



<b>Policy Title</b> Fraternization in Correctional Settings Policy	<b>Original Adoption Date</b> 10/31/2012	<b>Policy Number</b> HR-678
<b>Responsible College Division/Department</b> Human Resources	<b>Responsible College Manager Title</b> Executive Director of Human Resources	
<b>Policy Statement</b>		
<p>Lakeshore Technical College (LTC) prohibits any and all personal relationships, sexual contact and sexual intercourse within the meaning of sections 940.225(5)(b) and (c) and 939.22(36), Wis. Stats. between contract trainers and adult or juvenile offenders in correctional institutions.</p> <p>All contract trainers must immediately report to the Vice President of Human Resources &amp; Talent Development all unplanned and unanticipated contact with offenders.</p> <p>Contacts with offenders in the course of providing training services, performing other job duties, and as otherwise specifically authorized by LTC, are exempt from this policy. No other exceptions to this policy will be authorized.</p> <p>Before beginning work, all contract trainers must sign a written acknowledgement that they have read and agree to conform to this Policy. Acknowledgements will be maintained in personnel files.</p> <p>This policy applies to all LTC employees who are contracted trainers with the Wisconsin Department of Corrections and federal correctional institutions.</p>		
<b>Reason for Policy</b>		
<p>This policy is designed to eliminate any potential conflict of interest on the part of LTC contract trainers and to assure that the supervision and rehabilitation provided to adult and juvenile offenders is not adversely affected by LTC contract trainers. The policy is also intended to assure that power is not abused and that contracted services are provided in an environment that is free of any type of sexual misconduct including sexual abuse, assault and harassment. Violations are a basis for disciplinary action.</p>		
<b>Historical Data, Cross References and Legal Review</b>		
<p><b>Created/Adopted: 10/31/2012</b>  <b>Review/Revised: 2/13/17; 4/3/19</b>  <b>Cross References:</b>            Equal Opportunity, in Employment, Education, and Affirmative Action            Discrimination &amp; Harassment            Progressive Discipline            Sexual Misconduct            Employee Code of Ethics            Employee Conflict of Interest</p> <p><b>Legal Counsel Review and Approval: 10/31/2012</b>  <b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</b></p>		
<b>Definitions</b>		
<p>“<u>Adult or juvenile offender</u>” or “<u>offender</u>” means an adult or juvenile under the legal custody or supervision of the Department of Corrections, the Department of Health and family Services, or a federal, state, or local law enforcement or correctional agency contracting with the Department of Corrections</p>		



Contract Trainer: Any person who is employed by LTC in a training capacity and placed in direct contact with adult and juvenile offenders when providing services to the Department of Corrections or federal corrections facilities under a contractual agreement between LTC and the Department of Corrections.

“Relationship” means a personal association between a contract trainer and an adult or juvenile offender or his or her spouse, children, or another person known to be a relative. “Relationship” includes close friendships, direct correspondence or communication, visiting which is not job related, extending or offering special treatment, and directly providing goods or services to an offender without written authorization.

**ACKNOWLEDGMENT OF RECEIPT  
OF  
LAKESHORE TECHNICAL COLLEGE POLICY**

I have received a copy of Lakeshore Technical College Policy \_\_\_\_\_ on the date stated below. I have read the Policy, understand it, and agree to conform to its terms. I further understand that this signed acknowledgement will be maintained in my personnel file.

\_\_\_\_\_  
Signature of Contract Trainer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
LTC Representative

\_\_\_\_\_  
Date