 309.56.01 - Technology

**DEFINITIONS, ACRONYMS, AND FORMS**

BTM – Bureau of Technology Management

Data Storage Device (DSD) – Instrument in various formats to facilitate transfer or storage of computer generated documents and media. Often, a portable/removable device commonly known as a USB drive, flash drive, jump drive, thumb drive, USB key, USB stick, memory stick, or USB portable hard drive. Other formats may include read only computer disks (CD, CD-ROM, DVD-ROM) and ‘floppy’ disks.

DOC – Department of Corrections

DOC 2883 – Job Center Computer Usage Activity Log

DOC-2839 – Inmate Access to OTIS Information Technology Resources User Agreement

DWD – Department of Workforce Development

JCW – Job Center of Wisconsin

LAN – Local Area Network

OCI – Oakhill Correctional Institution

WDBSCW – Workforce Development Board of South Central Wisconsin

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### **FACILITY PROCEDURE**

#### **I. General Information**

- A. A maximum of 12 inmates may use the OCI Job Center at a time. DOC, WDBSCW, and/or DWD staff may ask inmates to leave the area if operations cannot support this number.
- B. The inmates who utilize the Job Center shall be liable for full replacement costs of lost, damaged, defaced and stolen OCI Job Center materials. They may also be subject to other disciplinary action.
- C. In order to utilize the OCI Job Center services, inmates shall identify themselves by displaying their DOC ID card. Inmates shall not use another inmate's name to utilize the resources or services provided within the OCI Job Center.
- D. Inmates using the OCI Job Center may be subject to a personal search.

#### **II. General Conduct**

- A. Vulgar, profane language or actions, and excessive conversation shall not be tolerated.
- B. No sleeping in the OCI Job Center.
- C. Food, drink, candy, and gum shall not be permitted in the OCI Job Center.
- D. Tables and chairs shall remain in place and used for their intended purpose.
- E. Equipment shall not be removed from the OCI Job Center.
- F. Inmates shall sign into and out of the OCI Job Center utilizing DOC-2883.
- G. Inmates shall only attend the OCI Job Center during their regularly scheduled indoor recreation time.
  - 1. Inmates may attend at times outside of their regularly scheduled indoor recreation time if requested by DWD/WDBSCW/DOC staff for the purposes of a targeted workshop and/or access to specific resources as identified by staff.

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H. Inmates shall not use the OCI Job Center while in a work assignment pay status. Exceptions may only be made with the advance written approval of the OCI Education Director.

### III. Guidelines

- A. The use of institution computers and software by inmates in the OCI Job Center shall be for employment and/or education related purposes only. Personal use is prohibited.
- B. Inmates shall not have access to administrative network computers.
- C. Inmates shall not use any computer that:
  - 1. Communicates or connects to other computers, except for a self-contained network of twelve or less within a single area.
  - 2. Controls or interacts with security systems that regulate door access, fire alarms, perimeter detection or other security related systems.
  - 3. Is located in an unsupervised office or area where an administrative network-connected device is installed, powered on, or otherwise accessible.
- D. Other than for authorized educational LANs, inmates shall not be permitted to access communication network components including LAN hubs, routers, and intranet or Internet components.
- E. Inmates shall be prohibited from using personal passwords on computer systems and/or files.
- F. Inmates shall be prohibited from using any file encryption methods on any computer systems or files.
- G. Inmates shall not alter the OCI Job Center computer system.
- H. Inmates shall not create accounts on other sites without the consent of Job Center staff.
- I. Inmates shall not apply for jobs or have their resume visible to employers unless their release is six weeks or less. Job center staff may adjust this time frame based on institution and labor market needs.

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- J. Data and programs on an inmate work computer shall not be transferred by any media to another computer.
- K. Inmate accessible computers, printers and other hardware shall be identified. Supervisors of areas with inmate accessible computers shall provide the Business Office with a list of those computers, printers and other hardware, along with their locations.
- L. Inmates who violate the provisions of this policy are subject to disciplinary action under DOC Administrative Code 303.

### IV. Job Center Access and Procedure

- A. Priority access to OCI Job Center resources shall be made available to inmates based on their release date provided in WICS.
  - 1. Inmates who are within six months of release, or currently in ERP shall be given priority access to the OCI Job Center.
    - a. When space is available, inmates who have greater than six months to release shall be permitted to utilize the OCI Job Center.
  - 2. Targeted services and/or resources may be provided in the OCI Job Center through workshops or other means. In these cases, inmates who meet specific criteria will be identified and given the opportunity to access these targeted services and/or resources.
- B. Inmates with release dates of six months or less and current ERP participants shall sign up on Monday and Tuesday outside the school office during their regularly scheduled indoor recreation times for access the following week.
- C. Inmates with release dates greater than six months shall sign up, if openings are available, on Wednesday and Thursday outside the school office during their regularly scheduled indoor recreation times for access the following week.
- D. During their first visit to the OCI Job Center, inmates shall read, understand and sign DOC-2839 Inmate Access to OTIS Information Technology Resources User Agreement.
- E. Inmates shall sign in to the OCI Job Center utilizing DOC-2883. Each computer station shall be numbered, and inmates shall sign in to utilize a specific workstation. Inmates shall sign out of the OCI Job Center when leaving.

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1. If an inmate is utilizing the OCI Job Center for purposes other than the use of a computer workstation, the inmate shall still sign in and out using DOC-2883, however a computer station does not need to be identified.
- F. Inmates may utilize the OCI Job Center computers to search for employment opportunities without creating a JCW account. These individuals will not be able to apply for jobs or create resumes or utilize many of the resources available through jobcenterofwisconsin.com.
- G. DWD, WDBSCW, and/or DOC staff who are working in the OCI Job Center may assist inmates in the creation of a JCW account for the purposes of searching for jobs, creating resumes, etc.
  1. The OCI Education Director shall assign appropriate staff to facilitate account creation and password administration and management for staff and inmates.
- H. DWD, WDBSCW, and/or DOC staff shall monitor the DOC shared mailbox and work with inmates to draft appropriate responses to employers.
- I. DWD, WDBSCW, and/or DOC staff who are working in the OCI Job Center shall be responsible for developing, approving and monitoring inmate access to and use of computers, systems, programs and installed hardware/software.
- J. Inmates who are releasing shall have the ability to utilize their newly created JCW account after their release.
  1. DWD, WDBSCW, and/or DOC Staff shall change the Gmail password, discontinue the auto forwarding feature and provide the inmate with their new email password and other information necessary for account access.
  2. The Education OOA shall provide a list of inmates releasing to the Job Center staff on a weekly or as needed basis.
- V. Security Parameters**
  - A. All computer activity shall be subject to audit.
  - B. Inmate access to the internet shall be restricted, monitored and logged electronically.
  - C. Inmates shall not transfer any data storage device or content to another inmate.

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### RESPONSIBILITY

#### I. Staff

##### A. DWD & WDBSCW

1. Verify inmates reporting to the Job Center are scheduled for an appointment.
2. Ensure inmates sign-in utilizing the DOC-2883
3. Ensure inmates have read, understand and sign the DOC-2839.
4. Assist inmates with the creation of JCW accounts, resumes and other employment related functions.
5. Monitor shared DOC mailbox.
6. Maintain accurate records and safeguard confidential information.
7. Enter accurate data into ASSET, SharePoint and other computer programs.
8. Monitor inmate computer use and report suspicious behavior immediately to School Officer and Education Director.
9. Obtain and return DSD's from the Career Center if requested by inmate for saving employment related documents.
10. Consult with OCI program staff to identify potential inmates that may benefit from the resources in the OCI Job Center.
11. Supervise the OCI Job Center tutor.

##### B. Education Staff

1. Provide DWD & WDBSCW staff with the file cabinet key.
2. When notified of pending releases, inform DWD & WDBSCW staff.
3. Ensure sign-up sheet is available weekly from Monday-Thursday outside the school Office.
4. Assist DWD & WDBSCW staff with other tasks as needed.

#### II. Inmate

##### A. Sign up outside of the school office during indoor recreation time.

1. Inmates with release dates of six months or less shall sign up during their indoor recreation time on Monday's & Tuesday's.
2. Inmates with release dates greater than six months shall sign up during their indoor recreation time on Wednesday's & Thursday's if openings are available.

##### B. Read and sign the DOC-2839 during the first visit and before using the computers.

##### C. Sign in and out each visit utilizing the DOC-2883.

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- D. Request DSD from DWD & WDBSCW staff if necessary for saving documents or other functions.
- E. Inform Job Center staff at least one week in advance of scheduled release dates and request account information.

**III. OCI Job Center Tutor**

- A. Sign in and out each visit utilizing the DOC-2883.
- B. Monitor inmates reporting to the job center and if not on the appointment list notify DWD & WDBSCW staff.
- C. Under direction of DWD & WDBSCW staff, assist inmates with the JCW account creation process and navigating the technology in the Job Center.
- D. Each week pick up sign-in sheets and post a final schedule of inmate appointments and give copies to School Officer, DWD & WDBSCW Staff and Education OOA.
- E. Assist with other administrative tasks as necessary.

