

DODGE CORRECTIONAL INSTITUTION

RECEPTION STATUS HANDBOOK

This handbook shall remain in the PIOC's possession until leaving this institution or transferring to General Population. It shall be returned to the Unit Officer prior to leaving. If lost, altered, or damaged a fee may be imposed for replacement.

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INTRODUCTION

This handbook should be considered a general guideline as not all directives/policies/procedures can be totally covered in complete detail within this handbook. Any changes that occur or are directed by the institution after the printing of this handbook take precedence.

Administrative Code and Division of Adult Institution (DAI) policies and Dodge Correctional Institution (DCI) procedures are available in the library.

DCI houses maximum and medium security Person(s) In Our Care (PIOC) and is considered a maximum-security institution.

The Unit 18 and Unit 25 handbooks address schedules, property and procedures specific to PIOC housed on those units.

PRISON RAPE ELIMINATION ACT (PREA)

Please refer to the Sexual Abuse and Sexual Harassment Prevention and Intervention (red PREA book) that has been provided during intake.

LIMITED ENGLISH PROFICIENCY (LEP) POLICY NOTICE

Refer to Executive Directive (ED) #71 and DAI Policy 300.00.61 Language Assistance for Limited English Proficiency

The Wisconsin Department of Corrections (DOC) shall, within available resource constraints, take reasonable steps to continue providing LEP offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the PIOC. The DOC shall not retaliate against any LEP offender for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

RECEPTION STATUS PROCESSING

The following is a list of most activities that occur while in Reception status. Not all activities pertain to all PIOC. The order in which the activities occur may change.

Initial Intake (the first 24 hours at DCI; if Friday, screenings take place on the following Monday)

1. Staff identify LEP PIOC.
2. PIOC property is inventoried.
3. PIOC takes a decontamination shower.
4. Staff interview PIOC.
5. PIOC demographics are gathered (photo, ID, fingerprints and Americans with Disabilities Act information).
6. Personal property items are issued.
7. Medical intake screening and Tuberculosis screening occur.
8. PIOC is provided an initial screening by the Psychological Services Unit (PSU).
9. PIOC is moved to the Intake Housing Unit.

Intake Status

1. Initial medical and laboratory testing (blood, urine) is completed.
2. Orientation information is provided.
3. PIOC is provided a follow-up screening by PSU.
4. Typically, a PREA interview will take place in the first 24 hours unless arrival falls during a weekend or holiday, then the interview will take place the following business day.

Reception Status

1. PIOC is transferred to a Reception Unit.
2. PIOC receives an orientation from unit security staff regarding unit rules.
3. PSU does additional testing if specific needs are identified.
4. Medical examinations are completed.
5. Vision and Dental testing may be completed
6. Initial Classification (IC) staffing and/or other final assessments may be completed.
7. A 30-day PREA follow-up interview will be conducted.
8. PIOC who are awaiting transfer from DCI following their IC staffing are considered to be in pending transfer status until physical transfer occurs.
9. PIOC staffed to DCI general population (GP) are considered to be in Reception status until physical transfer to a GP unit occurs.

BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT (BOCM)

Initial Classification (IC)

1. PIOC are assigned an Offender Classification Specialist (OCS) upon transfer from Intake to Reception status.
2. A staffing will be conducted by an OCS once necessary materials and information are obtained.

3. The OCS will make recommendations for custody classification, institutional placement and program needs based on factors contained in Wisconsin Administrative Code Ch. DOC 302.
4. DOC Administrative Code ch. 302.16 (5) provides the ability to utilize technology to meet the requirements of the IC hearing. As such IC hearings may be conducted via telephone.
5. PIOC with sentences less than 6 months will receive their recommendation for custody and placement via institution mail.
6. PIOC with 30 days or less will release from DCI.
7. All recommendations for custody classification and institution placement shall be approved by BOCM staff.
8. PIOC will receive written results of the recommendations and decisions in a printed Initial Classification Report.

Administrative Review Request

1. PIOC may request an Administrative Review of the results of their staffing if it contains false or incorrect information within ten days of receiving the written report.
2. The Administrative Review of Initial Classification (IC) or Re-Classification (RC) Decision (DOC-1292) is available from the DCI Library or the housing units.
3. The DCI Warden/Deputy Warden and the DCI Institution Complaint Examiner (ICE) are not involved in the administrative review process.

AMERICANS WITH DISABILITIES ACT (ADA)

Refer to DAI Policy 300.00.35 – Americans with Disabilities Act

The Americans with Disabilities Act prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation and telecommunications. DCI shall ensure fair and equitable treatment of PIOC with disabilities who seek access to DAI services, programs or activities.

The DCI ADA Coordinator may be contacted via an Information/Interview Request (DOC-643). A Reasonable Modification/Accommodation Request (DOC-2530) can be requested from any staff member or from the DCI ADA Coordinator. This form shall be completed by the PIOC and forwarded to DCI's ADA Coordinator when a PIOC is requesting an ADA accommodation that has not been provided through the Reception status process or Health Services evaluations.

To ensure effective communication with PIOC who have a hearing disability, the Wisconsin Department of Corrections will provide appropriate auxiliary aids and services free of charge, which may include:

1. Qualified sign language interpreters and oral transliterators.
2. Teletypewriter (TTY).
3. Videophones.
4. Notetakers.
5. Computer-assisted real-time transcription services.
6. Written materials.
7. Telephone handset amplifiers.

8. Assistive listening devices.
9. Telephones compatible with hearing aids.
10. Closed caption decoders or TVs with built-in captioning and open and closed captioning of Wisconsin Department of Corrections programs.

CANTEEN

Refer to DAI Policy 309.52.01 PIOC Canteen

1. Canteen orders are filled weekly and packaged by a private vendor. DCI is not responsible for out of stock items, errors and shipping delays related to the vendor.
2. Canteen orders are delivered to PIOC at each housing unit.
3. PIOC are allowed one Canteen order per week. Maximum spending for PIOC is limited to \$30.00 per week.
4. The unit staff distributes Canteen statements and order forms prior to the unit's scheduled Canteen day.
5. PIOC are responsible for accurately filling out the Canteen order form, using the most current Canteen price list. PIOC must make sure there is money in their account before ordering.
6. Canteen orders that arrive following a transfer to another housing unit will be returned to Canteen and the order will be rerouted to the PIOC.
7. Canteen orders that arrive on the day prior to a transfer out of DCI will be returned to Canteen and the order amount credited to the PIOC account.
8. Unit staff will issue each canteen order.
9. If a PIOC believes a mistake has been made, inform the unit staff immediately before opening the sealed bag. The sealed bag must be opened in the presence of the unit staff for verification purposes.
 - a. The PIOC and the unit staff are required to sign the receipt before returning to the cell with the bag.
 - b. PIOC are required to maintain canteen receipts for proof of ownership.
10. It is not necessary to return the whole bag if an item is missing or damaged; however, if there are multiple discrepancies, then return the entire sealed order along with the signed receipt to Canteen. Orders returned to Canteen for credit will be reviewed and PIOC will be notified of the resolution.
11. Canteen bags are to be returned to the unit staff for disposal.
12. Canteen items purchased are for individual use and may not be taken from the housing unit.
13. The Canteen order form has order limits and possession limits on all items which may not be exceeded.
14. Bottles, cardboard cases and containers may only be used for the purpose intended and must be disposed of in the designated receptacles on the housing unit when their original content has been consumed.

CLOTHING

Refer to DAI Policy 309.20.03 Inmate Personal Property and Clothing and Inmate Property Listing Chart and DCI Procedure 900.303.02 Clothing Issue – Inmate

1. All PIOC are issued one set of greens which includes a shirt and pants. The green institution clothing must be worn whenever off the unit, except when going to recreation. T-shirts may be worn to, from or while at recreation only.

2. Gym shorts and gym shoes may be issued upon arrival. State-issued gym shoes are not to be used as alternate footwear. They shall only be worn to, from and while at recreation.
3. Shower shoes and gym shorts may be worn only to and from the shower and while in the cell.
4. Socks must be worn at all times except when going to and from the shower.
5. Underwear must be worn at all times except when showering.
6. Transgender PIOC must wear undergarments under clothing at all times except when showering or sleeping.
7. T-shirts must be worn with underwear while sleeping.
8. Thermals are not allowed to be worn to recreation without an active medical restriction.
9. Barracks-issued coats may be worn outside. Upon entry into any building, coats must be unzipped and hands shall remain out of the pockets. Coats shall be removed and hung up upon arrival at the destination.
10. Authorized religious head coverings may be worn as designated in the attachment for DAI Policy 309.61.02.
11. Shower caps may be worn to and from the shower and cell.
12. One Canteen purchased hair tie may be worn to and from recreation.
13. Combs, pens, pencils, hair picks, etc., may not be carried in hair or behind ears. Brushes, combs, hair picks are not permitted outside of the cell.
14. Shirts shall be tucked in and shoes tied before leaving the cell.
15. Oversized or undersized clothing is not allowed.
16. Pants and gym shorts must be worn with the waistband around the waist. Blousing, rolling up or pulling up pant legs is not allowed.
17. Gym shorts are not to be worn underneath pants.
 - a. Barracks PIOC may wear shorts underneath their pants while going to and from recreation during the cold months.
 - b. PIOC attending sweat lodge shall wear shorts under their pants.
18. Shoes
 - a. PIOC shall wear shoes or shower shoes whenever out of the cell.
 - b. Shoes are issued upon entry into DCI and are required to be worn whenever leaving the institution unless there is an active medical restriction.
 - c. State-issued shoes shall be retained by PIOC.
 - d. Shoelaces shall only be used for their intended purpose.
 - e. Shoelaces must be tied and laced in a crisscross manner only.
 - f. Shoe tongues shall not be turned over the laces.
 - g. Shoes or slippers shall not be worn with the backs pushed down.
 - h. Tennis shoes are issued to allow PIOC to participate in recreational activities. They are not to be used as alternate footwear. State-issued tennis shoes may only be worn to, from and while at recreation areas. Exceptions to this rule:
 - i. Medical order is issued requiring a PIOC to wear tennis shoes.
 - ii. Insufficient supply of tennis shoes upon intake

COUNTS

DCI standing counts will occur at 6:15 AM, 12:15 PM, 5:30 PM and 9:15 PM.

1. All PIOC are required to be in their cells and locked in 10 minutes prior to standing count unless assigned to an out-detail.

2. When count is announced, PIOC shall stand inside their cell in clear view of the doorway, properly clothed.
3. Talking is not permitted during count.
4. PIOC shall stand inside their cells except on Units 14, 30, 31, 32 and 33 where PIOC shall be required to stand at the foot of their beds facing the staff member conducting the count. If a medical condition impedes their ability to stand, PIOC shall be in an upright position.
5. PIOC on Units 18 and 25 shall not be required to stand for count.
6. PIOC on visits during count time shall remain in their seats until the count is cleared.

EMERGENCY COUNTS

1. In the event of an emergency count, all PIOC must report to their housing units, with the exception of those on visits, unless otherwise directed by staff.
2. PIOC on visits during an emergency count shall remain in their seats until the count is cleared.

COURT

1. Hearing Notices
 - a. PIOC who receive a notice in the mail to appear in person or by phone for court must forward a copy of that notice to Initial Classification staff.
 - b. Failure to notify the institution in a timely manner of a request to appear may result in a PIOC not appearing.
2. Appearances
 - a. PIOC must wear state shoes, socks, underwear, pants, shirts and jacket when attending an off-ground court appearance.
 - b. PIOC are not allowed to bring any personal property items back from court except the following items they took with them: legal materials, one wedding ring and one pair of glasses.

DETAINERS/WARRANTS

1. Upon receipt of a detainer by DCI, it will be served upon the PIOC as soon as is appropriate, this may occur at the PIOC's permanent institution. If appropriate, PIOC may apply for prompt disposition.
2. If a PIOC believes they have an outstanding warrant but DCI has not received it, contact the appropriate District Attorney, Sheriff's Department, Clerk of Courts or attorney.
3. Records Office staff do not track pending detainers that have not been officially filed at DCI.

MEDICAL, DENTAL AND PSYCHOLOGICAL SERVICES

Intake Reception Status Health Screenings

1. An initial TB test and health screening for acute and communicable diseases will be completed upon arrival at DCI.

2. Prescription medications will be verified by health care staff and provided to the PIOC within approximately 24 hours after admission unless there is a need to have the medication immediately.
3. PIOC will receive a vision screening and laboratory testing.
 - a. PIOC will be tested for HIV with written consent.
 - b. Additional lab tests may be ordered at the request of the practitioner.
 - c. Lab results will be discussed with PIOC at their physical exam.
 - d. PIOC will be given information on the Hepatitis B vaccination and may request the vaccine.
4. PIOC will receive a physical exam.
 - a. The routine physical exam may include a rectal exam. If the PIOC has concerns about the rectal exam or does not want to have the rectal exam done, please inform the Practitioner prior to the exam.
 - b. At the discretion of the supervising Physician, PIOC with short sentences may not receive a physical exam.
5. PIOC receiving psychotropic medications will be scheduled for an appointment with a psychiatric provider.
6. PIOC refusing any portion of the health screening will be asked to sign a refusal of treatment form.

Health Services Unit (HSU)

1. HSU is open daily.
2. If non-emergency medical services or information is needed, complete a blue DOC-3035 Health Service Request (HSR) and Copayment Disbursement Authorization. Do not use DOC-643.
 - a. Follow the instructions on the HSR to fully complete the form.
 - b. Describe the medical problem as clearly as possible. If only information is requested, indicate this in the space provided on the HSR.
 - c. The HSR is a confidential document. Place the completed HSR in the Service Request Envelope available on the housing unit. Seal the envelope and circle HSU on the outside of the envelope.
 - d. Give the sealed Service Request Envelope to the unit staff/mailbox.
 - e. Service Request Envelopes are collected every morning from the housing unit.
3. HSU staff will evaluate the HSR. Appointments are scheduled as necessary.
4. HSU staff will send a response.
5. There are various over-the-counter medications and medical supplies available through the DCI Canteen for purchase for self-treatment of routine health concerns.

Emergency Care: If at any time a PIOC is experiencing a health emergency immediately notify staff in the area.

Medical Copayment

1. PIOC are charged a \$7.50 copayment for face-to-face contact with a healthcare provider which is the result of a PIOC-initiated request for healthcare services. This includes an HSR or request made through non-health facility staff. No PIOC will be refused health care for an inability to pay a copayment.

2. Medical co-payment does not apply to Intake reception status health screenings including initial medical screening and TB testing, optical screening, lab testing and physical examination.
3. Follow-up health care appointments that are determined and scheduled by health care providers will not be charged a medical copayment.

Injuries/Off-Site Medical Appointments and Hospitalizations

If injured, immediately notify the staff member supervising the area.

Off-site medical appointments and hospitalizations are arranged through the HSU at the direction of the medical practitioner. If hospitalized, abide by Security rules. State-issued clothing shall be worn when traveling to the clinic/hospital.

PIOC refusing routine off-site clinic/hospital appointments will be asked to sign a DOC-3220 Refusal of Recommended Healthcare form. PIOC refusing emergency hospital services must do so at the emergency room.

MEDICATIONS

Keep on Person (KOP) Medications

1. KOP medications are self-administered.
2. A white label denotes all KOP medications.
3. KOP medication should be locked in the assigned footlocker.
4. Cards with unused, discontinued or outdated medications must be given to the unit staff for return to HSU.
5. The following KOP prescription medications may be taken off the unit:
 - a. Rescue inhalers.
 - b. Nitroglycerin tablets.
 - c. Glucose tablets.
6. Any loose medication that is not in its original, labeled packaging is considered contraband.
7. Questions regarding KOP medications may be submitted on an HSR.

Controlled Medications

1. Controlled medications are under staff control and kept in secure locations.
2. A yellow or yellow-highlighted label denotes controlled medications.
3. Discuss with the unit staff how to access controlled medications.
4. Certain medications are dispensed only through the HSU. If medications are dispensed through HSU, a permanent pass will be provided.
5. Questions regarding controlled medications may be submitted on an HSR.

Medication/Medical Supply Refills

1. Medication refills are not processed on Saturdays, Sundays or holidays.
2. A refill request should be submitted seven days prior to the last dose.
Request a medication refill by:
 - a. Follow the instructions for completing the DOC-3035C Medication/Medical Supply Refill Request. Do not use DOC-643.
 - b. Submit an HSR after five days if a refill has not been received.

SERVICES

Optical Services

Refer to DAI Policy 500.30.35 Optometry Services and DAI Policy 309.20.03 PIOC Personal Property and Clothing

1. To request optical services, complete a DOC-3035 and submit to HSU. Do not use DOC-643.
2. PIOC need to request updated eye exams which will be subject to a \$7.50 copay.
3. PIOC are eligible for state-issued glasses every 2 years.

Dental Services Unit (DSU)

1. The DSU is open Monday through Friday.
2. PIOC are automatically scheduled for a dental examination. The dentist will do an intake dental exam, take x-rays and discuss the PIOC's dental needs.
3. To request additional dental care, complete a DOC-3392 Dental Service Request and Copayment Disbursement Authorization (DSR). Do not use DOC-643.
 - a. Follow the instructions on the DSR to fully complete the form.
 - b. Describe the dental problem as clearly as possible. If only information is requested, indicate this in the space provided on the DSR.
 - c. The DSR is a confidential document. Place the completed DSR in the Service Request Envelope available on the housing unit. Seal the envelope and circle DSU on the outside of the envelope.
 - d. Give the sealed Service Request Envelope to the unit staff/Mailbox.
 - e. Service Request Envelopes are collected every morning from the housing unit.
4. The dental services available while in reception status are:
 - a. Dental examination and x-rays.
 - b. Emergency or urgent dental treatments.
 - c. Extractions.
 - d. Dental treatments recommended by the dentist to be provided immediately.
5. Dental staff will send a response and follow up as needed.
6. Emergency dental problems or injuries should be brought to the attention of the staff as soon as possible.
7. There is a \$7.50 co-pay charge for any additional dental appointment requested by PIOC.
8. PIOC refusing recommended dental treatment will be asked to come to the DSU to sign a DOC-3220 Refusal of Recommended Health Care.
9. Personal items related to dental health are available for purchase in Canteen.

Psychological Services Unit (PSU)

The PSU staff usually screen all PIOC within one working day after arrival at DCI. The purpose of this screening is to identify those who have significant mental

health issues, identify those who require special placement and to make referrals for psychiatric services. All PIOC are issued informational pamphlets regarding suicide prevention and adjusting to incarceration.

More in-depth psychological evaluations are performed at PSU staff discretion. Psychological testing is administered only to those undergoing more extensive evaluations. Information for these evaluations is also obtained from available records and reports, as well as a clinical interview. The results of the clinical evaluations are used to assist in identifying program and treatment needs. PSU also reviews/evaluates PIOC with current and/or past sex offenses or any other sexually motivated behaviors to determine sex offender program needs.

PSU staff are onsite Monday through Friday.

1. If non-emergency psychological services/information is requested, complete a DOC-3035B Psychological Service Request (PSR). Do not use DOC-643.
 - a. Follow the instructions on the PSR to fully complete the form.
 - b. Describe the mental health problem as clearly as possible. If only information is requested, indicate this in the space provided on the PSR.
 - c. The PSR is a confidential document. Place the completed PSR in the Service Request Envelope available on the housing unit. Seal the envelope and circle PSU on the outside of the envelope. Give the Service Request Envelope to the unit staff/mailbox.
 - d. PSU staff must report to the Warden/designee any information that indicates an increased risk to the PIOC, the institution, community corrections operations, and/or public safety.
2. Service Request Envelopes are picked up daily from the housing unit.
3. PSU staff will evaluate the PSR.
4. Appointments will be scheduled as necessary.
5. PSU staff will respond.
6. Emergency mental health problems should be brought to the attention of the unit staff as soon as possible.
7. There is no copay for psychological services.

HEALTH CARE RECORD ACCESS

Refer to DAI Policy 500.50.08 Access by PIOC Patients to Their Health Care Records

Health Care Record (HCR)

Refer to DAI Policy 500.50.06 Management of DOC Health Care Records and DAI Policy 500.50.02 Health Care Record Format, Content and Documentation

All PIOC have a multi-part HCR primarily consisting of a Medical Chart, Patient Request Folder, Dental Record and Psychological Services Unit Record. Parts of the HCR are kept in the Health Services Unit, Dental Services Unit and Psychological Services Unit.

Confidentiality of HCR

Refer to DAI Policy 500.50.21 Confidentiality of Health Care Record

1. Under Wisconsin and federal laws, the DOC must protect the confidentiality of health information. This generally means that PIOC must sign an authorization (consent) before the DOC may share health information with anyone, including family members.
2. Legal exceptions exist that permit sharing of health information without PIOC's consent.
3. Health care staff members have a right to access PIOC's health information to provide needed medical, dental and mental health care.
4. In a correctional facility, certain non-health care employees may access a limited amount of PIOC's health information to do their jobs. For example:
 - a. An Institution Complaint Examiner may review limited health information to investigate a complaint PIOC files.
 - b. An ADA Coordinator may review limited health information to determine appropriate accommodations.
 - c. Members of a Mental Health Multi-Disciplinary Team or a Special Needs Committee need some limited health information to make decisions about PIOC.
 - d. Unit staff may sometimes be present during a health appointment for security reasons and may deliver certain medications.
5. DOC health staff may share health information with outside community (off-site) health care providers to make sure that PIOC receives needed health care.

Requesting a HCR Review and/or Copies

1. If PIOC want to review their HCR and/or request copies of documents, the appropriate request form must be completed, depending on what part of the HCR will be reviewed.
 - a. DOC-3035 HSR.
 - b. DOC-3392 DSR.
 - c. DOC-3035B PSR.
2. In addition to completing an HSR, DSR or PSR, Wisconsin law requires that patients sign a written authorization form before reviewing and/or receiving copies of their health care information. The DOC uses the DOC-1163A Authorization for Use and Disclosure of Protected Health Information (PHI) to describe the information PIOC wish to review and/or copy.
3. It is recommended that PIOC complete a DOC-1163A to permit the review of their entire HCR during the incarceration. This will eliminate the need to complete a form every time a review is needed of the HCR. Enter "end of incarceration" as the effective time period of the form on the backside/second page.
4. When PIOC request a record review on the HSR, DSR or PSR, an appointment should be scheduled within 30 days of the request unless the HIPAA Compliance Officer approves a one-time 30-day extension for good cause.
 - a. There is no charge for a record review appointment and it will usually be for 30 minutes.
 - b. PIOC are allowed to take notes using supplies provided by the staff member overseeing the review.
 - c. PIOC may choose documents to be copied by marking pages in a manner directed by staff.

- d. Be aware that if PIOC remove, destroy, write upon or in any way alter any document in an HCR, a staff member may write a conduct report for the destruction of state property.
 - e. Any inappropriate behavior during a record review may result in the supervising staff member ending the appointment.
5. A record review appointment is not needed when the requested information is described clearly enough that staff can locate the specific documents in the HSR, DSR or PSR.
- a. PIOC must complete a DOC-184. Copies are \$0.15 per page for letter/legal size. A two-sided copy is \$0.30 per page.
 - b. Copies must be provided within 30 days unless the HIPAA Compliance Officer approves a one-time 30-day extension for good cause.

Disclosing Health Information

- 1. PIOC have the right to sign a DOC-1163A or legally equivalent form to allow another individual or agency of choice to review and/or obtain copies of personal health information.
- 2. Boxes must be checked or a written description of the information that the DOC may disclose to the person or agency named on the form.
- 3. The recipient of copies of the records must pay copying fees.
- 4. PIOC may not authorize another PIOC to review records or obtain copies.

Advance Directives

Refer to DAI Policy 500.00.01 Advance Directives for Health Care

Advance Directives include a Power of Attorney for Healthcare (POA-HC) or a Declaration to the Physician (Living Will). Forms are available through the HSU/Prime Care or Social Services free of charge. The forms meet all the legal requirements of the laws governing advance directives.

Power of Attorney for Healthcare (POA-HC)

A POA-HC is the designation by an individual of another to be their health care agent for the purposes of making health care decisions on his behalf. If the individual is unable to make health care decisions due to incapacity, a POA-HC allows those decisions to be made on their behalf.

To be activated, two physicians or a physician and psychologist, must determine that PIOC is not able to make their own health decisions due to mental incapacity.

Declaration to Physician (Living Will)

A Living Will is a set of instructions signed by an individual telling a physician what to do in very limited situations. It is in effect only when a person is in a persistent vegetative state or when a person is terminally ill and death is imminent. A Living Will does not name an agent to make decisions for the individual. A Living Will is recommended only when PIOC have no one to make decisions on their behalf.

DISCIPLINARY DISPOSITIONS

Refer to DAI Policy 303.00.04 Disciplinary Guidelines and DOC Administrative Code ch. 303

DNA TESTING

DOC personnel, law enforcement officers or other trained personnel may collect samples from PIOC based on their court orders.

DRUG TESTING

Refer to DAI Policy 306.17.01 PIOC Drug Testing

There is zero tolerance for drug use in DAI.

PIOC ordered to submit a urine specimen for urinalysis testing shall be informed if the test is for cause, random, targeted, saturation or treatment. If the PIOC refuses to submit an adequate specimen, they will be informed that this refusal constitutes a violation of Use of Intoxicants and that they may be subject to disciplinary action.

If the PIOC is unable to provide a urine specimen immediately, they may be strip searched and will be supervised until they are able to provide a urine specimen.

ELECTRONIC MONITORING

Refer to DAI Policy 306.00.01 Electronic Monitoring Surveillance

Monitoring and/or surveillance of PIOC activities may occur anywhere in the institution subject to the following exclusions:

1. PIOC/attorney visits.
2. Medical examinations/discussions where medical confidentiality is an issue.

FUNERAL AND FAMILY ILLNESS

Refer to DAI Policy 309.00.08 Death Bed and Memorial Visitation Within A Facility

PIOC are not permitted to attend funerals or deathbed visits. With prior approval from the chaplain, videos of funerals may be sent in for viewing. In certain circumstances, PIOC may view streamed content when provided by the funeral provider.

HEALTH AND SAFETY

Fire

1. Upon hearing a fire alarm while on the housing unit, all PIOC must return to or remain in rooms. The doors must be closed and instructions will be provided by unit staff.
2. If a fire occurs in a room, exit the room if possible, shut the door and notify unit staff.

3. PIOC in program areas will be directed by staff on where to go during the emergency.

Severe Weather - Tornado Warnings

1. When on the housing unit, PIOC will be notified by unit staff that a severe weather alert has been declared.
2. PIOC shall remain in their cells and lie under the bed or lay on the floor and cover up, preferably with a mattress or a blanket, and remain covered for the duration of the emergency.
3. PIOC in program areas will be directed by staff on where to go during the emergency.
4. Stay as far away from exterior windows and doors as possible.

HOBBY

Reception status PIOC are not eligible for the formal hobby program at DCI.

HOUSING UNIT GENERAL GUIDELINES

Housekeeping

1. Upon taking occupancy of a cell, PIOC must report any visible damage, which includes graffiti, to staff immediately. Failure to report damage/graffiti to staff may result in disciplinary action and restitution.
2. Full cleaning of cell is mandatory on cell sanitation days.
3. PIOC are expected to have their cells ready for inspection at all times during the day, according to the standards indicated below.
4. Checklist:
 - a. Floors shall be swept and wet mopped a minimum of once weekly.
 - b. Waste baskets shall be emptied daily.
 - c. State-issued clothing is to be stored in the receptacles provided in the cell.
 - d. Drawers and cubicles shall be organized.
 - e. All surfaces shall be wiped down a minimum of once weekly.
 - f. Desktops shall be free of clutter.
 - g. Mirrors, sinks and toilets shall be cleaned regularly.
 - h. Beds shall be made properly when leaving the cell. PIOC will be provided two sheets, one pillowcase and blanket(s).
 - i. The bulletin board is the only place material may be posted.
5. DCI shall provide footlockers/lockers and padlocks.
 - a. PIOC shall ensure personal property is secured in footlockers/lockers with padlocks at all times. PIOC may receive a conduct report if locks become damaged or are missing through negligence.
 - b. Footlockers/lockers shall not be stacked on top of each other and must remain on the floor.
 - c. The tray inside the footlocker shall remain inside the footlocker.
 - d. DCI is not responsible for property not secured in a locked footlocker.

Cell

1. The cell doors on housing units must be closed.
2. Whenever the cell door has been unlocked for meals, recreation, etc., PIOC will remain in the cell until the unit officer has announced release for the activity.
 - a. Do not loiter outside of the cell door for any reason.
 - b. When returning to the unit from a pass, PIOC must report to the unit officer/sergeant before returning to the cell.
 - c. If the cell door is locked, stand next to it and wait for the unit officer to open it.
 - d. Immediately close the cell door upon entering the cell.
 - e. Slamming of the cell door may result in disciplinary action.
3. Storage of excess clothing or linen is not permitted.
4. Nothing may be placed on the windows, walls or bars.
5. No standing on the chair, toilet, bed or sink.
6. Never cover any part of the cell trap, window or vent.
7. Entering another PIOC's cell is a rule violation and strictly forbidden.
8. Anytime toilets are used for any purpose they must be flushed. Flushing anything other than toilet paper or human waste down the toilet may result in a conduct report.
9. If PIOC are not sure if they are allowed to open their window, they should ask unit staff. Officers have the authority to direct PIOC to close their windows when necessary.

Unit

1. When transferring from one unit to another, PIOC are expected to return required items such as towels, washcloths and any unit games to the Unit Sergeant/Officer. Pillows and mattresses are to remain in the cell.
2. Mail and request slips must be handed in before 10:00 PM count to go out the following day.
3. PIOC are never allowed in the dayroom without permission from the Unit Sergeant/Officer.
4. PIOC shall not loiter when going to and from the shower.
5. There shall be no talking between cells. Voices shall not be heard outside of the cell at any time.
6. Loud talking, singing, whistling, snapping of fingers, slapping of cards and other disruptive actions shall not be tolerated.

ID BADGES

Refer to DAI Policy 306.00.06 – PIOC Digital Photo Identification System

1. PIOC shall clearly display ID cards and produce them for DOC staff or law enforcement authorities when requested.
2. ID cards must be worn outside the outermost garment and the photo must be facing to the front.
3. ID cards must be worn around the neck using only the lanyard provided by the institution.
4. Nothing is to be attached to the DOC ID cards or its lanyard.
5. ID cards will be worn at all times except:

- a. While PIOC is in Restrictive Housing, Observation or Temporary Lock-Up (TLU) status. The restrictive housing property officer will secure the ID cards.
 - b. While using the showers.
 - c. While in the cell.
 - d. While actively engaged in recreational or recognized religious activities which prevent the wearing of the ID card.
 - e. PIOC are responsible for their own ID card.
 - f. When released to law enforcement for court appearances, PIOC ID cards shall be packed with their property and retained in Intake.
6. If ID cards are lost or damaged:
- a. Immediately report damaged or lost ID cards to staff in charge of the area and to housing unit staff.
 - b. Submit damaged lanyard to housing unit staff for replacement.
 - c. Submit a DOC-184 for a replacement ID card to Intake Records. Maintain a copy of the DOC-184 in a temporary lanyard/card holder until replacement card is issued.
 - d. PIOC will be charged for the replacement of any damaged or lost ID card or lanyards.

PIOC ACCOUNTS

Money Receipts and Earnings

1. PIOC in Reception status will be compensated at the involuntary unassigned rate. PIOC's do not receive pay while in OCO, on holidays or on disciplinary status.
2. Only monetary deposits through the DOC-authorized vendor will be accepted.

Disbursement Requests (DOC-184)

1. PIOC in Reception status who have money in a regular account will only be permitted to use funds for: copies, court ordered obligations, emergencies and/or verified extreme hardship.
2. PIOC must wait to send money for any other purpose until transferred to their permanent institution.
3. When requesting to send money to a family member in the case of an emergency or verified extreme hardship, include a written explanation outlining the emergency or hardship with a contact name and telephone number for verification. While in reception status, PIOC may only send a one-time payment of \$25.00 for this purpose.
 - a. All DOC-184's shall be forwarded to the Corrections Program Supervisor for Social Services.
 - b. An embossed, addressed envelope and a DOC-184 must accompany all requests to mail money.
 - c. For obligations, a copy of the bill is required and the money will be sent directly to the creditor, not to a friend or family member.
4. PIOC in Reception status are not allowed to purchase property or products from an outside vendor, participate in correspondence courses and purchase publication subscriptions.

Account Deductions

Refer to DAI Policy 309.45.02 – PIOC Trust System Deductions

Deductions for court ordered obligations shall not be taken from PIOC in Reception status or Division of Community Corrections (DCC) hold status. Child support, income assignments and any facility financial liens/debts shall be deducted.

Release Account

Each PIOC is required, upon permanent placement, to maintain a release account that will become available at the time of release from incarceration for the purpose of aiding reintegration into the community.

Account Statements

1. Detailed account statements are provided once monthly by the Business Office.
2. Canteen statements are handed out weekly.
3. Current account balances can be determined by canteen statements, account statements and any receipts for deposit.
4. PIOC needing additional account statements must submit a DOC-184 to the Business Office.

INSTITUTION COMPLAINT REVIEW SYSTEM (ICRS)

The purpose of the ICRS is to give PIOC in adult institutions a process by which grievances may be expeditiously raised, investigated and decided.

The Administrative Rule governing the ICRS is Wisconsin Administrative Code Ch. DOC 310 and is available in the library to provide further information on proper procedures.

PIOC writing to staff must follow the chain of command in an effort to informally resolve the issues prior to filing a DOC-400 PIOC Complaint. All levels prior to the Warden's office must be exhausted before filing an PIOC complaint. These levels are listed on the Chain of Command guide available on each unit. PIOC must start at the lowest level before going to the next step. If this has not been done, the Institution Complaint Examiner (ICE) may give direction to do so, before accepting the complaint. The department shall not exclude impaired, handicapped or illiterate PIOC from full participation in the ICRS. Failure to follow the chain of command and/or send requests to multiple staff at the same time may result in a request not being acknowledged.

1. Complaints filed by an PIOC or group of PIOC shall:
 - a. Be typed or written legibly on forms supplied for that purpose.
 - b. Be signed by the PIOC.
 - c. Not contain language that is obscene, profane, abusive or threatens others, unless such language is necessary to describe the factual basis of the substance of the complaint.

- d. Be filed only under the name by which the PIOC was committed to the department or the legal name if an PIOC has had a name change.
 - e. Contain only one issue per complaint.
 - f. Shall clearly identify the issue.
2. PIOC may not file more than one complaint per calendar week, excluding complaints that raise health and personal safety issues, including confidentiality of health records. The ICE may waive this limit for good cause.
 3. PIOC shall file a complaint within 14 calendar days of the occurrence giving rise to the complaint, except that the ICE may accept a complaint late for good cause.
 4. DOC-400 and any supporting documents attached must be placed in the "ICE" lock box located on housing units. Only the ICE has keys to access the lock box.

The ICE shall use discretion in deciding the method best suited to determine the facts, including personal interviews, telephone calls and document reviews. The processing of complaints under s. DOC 310.08(3) shall be limited to a review of the record. The ICE shall direct complaint recommendations to the appropriate Reviewing Authority (RA), or may reject a complaint.

Complaint Appeal Process

1. PIOC may appeal a rejected complaint within 10 calendar days only to the appropriate RA who shall only review the basis for the rejection of the complaint. The RA's decision is final.
2. A complainant dissatisfied with the RA's decision may, within 10 calendar days after the date of the decision, appeal that decision by filing a written request for review with the Corrections Complaint Examiner (CCE) on DOC-405 PIOC Complaint Appeal.
3. The CCE will make a recommendation on the appeal to the Secretary of the Department of Corrections who will render a decision.

Appeals to the CCE must be sent directly, at the PIOC's expense, to the CCE via

U.S. Mail at:

Corrections Complaint Examiner
 Department of Corrections
 P.O. Box 7925
 Madison, WI 53707-7925

DOC-400 PIOC Complaint forms, DOC-405 PIOC Complaint Appeal forms, and DOC-2182 Request for Review of Rejected Complaint forms for ICRS use are available on the housing units. PIOC may also request these forms from the ICE Department on a DOC-643.

If a complaint contains a false statement, making that false statement outside the ICRS constitutes the offense of lying about staff.

INTERSTATE TRANSFER OF SUPERVISION

PIOC may wish to live in another state after being released from a correctional institution in Wisconsin. If PIOC are still subject to supervision in Wisconsin, the PIOC must apply to transfer the supervision to the other state. The other state will

be given an opportunity to investigate the proposed plan and will accept or deny the request.

PIOC planning to apply for a transfer should discuss the proposed plan with a Social Worker approximately 4-6 months before release. PIOC will be asked to provide verification of residence, family and employment or other means of support. The actual transfer request may not be submitted to the other state until PIOC is within 120 days of scheduled release. A processing fee will be applied to all transfer requests.

LEGAL MATTERS AND SERVICES

Refer to DAI Policy 309.15.01 Institution Law Library and/or DAI Policy 309.51.01 Legal Loans

Legal Loans

1. PIOC without funds in their account to purchase legal supplies, copies or postage, for the purpose of legal correspondence may submit a DOC-643 to the Business Office to request a legal loan. The policy contains eligibility criteria for obtaining a legal loan to access the courts for litigation related to one's own case.
2. DCI will make reasonable attempts to assist PIOC in obtaining meaningful access to the courts, legal materials and in contacting outside agencies for legal assistance.

In most cases, PIOC can write to:

State Public Defender/Appellate Department
131 W. Wilson Street
PO Box 7862
Madison, WI 53707-7862

3. Legal Assistance to Incarcerated People (LAIP) is a clinical program located within the Remington Center at the University of Wisconsin Law School. Mailings to the program should be directed to the following address:

Legal Assistance to Incarcerated People Project (LAIP)
Frank J. Remington Center for Education
Research and Service in Criminal Justice
University of Wisconsin Law School
975 Bascom Hall
Madison, WI 53706-1399

4. PIOC are permitted to work on legal matters in the Law Library or on their housing unit.
 - a. PIOC may work together on legal matters in the Law Library provided they have permission from the Corrections Program Supervisor for Program Services.
 - b. PIOC may not charge or be paid for assisting another PIOC with legal matters.

- c. Legal materials may be routed to other PIOC within the institution by placing the material in an unsealed envelope and mailing the materials utilizing the U.S. Postal Service.
- d. PIOC may not pass legal materials in the library or on their housing units.
- e. PIOC may not bring legal materials to recreation.
- f. The institution is not responsible for legal materials which are mailed to other PIOC.

Legal Matters

As a result of the Prison Litigation Reform Act (PLRA), there are a number of procedures that affect PIOC access to litigation. Some of these include payment procedures and fees that are needed to file litigation. There are forms and information available in the Law Library to assist with litigation procedures. Those PIOC who are interested in this information should review these steps in the law library.

PIOC at this institution may assist each other in legal matters. Legal materials may be taken to the law library, but they must remain unsealed and available for inspection by staff. PIOC may not bring envelopes or folders to the library or law library.

Legal materials may only be transferred to another PIOC by sending via US mail, with a letter stating what materials are being sent. The recipient must retain the authorizing letter, and the envelope in which it was mailed.

A collection of federal and state case law and statutes is available for PIOC use on computers in the law library. Any further questions regarding the use of institution legal materials should be directed to the librarians.

LIBRARY/LAW LIBRARY

Refer to DCI Procedure 900.512.01 – Library Services and DAI Policy 309.15.01 – Law Library

Eligibility

1. DCI Library services are available to PIOC in Reception status.
2. DCI Library services for Reception status PIOC include books, magazines, newspapers, reference services and a legal collection.
3. PIOC who are in Intake or quarantine status are not allowed to visit the Library or Law Library, but may utilize the Library cart located on the unit.
4. All materials from the unit Library cart are to stay on the unit.

Books/Magazines/Newspapers

1. Books are loaned for four weeks.
2. Up to four items may be borrowed at a time.
3. Reference and Law Library materials are for use only in the library.

4. Library materials may not be given to other PIOC for use or return to the library.

Access

1. All regular Library visits are via group movement, per the Library schedule.
2. Once in Reception status, PIOC may submit a DOC-643 to the Library to utilize the Law Library. These forms are available on housing units.
3. Law Library passes must be turned in to the Librarian upon arrival at the Law Library. All passes must be signed by the Librarian prior to departure.
4. Only loose legal papers may be carried into the Law Library. No folders or envelopes are permitted.

Material Use and Care

1. PIOC are responsible for maintaining library materials in good condition and for their prompt return on or before the due date.
2. PIOC shall take library materials along when moving to a new cell or unit.
3. Library materials shall be turned into Intake when property is packed.
4. PIOC may be charged for lost or damaged materials.
5. Failure to return checked out materials to the DCI Library will prevent the ability to check out materials at the next site.

Law Library

1. The Law Library is accessible by request on a DOC-643.
2. The electronic legal collection contains selections from federal and state statutes and case law. DOC Administrative Rules, DAI policies, DCI procedures and various other self-help materials are also available in the Law Library.
3. All legal materials must be used at the workstation in the Law Library area.
4. Stand-alone computers and/or typewriters are available for use in the Library. Typing paper is available for purchase in the Library.
5. A Law Library clerk is available to assist in locating legal material and legal services. Legal advice is not provided.
6. PIOC may assist each other with legal work while in the library area. To accomplish this, both PIOC must submit a DOC-643 listing the name of the other PIOC and the desire to work together. The Librarian will schedule both PIOC at the same time.
7. Pens, pencils, writing paper, typing paper and legal materials are only permitted for use in the Law Library.
 - a. PIOC will not be permitted in the Library area if in possession of envelopes, folders, accordion files, or any other type of product or vehicle designed to carry personal or legal materials.
 - b. Items must be carried into the Library loose and open. PIOC in possession of any item that violates this rule may be sent back to the unit.

Notary Service

Refer to DAI Policy 300.00.56 Notary Services to PIOC for the most updated list of documents that will be notarized.

Photocopies

Refer to DCI Procedure 900.116.01 – Photocopy Requests – PIOC

1. Photocopies of legal material and documents will be made by Library staff in compliance with federal copyright laws and DCI procedures.
2. PIOC will be charged the current rate for copies.
 - a. PIOC are required to have sufficient funds available to pay for photocopy requests at the time the request is processed.
 - b. PIOC with insufficient funds requesting photocopies of time-sensitive required legal materials are referred to DAI Policy 309.51.01 – Legal Loans.
3. Reception status PIOC photocopy requests are restricted to:
 - a. Materials that are considered official legal documents that will not be accepted by the courts in any other form.
 - b. Materials that cannot be reproduced by other means in time to meet an estimated court deadline. Written proof of imminent deadline is required.

MAIL/CORRESPONDENCE

Refer to DAI Policy 309.04.01 PIOC Mail

PIOC Mailing Address for Correspondence Only

PIOC'S FULL NAME and DOC NUMBER
Dodge Correctional Institution
PO BOX 189
Phoenix, MD 21131

DCI Business Address

NAME and DEPARTMENT
Dodge Correctional Institution
PO BOX 661
Waupun, WI 53963-0661

Government and Vendor Checks

Dodge Correctional Institution
Attention Business Office
PO BOX 800
Waupun, WI 53963-0661

Vendors Shipping to DCI & PIOC Catalog Orders for Property Address

PIOC'S FULL NAME and DOC NUMBER
Dodge Correctional Institution
644 Maxon St.
Waupun, WI 53963

Outgoing Mail Return Address Must Include

PIOC'S FULL NAME and DOC NUMBER
Dodge Correctional Institution
PO BOX 189
Phoenix, MD 21131

1. Mail is delivered Monday through Saturday, except for federal holidays. Outgoing mail must be submitted to the unit staff no later than 10:00 PM for delivery to the Post Office the following day.
2. Outgoing mail is stamped, "This Letter Has Been Mailed from the Wisconsin Prison System."
3. A PIOC may correspond with anyone as long as the correspondence does not violate federal law, court orders, state statutes or DOC/DAI/DCI policies and procedures.
4. PIOC to PIOC correspondence must be submitted unsealed and is subject to monitoring. Outgoing mail between PIOC must have the full name of the institution in the return address on the front upper left corner of the envelope.
5. Incoming mail will be opened and subject to inspection for contraband.
6. Funds from family/friends must be sent via Access Corrections.
 - a. Cash or personal checks will be returned to the sender at the PIOC's expense along with a DOC-243 Notice of Non-Delivery of Mail Publication completed by the Mailroom staff indicating why the contraband was non-deliverable.
 - b. PIOC will be called to the Mailroom to bring a stamped envelope for returning the contraband.
 - c. If it cannot be determined who sent the cash/coin, it will be deposited into the State General Fund.
 - d. No funds in any form will be accepted through the mail with the exception of funds received from the sending county jail.
7. If incoming mail is denied, it shall be processed in accordance with DAI Policy 309.04.01 PIOC Mail.
8. There are no limits on the number of letters sent out or received; however, there is a possession limit of 25 pieces of personal incoming mail – one letter per envelope.
9. Materials and documents taken from the internet and websites are allowed in accordance with DAI Policy 309.04.01 PIOC Mail.
10. The sending of blood/body fluids through the mail, concealed in correspondence constitutes a health hazard for infectious diseases and is not permitted.
11. Before sending an item to the Mailroom, certified, registered or insured mail forms (available in the Mailroom) must be submitted with a DOC-184 noting the following:
 - a. Name and address of the addressee.
 - b. Type of service desired (for example, certified only, restricted delivery, return receipt or return receipt showing to whom delivered, date and address of delivery).
12. Embossed envelopes may be purchased through Canteen. PIOC are limited to 30 envelopes in their possession at any time.
13. All letters to foreign countries must have the amount and denomination of postage printed on them.
 - a. Submit a DOC-184 with the envelope/letter to be mailed to the Mailroom.
 - b. When sending an envelope to a foreign country, a DOC-184 must be attached to the envelope and "international mail" written on the form. The Mailroom will note on the form the remaining funds required to send the correspondence.
 - c. The Mailroom Officer will process the request and submit the DOC-184 to the Business Office for deduction from the PIOC's account.

- d. Any oversized envelope believed to exceed first-class postage, must have a signed DOC-184 attached authorizing the additional postage required.

Legal Mail

1. Staff will open correspondence received from any of the following parties in the presence of the PIOC:
 - a. An attorney.
 - b. The Governor of Wisconsin.
 - c. Members of the Wisconsin Legislature.
 - d. Members of the United States Congress.
 - e. The Secretary of the Department.
 - f. The Administrator of the Division.
 - g. The Attorney General or an Assistant Attorney General of Wisconsin.
 - h. An investigative agency of the federal government.
 - i. The clerk or judge of any state or federal court.
 - j. The President of the United States.
 - k. Mail that concerns joint legal matters. Joint legal matters mean that the PIOC are both listed on a lawsuit as co-plaintiffs, co-defendants, co-petitioners or correspondents. For proof, you may be required to show a document with a case caption that lists both PIOC names. The case shall be an active case.
2. Envelopes received from attorneys in the course of litigation are for immediate use and not for personal use. PIOC must write their full name and DOC number on the outgoing envelope when the envelope is received.
3. If indigent, postage requests for legal correspondence will only be processed if PIOC has an approved legal loan in place per DAI policy 309.51.01 Legal Loans.

MEALS

1. PIOC are not required to attend meals.
2. If meals are being served in the dining room, west end dayroom or barracks nothing may be carried to the meal.
 - a. Trading or giving away food items is not permitted in the serving line. Food items may be given away or traded at the table at which you are seated.
 - b. Returning to the serving line is not permitted. Food items must be taken the first time through the serving line. Proceed to the serving line without walking between the tables.
 - c. Follow the seating pattern as directed by staff.
 - d. PIOC are allowed up to 15 minutes to eat meals.
 - e. PIOC shall leave the dining area and return to their cell/bunk when finished eating.
3. PIOC will be issued a spork upon intake which shall remain in their possession while at DCI. If lost or broken PIOC will be charged for replacement.
4. PIOC may only bring back one piece of fresh fruit if it was served at that meal. The fruit must be consumed within 24 hours and cannot be given to or traded with anyone.

5. Meals delivered to the housing unit shall be consumed in the PIOC assigned area. Trays will not be held after their scheduled pick-up for health and safety reasons.
6. PIOC on a pass or visit during meal service who are unable to return on time shall receive a meal upon their return.
7. The general menu will be posted on all units for viewing.
8. Officers will announce meals. It is the PIOC responsibility to allow enough time to get ready prior to leaving the cell. PIOC not reporting when called out for meals will be considered a refusal.

MOVEMENT – INDIVIDUAL AND GROUP

1. Individual movement within the institution is controlled by the use of the institution's telephone system and the pass system.
2. It is the PIOC responsibility to inform unit staff when they leave and return to the unit.
3. Loitering in the unit corridor at the gate or near the unit staff station is not allowed.
4. For library mass movement, the PIOC may not leave the unit until the library movement is announced. This excludes passes for Law Library.
5. When walking in hallways, PIOC shall have their hands visible at all times. PIOC are not permitted to have their hands in pockets or pants while off unit.
6. With the exception of mass movement, movement to any area of the institution shall require a pass from the unit staff. Passes must be carried while going to/from one's destination.
7. PIOC are allowed five minutes travel time to each destination and must go directly to the designated activity. The time on the pass is the time PIOC are expected to be at their destination.
8. PIOC movement to the Chapel is announced over the institution's all-call system. PIOC may not leave the unit until the program is announced on the all-call.
9. When walking in the main corridor:
 - a. Walk single file and remain to the right of the red line, nearest to the wall in the direction of travel.
 - b. Walk at a normal pace.
 - c. Passing in East Dodge is not allowed.
10. PIOC may not exit their housing unit with candy or gum in their mouth or in their possession.
11. PIOC are not allowed to take any personal property off the unit including: photos, envelopes, letters, pens, pencils, hair picks, canteen items, etc.
12. When a PIOC is released from the pass area they must immediately return to their housing unit or work area and report directly to that area's staff.
13. PIOC leaving the institution shall not be allowed a telephone call or a visit.
14. There shall be no physical contact between PIOC including: handshakes, fist bumping, etc.
15. Individual movement within the institution will be accomplished by the use of the institution pass system.
 - a. All green passes indicate mandatory attendance and will have priority over white passes.
 - b. Will call passes may restrict PIOC from attending other functions within the institution, except other mandatory passes, meals or visits.

- c. PIOC moving on a pass must obtain the pass from the unit officer. This pass must be carried and presented to staff when proceeding both to and from the PIOC's destination.

GROOMING

Also refer to DAI Policy 309.24.01 – Personal Hygiene and Hairdressing and DCI Procedure 900.418.04 – Razors

1. Do not alter or remove blades from any disposable razor. Used disposable razors are to be disposed of in the razor bucket on the housing unit, not in trash cans.
2. All PIOC are expected to maintain an appropriate level of personal cleanliness.
3. Fingernails may not extend beyond the fingertips.
4. Bar soap, toothpaste and toothbrushes are available from unit staff on an exchange basis only. Toothbrushes may be issued every three months if requested by the PIOC.

HAIRCUTS

Refer to DAI Policy 309.24.01 Personal Hygiene and Hairdressing
DCI Procedure 900.512.02 Locks of Love Donation Program – To learn more about the donation of hair to the Locks of Love Program.

1. The institution barber is the only PIOC authorized to cut the hair of other PIOC at the Intake area or where authorized under staff supervision.
2. All PIOC are expected to maintain an appropriate level of personal hair cleanliness. Medical staff may authorize cutting a PIOC's hair when there is evidence of unsanitary care to warrant such action.
3. Mohawks, security threat group cuts or other unacceptable haircuts are not allowed.
4. Only one straight part is permitted with no designs. A part can be a shaved line. Patches of longer hair shall not be allowed to exist in an area where the hair is trimmed shorter.
5. Partial tails are not permitted. Only full growth of hair shall be permitted.
6. Partially shaven heads, including linings, are not permitted.
7. Neckline shall be shaven straight across the back or allowed to grow naturally.
8. Hair shall be cut to blend from the sides to the top of the head. Bowl-type cuts are not allowed.
9. Hair shall be blended together as not to display any differences between the right and the left sides.
10. Braiding of hair is allowed when the entire head of hair is braided or the full growth of hair is braided into one straight braid.
11. Use of devices such as pins, barrettes, hairnets, rubber bands, curlers or one's own hair to secure hair is not permitted outside of the housing unit. One Canteen purchased ponytail holder is allowed to be worn while at recreation.
12. New identification photographs may be required of any PIOC whose appearance changes during confinement as a result of a change of hairstyle, including either length of hair or facial hair.
13. After Intake, Reception PIOC may request a haircut and/or beard trim once every 60 days.

14. PIOC shall submit DOC-643 to request to be scheduled for a haircut and/or beard trim. Haircuts and/or beard trims shall be scheduled as time is available.
15. All Reception status PIOC will be offered a haircut and/or beard trim upon intake. Haircuts are not mandatory at this time except to conform to grooming standards.
16. The only type of haircut and/or beard trim offered in Intake shall be done using clippers with a 1, 2 or 3 blade. The result of this cut shall be uniform in length.
17. PIOC refusing a haircut upon Intake will not be eligible for a haircut for 60 days from the date of their arrival.
18. Prior to transfer all braids must be removed.

PROPERTY

Also refer to DAI Policy 309.20.03 – PIOC Personal Property and Clothing

Intake staff inventories and processes the property of all PIOC admitted to DCI. PIOC will be given a property slip that lists all of the items received.

Property items that are not authorized upon arrival will be returned with the transporting Sheriff's Department. Other items which are not allowable will be mailed out at PIOC expense or disposed of upon request.

The personal property of PIOC in Reception Status will be limited to basic needs in order to avoid transferring large quantities of property.

RECORDS OFFICE

Records, which must be kept on all PIOC's, are maintained in the DCI Records Office. Legal documents including the Judgment of Conviction (JOC), Revocation Order and Warrant (ROW), and Order for Reconfinement/Reincarceration are reviewed, release dates are computed and detainers are placed. For reference of computation abbreviations see the chart on page 40.

Release Dates

1. The Records Office will compute Extended Supervision (ES), Mandatory Release (MR), Maximum Discharge (MAX), and Parole Eligibility (PED) dates as soon as possible after admission.
2. If admitted as an ES, MR or Parole violator, calculations of release dates take considerably longer due to the review of the entire record from the first incarceration.
3. Information on release dates will be forwarded to the PIOC when completed. Please allow up to 8 weeks to receive release dates.
4. Release dates are based on the information given on the JOC, Order for Reconfinement/Reincarceration and/or Revocation Order and Warrant. If information on these documents is not correct, it is the PIOC responsibility to have it corrected.
5. Corrections on the JOC must come from the court, while corrections on the ROW must be resolved through the assigned DCC agent.
6. PIOC who have been admitted as an ES, MR, Parole violator or have an Imposed and Stayed sentence: the custody date is determined by using the

date provided on the ROW. We do not count day for day until the PIOC is received at DCI.

Credit

1. Credit will be determined by the courts or by the DCC agent for revocations.
2. Credit can only be applied as ordered on the JOC.
3. PIOC who have been admitted as an ES, MR, Parole violator or an Imposed and Stayed sentence will have credit given per the ROW.

County Jail or House of Correction Sentences

Per Wisconsin Statutes s. 973.03(2), "A defendant sentenced to the Wisconsin state prisons and to a county jail or House of Correction for separate crimes shall serve all sentences whether concurrent or consecutive in the state prison." PIOC will serve 2/3 of the jail sentence in prison and the remainder on supervision.

Amended Paperwork

PIOC will be provided a copy of the paperwork once the amended documents have been processed.

Sentence Adjustment Information

DAI Policy 302.00.14 – Petition of Sentence Adjustment to Court 75% and 85% and DAI Policy 302.00.18 – Positive Adjustment Time
PIOC must:

1. Ensure a packet is filled out for each count and case currently being served.
2. Ensure a DOC-184 is included with the materials submitted to DCI Records.
3. Copies of JOC's and Conduct record will be submitted by the DCI Records office. All other materials that PIOC want copies of will need to be made before submission. DCI Records will not return any materials.

Division of Hearings and Appeals Hearings

DCC Holds and PIOC who have requested a revocation and/or reconfinement/reincarceration hearing will remain at DCI until completion of the requested hearing. If at any time the PIOC wishes to waive the hearing, they must write to the DCI Records office.

Detainers/Warrants

1. If a detainer is received by DCI, PIOC shall be served the detainer. If appropriate, PIOC may apply for prompt disposition. DCI Records will let PIOC know if this is an option for them.
2. If a PIOC believes there is an outstanding warrant but DCI has not received it, the PIOC may contact the appropriate District Attorney, Sheriff's Department, Clerk of Court or private attorney to check the status of possible detainers. DCI Records office staff do not track pending detainers that have not been officially filed here. This includes Interstate Agreements on Detainers (IADs) from other states.

Parole Eligibility

PIOC who are Parole eligible will have their case tracked by DCI Records to ensure accurate scheduling of the Parole interview.

Record Requests

Requests for copies of records must have a DOC-184 completed and included with the request.

RECREATION

1. Recreation is available to all PIOC at DCI.
2. Temperature and weather conditions shall determine if recreation is held inside or outside.
3. Recreation time schedules are posted on all units.
4. Nothing may be brought to the gymnasium except a prescribed rescue inhaler and nitroglycerin.
5. Recreational clothing and hygiene.
 - a. Tennis shoes must be worn and tied.
 - b. All clothing must fit properly and fingernails must be trimmed in accordance with institution hygiene standards to avoid injuries during recreational activities.
 - c. One Canteen purchased hair tie may be worn to and from recreation.
 - d. Hair grooming in the gym is not allowed (allowed only at outside recreation).
 - e. Violations of these rules may result in the PIOC being returned to the housing unit.
6. While attending recreation, whether in the gymnasium or outside, PIOC are required to remain there until the end of that specific recreation period.
7. PIOC who have a green pass scheduled during a recreation period must remain on the unit.
8. Additional recreation rules are posted in all recreation areas.

RELEASES

PIOC releasing from DCI, will be assigned to a Social Worker who will make contact within 60 days of release to begin planning.

RELIGIOUS PROGRAMS/CHAPEL SERVICES

Refer to DAI Policy 309.00.06 Inmate Marriages
DAI Policy 309.61.01 Religious Beliefs and Practice
DAI Policy 309.61.02 Religious Property
DAI Policy 309.61.03 Religious Diets

Religious studies and worship services are available to all PIOC and are posted on housing units.

Marriage requests are not processed while a PIOC is in Reception status.

Group Worship

The scheduled umbrella religion group (URG) congregational worship services offered at DCI are Catholic, Buddhist/Asian Religions, Humanist/Atheist/Agnostic, Islam, Jewish, Native American/American Indian, Pagan and Protestant/other Christian. PIOC may designate a religious preference during the intake process. If they chose “no preference” during intake, and would like to designate a religion, they need to submit a DOC-643 to the Chapel. PIOC may change their religious preference once every six months.

Other Activities

1. Counseling: Spiritual counseling is available upon request to the Chaplain.
2. Grief Counseling: A PIOC who has suffered the death of a loved one or have had a significant loss of any kind may request to see a chaplain.
3. Pastoral Visits: A pastor, priest, rabbi, imam or spiritual advisor may visit via an arrangement with the Chaplain.
4. To receive a copy of the Bible, the Qur'an or information on how to obtain a religion's holy book, send a DOC-643 to the Chapel.
5. Religious Emblem: May possess one total, in accordance with a PIOC designated religious preference and must meet current property guidelines as listed in DAI Policy 309.61.02 Attachment-Religious Property Chart.
6. Reading Materials: Depending on availability, the Chapel may have religious pamphlets or holy books for PIOC. Religious and spiritual books are available for check out from the Chapel library.
7. Religious Diets: Submit form DOC-2167 Religious Diet Request to the Chaplain.
8. Special events, seminars, religious services and other occasional/seasonal activities may be offered. Check the unit bulletin board or contact the Chaplain for more information.

Worship Services

1. Worship services are provided for PIOC in Reception status. To participate, submit a DOC-643 to the Chapel.
2. The worship service should match the PIOC religious preference. While incarcerated, PIOC are allowed to practice only one religion.
3. See the posted Chapel schedule on the unit for the specific day and time of worship services. The scheduled worship services are:
 - a. Protestant (includes Baptist, Pentecostal, Lutheran, Methodist, Presbyterian, Jehovah Witness, Non-denominational).
 - b. Catholic.
 - c. Buddhist.
 - d. Islamic.
 - e. Native American.
 - f. Pagan.
4. If a PIOC is unclear concerning religious preference or orientation, submit a DOC-643 to the chaplain.

Religious Studies/Activities

Religious studies and other religious activities are provided for all PIOC in Reception status. To participate, submit a DOC-643 to the Chapel. PIOC may

participate in one study in addition to their worship service or unless otherwise specified.

Alcoholics Anonymous (AA)

AA is a support group that seeks to assist members in maintaining sobriety. To attend an AA meeting, submit a DOC-643 to Support Services.

To request AA materials, submit a DOC-643 to the Chapel.

PERSONAL SEARCHES

The following searches may be conducted while incarcerated:

Pat Search

1. A pat search is a search of an PIOC person, including but not limited to, an inspection of the PIOC mouth, nose, ears, hair, searching of the outer clothing wherein staff run their hands along outer garments to detect contraband, an examination of the shoes, hat, pockets and personal property.
2. Pat searches do not have to be conducted in private.

Strip Search

1. A strip search is a search of a person which requires them to remove all of their clothing.
2. A strip search includes examination of the person's clothing and visual inspection of his or her body and body cavities.

Body Contents Search

A body contents search is a search in which the PIOC is required to provide a sample of urine, stool, breath or blood for testing for the presence of intoxicating substances.

Body Cavity Search

1. A body cavity search is a strip search which includes a physical inspection of body cavities by the entry of an object or fingers.
2. A trained medical staff member (physician) is the only person who can perform body cavity searches.

SECURITY THREAT GROUP (GANG) ACTIVITIES

1. Prohibited activities include but are not limited to:
 - a. The collection of dues.
 - b. Publishing and possession of gang literature.
 - c. Communication by invented language.
 - d. Code or hand signals.
 - e. The levy of fines or discipline.
 - f. Possession or wearing of clothing designed to identify members.
 - g. Possession or display of any gang-related materials.
 - h. Acts of intimidation toward others.
 - i. Photos with gang symbols/hand signs.
 - j. Ritualistic greetings between members.
2. Any group not specifically sanctioned by DCI is prohibited from functioning as a group. Groups that have been identified as unsanctioned groups include, but are not limited to:

- a. White Supremacist Groups to include, but are not limited to, Aryan Brotherhood, Skinheads, Ku Klux Klan, Neo Nazis, etc.
 - b. Sureños/Norteños.
 - c. Bloods/Crips.
 - d. Gangster Disciple Nation and all of its affiliates.
 - e. Vice Lords.
 - f. Black P. Stone Nation.
 - g. Latin Kings.
 - h. Spanish Cobras.
 - i. 1% Motorcycle Groups.
 - j. Hate Groups including Militias and 3%ers.
 - k. Sovereign Citizens and other anti-government ideology groups
 - l. Hybrid gangs and cliques
 - m. Unsanctioned (not identified by WI DOC) Religious Groups
3. Any PIOC found in possession of, wearing, manufacturing or distributing any gang-related materials or involved in gang-related activities, will be subject to discipline.

SHOWERS, CLOTHING EXCHANGE AND LAUNDRY

1. Each PIOC will be issued:
 - a. One set of green institution shirt and pants.
 - b. One T-shirt.
 - c. One set of underwear.
 - d. One pair of socks.
 - e. One pair of gym shorts.
 - f. Washcloths, towels, two sheets, one pillowcase and one blanket are provided. A second blanket is provided from September through June.
 - g. One pair of boots and one pair of athletic shoes.
2. New clothing and linen will only be exchanged on a one for one basis in accordance with specific housing unit operations. The only exception will be medically approved item(s) through HSU/Primary Care.
3. Showers
 - a. PIOC are required to shower in accordance with their unit's shower schedule, except when medically excused. Failure to do so may result in disciplinary action.
 - b. PIOC are allowed five minutes in the shower.

TELEPHONE CALLS

Refer to DAI Policy 309.39.01 Monitoring and Recording of Inmate Telephone Calls

1. Each PIOC is permitted to make a minimum of one phone call per month. Telephone calls are limited to 15 minutes. When time and unit operations permit, PIOC may be allowed additional phone calls. ADA accommodations are available for PIOC with hearing impairments upon request to the unit officers.
2. As a call is placed, each PIOC will receive automated instructions to follow. For proper identification purposes, all PIOC are instructed to record their first and last name during their first telephone call. If a PIOC needs to reset their telephone introduction, submit a DOC-761A Telephone Problem Report to the Business Office.

3. Calls are recorded and monitored by the institution. Throughout the call, a recorded message indicates that the call is from a correctional facility. At the end of the call, there is a warning message notifying the PIOC that the call will be ending at the prescribed time.
4. A phone call cannot be completed unless the party called has a pre-paid phone account set up with the third-party billing company to receive collect calls. PIOC in reception status CANNOT put funds on any phone account. If the PIOC's called party does not have a phone account, this may result in blocked calls and receiving a recording that the call is restricted. DCI does not place or remove blocks. If an attempted call is blocked due to billing, the called party will be notified via telephone that a call was attempted to their residence and that it was blocked.
5. Questions regarding telephone use shall be directed to the Unit Security Staff.
6. PIOC are not allowed to place/make telephone calls for other PIOC. Attempting or completing telephone calls and relaying messages for PIOC who are not authorized to use the PIOC telephone is not permitted.
7. When a PIOC is informed they will be transferred to another institution or leave as OCO or OWO, telephone calls will not be allowed. Telephone lists may require reactivation if PIOC are OCO or OWO for an extended period of time.
8. Telephone calls may not be placed to a third party.
9. While using the telephone PIOC must be seated.

Incoming Emergency Calls

Incoming emergency calls shall be reviewed by the PIOC's Offender Classification Specialist or a Security Supervisor who will transmit the information as appropriate.

Calls Between PIOC

PIOC may be permitted to make telephone calls to a spouse, parent or child who is housed in another Wisconsin correctional or mental health institution. Such calls shall be paid for from the account of the PIOC requesting the call. Send an interview request to the assigned Offender Classification Specialist to request this type of phone call.

TELEPHONE CALLS – ATTORNEY

Refer to DAI Policy 309.39.01 Monitoring and Recording of Inmate Telephone Calls

1. Telephone calls to attorneys are not monitored or recorded provided they are properly placed.
2. To include an attorney on a call list, complete a DOC-1631 Telephone Request Attorney Add/Delete.
 - a. This form is available from unit staff.
 - b. After the DOC-1631 is completed, send it to the Business Office.
 - c. The attorney will receive a form letter to sign. The attorney has 60 days to return the form.
 - d. When the form has been returned and approved, the PIOC will receive a copy.

3. If there is a need to contact an attorney prior to the approval of the DOC-1631 or the attorney has not been approved for telephone contact, the PIOC may write them and request that they contact the Business Office to schedule a telephone call.
4. Attorney telephone calls are placed using the same procedure as above.

PIOC WITH MILITARY SERVICE

DCI has a State Veteran's Benefits Specialist that comes to the facility once per month. Veterans will be scheduled automatically to attend an informational meeting.

A copy of the Incarcerated Veteran's Handbook is available in the library for Veterans who would like more information.

For more information, PIOC can write to the Department of Veterans Agent:

Veteran's Representative
VISN 12 HCRV Reentry Specialist
Clement J. Zablocki VA Medical Center
5000 West National Avenue
Milwaukee, WI 53295

TRANSFER OUT

1. PIOC shall be notified by unit officer of pending transfer.
2. Upon notification of transfer PIOC is not permitted to make telephone calls or have other PIOC make telephone calls on their behalf.
3. When directed PIOC will pack property and report to Intake.
4. Library materials shall be turned into Intake when property is packed.
5. Razor cards shall be turned into Intake staff when reporting to Intake for property packing. Remaining number of razors will be placed in PIOC property for transfer.
6. Gym shoes and shorts shall be returned to Intake when packing to leave.
7. Braids must be removed prior to transfer.
8. PIOC shall wear a full set of greens for transfer.

VISITING

Refer to DAI Policy 309.06.01 Visiting

Visiting List

1. While in Reception status, no more than four (4) adult close family member visitors may be approved to visit. "Close Family Member" is defined as: A PIOC's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings.
2. Children of the PIOC who have not reached their 18th birthday may visit, if approved, and shall not be counted against the four-visitor limit on the visiting list. Minors must have written approval of a non-incarcerated parent or legal guardian to visit.
3. An approved minor child shall be accompanied by any approved adult visitor on the visiting list.

4. Individuals less than 18 years of age that are not children of the PIOC will not be approved to visit.
5. PIOC who remain in Reception status longer than 120 days may request one additional related or non-related adult be added to their visiting list. This will not be permitted if the PIOC is in Restricted Housing Status.
6. PIOC with sexually related offenses will not be permitted to have visitors under the age of 18, regardless of the relationship.
7. PIOC will need to fill out the front page of a Visitor Questionnaire (DOC-21AA) for each close family member a PIOC wants to place on the visiting list. This includes a form for each minor child(ren). The child's custodial parent must sign the parental consent portion of the DOC-21AA.
8. If a spouse or child has a different last name than the PIOC, they must include a copy of their marriage/birth certificate along with the visiting questionnaire.
9. If a child's parent does not sign the visiting questionnaire due to being incarcerated or they do not have legal custody, the person who signs the visiting questionnaire must include guardianship papers with the questionnaire.
10. Copies of the visiting questionnaire are not accepted.
11. PIOC is required to mail out their own forms. After the proposed visitor completes the form they must return it directly to the Initial Classification Department for processing.

Visiting Regulations

1. Intake Status: While in Intake Status PIOC are not allowed visits.
2. Reception Status:
 - a. PIOC will be allowed visits as posted.
 - b. The visit week will start on Sunday and ends the following Saturday.
 - c. PIOC in Temporary Lock Up, Observation, Disciplinary Separation, Voluntary Confinement or Administrative Confinement status will abide by the visiting regulations as specified in DAI policies and DCI procedures.
 - d. PIOC in Disciplinary Status are only allowed no-contact visits.

Other Visiting Rules

1. Only approved visitors are allowed to visit. A total of five visitors are allowed per visit. Children under the age of five do not count against the visitor limit.
2. It is the PIOC's responsibility to advise visitors of the hours and restrictions that apply to visiting. "General Information" sheets are available on housing units to send to visitors. This information is also available on the public DOC website.

Visiting Room Rules

1. PIOC must wear a full set of greens with the shirt tucked in and state issued shoes completely tied. The PIOC's ID shall be displayed properly.
2. PIOC entering the Visiting Room will be pat searched and PIOC exiting the visit for any reason will be strip searched.
3. PIOC shall walk through the metal detector prior to exiting the Visiting Room.
4. Visiting Room staff will assign all visits a seating area.

- a. PIOC and visitors are not allowed to change seating areas.
- b. PIOC will remain seated at all times.
- c. Furniture arrangement will remain unchanged.
- d. PIOC and visitors will keep shoes on at all times.
- e. Putting feet on the furniture is not allowed.
5. PIOC will remain seated in the red chair, facing the west wall, at all times.
Exceptions:
 - f. Taking photos.
 - g. Using the restroom.
 - h. Talking to staff.
6. PIOC and visitors are allowed only one brief kiss and embrace at the beginning and end of the visit. Any embracing and kissing during the visit or sexual conduct, may lead to individual disciplinary action, which may include termination of visiting privileges.
7. PIOC/visitor hand or body rubbing/massage is not allowed. Hands are not allowed under clothing at any time. PIOC's hands shall be visible to the staff at all times.
8. PIOC and visitors shall sit in an upright position.
9. PIOC are not allowed to take children to the restroom.
10. PIOC using the restroom while in the Visiting Room will be strip searched upon entering and pat searched upon exiting the restroom.
11. PIOC, as well as their visitors, are responsible to ensure the children visiting them do not engage in behaviors that disrupt other visits.
12. Children of PIOC who are age 5 or under may be permitted to be held and/or sit on the PIOC's lap, provided there are no risk factors as determined by DCI staff.
13. PIOC and visitors shall maintain a normal tone of dialogue during the visit. Profanity will not be tolerated.
14. PIOC and visitors are not permitted to visit with other PIOC and/or other PIOC's visitors.
15. Nothing is allowed to be passed between PIOC and visitors. It is also the PIOC's responsibility to ensure their visitor's actions are in accordance with the rules of DCI.
16. Personal hygiene and hair grooming by PIOC or visitors (combing, braiding, etc.) is not allowed during the visit.
17. Vending machines are available for use. Money for operating these machines must be provided by the visitors. No paper money is allowed in the Visiting Room. PIOC are not allowed to handle money or go to the vending machines.
18. There are no change machines in the Visiting Room. The Visiting Room staff will not make change. Visitors are not permitted to solicit change from other visitors.
19. The microwave is for adult use only. Do not leave the microwave unattended while in use.
20. Qur'ans and bibles may be obtained from the Visiting Room staff. They are for use in the Visiting Room only and must be returned at the completion of the visit.
21. Hobby items in the showcase may be purchased by PIOC visitors only. Contact the Visiting Room staff for further information regarding hobby item purchases.
22. The PIOC/visitor greeting upon arrival in the Visiting Room will take place at the seating area, as does the good-bye, prior to the PIOC's departure at the end of the visit. All visitors will remain seated once the visit is finished, until

the PIOC has left the Visiting Room. Staff will then let the visitor out of the area.

23. No items of any kind are to be taken from the Visiting Room to the housing units by PIOC.
24. Visitors may not leave money for PIOC at DCI. Money may be sent to a PIOC in the form of a money transfer through Access Corrections.

Photographs Taken in Visiting Center

1. PIOC will be permitted to have photographs taken during regular visiting hours, individually or with members of their visiting party. All photographs will be taken in the Visiting Room under the supervision of the Visiting Room staff.
2. PIOC interested in having photos taken during their visit will be required to complete a DOC-184 and give it to the Visiting Room staff. The request must include the number of photos being requested (maximum of five).
3. The DOC-184 will be approved or denied by the Visiting Room staff based on the proper funds being available in the PIOC's account.
4. Photo Guidelines:
 - a. One PIOC is permitted per photo.
 - b. PIOC must wear green state-issued clothing (no personal and/or colored T-shirts or bare chests). PIOC are not permitted to be photographed with any additional personal or state-issued property.
 - c. Pictures are to be taken in the designated area in the Visiting Room.
 - d. Persons in the photo must stand straight, facing the camera with hands at their sides or clasped in front or behind. No hand gestures are permitted. Feet should be parallel, directed toward the camera.
 - e. PIOC and visitors in the Visiting Room may have their arms only around the shoulder of another for pictures. PIOC and visitors are permitted to hold children appropriately in photos.
 - f. Only the PIOC's approved visitors may be in the photograph. Neither staff nor any other PIOC or visitor(s) may be in the photograph(s).
 - g. Photos that are believed to depict gang-related or other inappropriate postures displayed by the PIOC or visitor will be confiscated and PIOC are still required to pay for these photos. Photos will be referred to Security for review. If necessary, a conduct report will be issued. Photos will be returned to the PIOC only if the charges are not substantiated at the disciplinary hearing.
 - h. All photographs will be inspected and approved by Security staff before given to PIOC or their visitors.
5. All photographs that are unacceptable due to damage or to poor quality may be retaken at the discretion of the Visiting Room staff.

Common Records Computation Abbreviations

ABBREVIATION	DEFINITION
AM PED	Alternate Method Parole Eligibility Date
Avail	Available (for reconfinement or reincarceration)
CC	Concurrent
CJT or Credit	County Jail time (credit)
Conf	TIS confinement
CS	Consecutive
Ct or Cts	Count(s)
Cust	Most recent date of custody on ROW without any adjustment for holds or credit – used in Violator Comps ONLY
ES	Extended supervision release date
ESp	Extended supervision period
From	Used when the initial sentence does not start on the sentencing date – EX: Imposed and Stayed Probation; not used in Violator Comps
Gov Rel	Governing Release – Used when calculating Parole Commission authority ends date
Govs	Governs
GSD	Generates same dates
JOC	Judgment of conviction
LTS	Left to serve (on a sentence) to include the 1/3 of New Law sentence
MAX	Maximum discharge date
Mos	Months
MR	Mandatory release date
NE	Not eligible (for parole consideration)
Net Cust	Net Custody – Used in Violator Comps ONLY (determined by subtracting any holds or credit on the ROW from the custody date)
NL	New Law
PED	Parole eligibility date
Reconf	Reconfinement (for TIS revocation)
Reinc	Reincarceration (for NL revocation)
Rel	Release
SB	Sentence Began Date – Not used in violator comps
ROW	Revocation Order and Warrant
Sent	Sentencing date
TIS	Truth-in-sentencing
VOP	Violation of Probation
Yrs	Years

Approved by:

A handwritten signature in black ink that reads "Jason Benzel". The signature is written in a cursive style with a large initial 'J' and 'B'.

Jason Benzel
Warden
Dodge Correctional Institution

