

# **DODGE CORRECTIONAL INSTITUTION**

## **GENERAL POPULATION HANDBOOK**

This handbook shall remain in the inmate's possession until leaving this institution. 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 inmates and is considered a maximum-security institution.

The Unit 25 Handbook addresses schedules, property and procedures specific to PIOC housed on Unit 25.

## **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 inmate. 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.

## **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.

## CHAPTER 1 – RESOURCES FOR INMATES

### **DOC-761 INTERVIEW/INFORMATION REQUESTS FORM**

If an inmate wishes to contact a staff member, a *DOC-761 Interview/Information Request* must be completed. Request forms are available in each housing unit. Be sure to provide all information requested on the form, with both sides filled out completely, and include the specific reason for the request. Staff will attempt to respond either verbally or in writing to the *DOC-761* in a timely manner.

### **CHAIN OF COMMAND**

Inmates must attempt to address and resolve their issues at the first possible level. The *Chain of Command* document spells out who inmates should contact first if they have a question or concern. After waiting an appropriate amount of time for a response or resolution, inmates may then contact the next level as needed. If the issue involves areas not listed on the *Chain of Command* document posted on the housing unit or if inmates are unsure of whom to write, contact unit security staff in an attempt to resolve the issue. Failing to follow this chain of command or sending requests to multiple staff will only cause delays.

### **CANTEEN**

*Refer to DAI Policy 309.52.01 Inmate Canteen*

1. Canteen orders are filled weekly, packaged into clear bags, and delivered to inmates at each housing unit. Inmates are allowed one Canteen order per week. Maximum spending for GP inmates is limited to \$50.00 per week.
2. The unit staff distributes Canteen statements and order forms prior to the unit's scheduled Canteen day.
3. Inmates are responsible for accurately filling out the Canteen order form, using the most current Canteen price list. Inmates must make sure there is money in their account before ordering.
4. Canteen orders that arrive on the day prior to a transfer will be returned to Canteen and the order amount credited to the inmate account.
5. Unit staff will issue each canteen order.
  - a. If an inmate 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.
  - b. The inmate and the unit staff are required to sign the receipt before returning to the cell with the bag.
  - c. Inmates are required to maintain canteen receipts for proof of ownership.
6. It is not necessary to return the whole bag if an item is missing; 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 inmates will be notified of the resolution.
7. Canteen bags are to be returned to the unit staff for disposal.
8. Canteen items purchased are for individual use may not be taken from the housing unit.
9. The Canteen order form has order limits and possession limits on all items which may not be exceeded.
10. 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.
11. Receipts are good for consumable items for up to 90 days. Envelopes are considered a consumable property item.

## **COURT APPEARANCES**

Inmates must wear state-issued clothing when making off-ground trips. State-issued clothing includes state shoes, socks, underwear, pants, shirts and jacket. Inmates 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 inmate as soon as is appropriate, this may occur at the inmate's permanent institution. If appropriate, inmates may apply for prompt disposition.
2. If an inmate 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.

## **FUNERALS AND FAMILY ILLNESS**

*Refer to DAI Policy 309.00.08 Death Bed and Memorial Visitation within a Facility*

## **INMATE COMPLAINT AND REVIEW SYSTEM (ICRS)**

*Refer to DCI Procedure 900.103.02 Complaint Review System – Inmate*

The purpose of the Inmate Complaint Review System (ICRS) is to give inmates 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.

Inmates writing to staff must follow the chain of command in an effort to informally resolve the issues prior to filing a *DOC-400 Inmate Complaint*. All levels prior to the Warden's office must be exhausted before filing an inmate complaint. These levels are listed on the *Chain of Command* guide available on each unit. Inmates 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 inmates 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 inmate or group of inmates shall:
  - a. Be typed or written legibly on forms supplied for that purpose.
  - b. Be signed by the inmate(s).
  - 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 inmate was committed to the department or the legal name if an inmate has had a name change.
  - e. Contain only one issue per complaint.
  - f. Shall clearly identify the issue.
2. Inmates 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. An inmate 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.

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. An inmate 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 Inmate 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 inmate'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 Inmate Complaint* forms and envelopes, *DOC-405 Inmate Complaint Appeal* forms, and *DOC-2182 Request for Review of Rejected Complaint* forms for ICRS use are available on the housing units. Inmates may also request these forms from the ICE Department on a *DOC-761*.

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

### **LEGAL MATTERS AND SERVICES**

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

1. DCI will make reasonable attempts to assist inmates in obtaining meaningful access to the courts, legal materials and in contacting outside agencies for legal assistance.  
In most cases, inmates can write to:  
State Public Defender/Appellate Department  
131 W. Wilson Street  
PO Box 7862  
Madison, WI 53707-7862
2. 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 Mall  
Madison, WI 53706-1399
3. Inmates are permitted to work on legal matters in the Law Library or on their housing unit.

- a. Inmates on the same housing unit may assist one another.
  - b. Inmates may work together on legal matters in the Law Library provided they have permission from the Librarians.
  - c. Inmates may not charge or be paid for assisting another inmate with legal matters.
  - d. Legal materials may be routed to other inmates within the institution by placing the material in an unsealed envelope and mailing the materials utilizing the U.S. Postal Service.
  - e. Inmates may not pass legal materials in the library or on their housing units.
  - f. Inmates may not bring legal materials to recreation.
  - g. The institution is not responsible for legal materials which are mailed to other inmates.
4. Inmates are not allowed to work on legal materials while in assigned work status.

## **LIBRARY**

### *Refer to DCI Procedure 900.512.01 Library Services*

1. GP inmates may attend library during their unit's assigned time.
2. Evening library use is available to GP inmates through the use of the "Library Sign-up Sheet", posted on unit bulletin boards. Additional time may be requested by asking the Librarian before the expiration of the original period. The granting of additional time is dependent on the number of users and the requester's activity.
3. No personal property is permitted in the library.

## **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.
  - a. Inmates are responsible for the condition and prompt return of library materials.
  - b. Library materials may not be given to other inmates for use or return to the library.
4. Inmates may be subject to disciplinary action for lost, damaged and overdue materials.

## **Law Library**

### *Refer to DAI Policy 309.15.01 Institution Law Library*

1. The Law Library is accessible by request on a *DOC-761*.
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 tables in the library area.
4. Stand-alone computers and/or typewriters are available for use in the library.
5. USBs are available for purchase for legal work per *DAI Policy 309.56.01 Technology*.
6. A Law Library clerk is available to assist in locating legal material and legal services. Legal advice is not provided.
7. Inmates may assist each other with legal work while in the library area. To accomplish this, both inmates must submit a *DOC-761* listing the name of the other inmate and the desire to work together. The Librarian will schedule both inmates at the same time.
8. Pens, pencils, writing paper, typing paper and legal materials are only permitted for use in the Law Library.
  - a. Inmates 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. Inmates in possession of any item that violates this rule may be sent back to the unit, and be subject to disciplinary action.

**Notary Service**

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

**Photocopy Service**

*Refer to DCI Procedure 900.116.01 Photocopy Requests – Inmate*

1. Staff, in compliance with Federal Copyright Laws and DCI policies and procedures, will process photocopy requests as institutional resources permit.
  - a. Copies are \$0.15 per page for letter/legal size. A two-sided copy is \$0.30 per page.
  - b. Requests for copies of personal correctional records shall be sent to the department in which they are maintained.
  - c. Requests for photocopies of legal papers may be made through the library. Time-sensitive legal copy requests must contain proof of time deadlines.
2. Requests for personal photocopies may be made through Support Services with Corrections Program Supervisor approval according to the DCI procedure referenced above.
3. Photocopy requests are subject to review by staff and shall only be processed if sufficient funds exist in the inmate’s account and requests do not violate DOC rules or the safe and secure operation of the facility.

**MAIL/CORRESPONDENCE**

*Refer to DAI Policy 309.04.01 Inmate Mail*

Inmate mail address: For Correspondence Only  
 INMATE’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 & inmate catalog orders for property address: INMATE’S FULL NAME and DOC NUMBER  
 Dodge Correctional Institution  
 644 Maxon St.  
 Waupun, WI 53963

Outgoing Mail Return Address Must include INMATE’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. An inmate 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. Inmate to inmate correspondence must be submitted unsealed and is subject to monitoring.
5. Incoming mail will be opened, censored 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 inmate'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. Inmates 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.
7. If incoming mail is denied, it shall be processed in accordance with *DAI Policy 309.04.01 Inmate 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 webpage sites are allowed in accordance with *DAI Policy 309.04.01 Inmate 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 library) must be submitted with a *DOC-184 Disbursement Request* 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 the institution's Canteen or vendor Canteen catalogs only. Inmates 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 inmate's account.
14. Any oversized envelope or envelopes, believed to exceed first-class postage, must have a signed *DOC-184* attached authorizing the additional postage required.
15. If indigent, postage requests for legal correspondence must be submitted to the Business Office.
16. The unit mail/drop box will only be opened by 3<sup>rd</sup> shift staff for retrieval of items.

## **MANUFACTURER AND VENDOR COUPONS, OFFERS, SWEEPSTAKES**

*Refer to DCI Procedure 900.413.02 Manufacturer and Vendor Coupons, Offers, Sweepstakes*

1. Inmates are not permitted to possess or use manufacturer/vendor coupons. Such items, when received by an inmate, may be sent out through the mail to family and friends.
2. Offers for free magazine issues are prohibited.
3. Inmates are not permitted to participate in any type of sweepstakes, promotion or any other type of activity which involves gaming or gambling, whether or not there is a cost to enter. Inmates are not allowed to collect and retain bottle caps from Canteen purchases.

## **MEDICAL, DENTAL AND PSYCHOLOGICAL SERVICES**

### **Access to Health Services**

1. The Health Services Unit (HSU) is open daily.
2. If non-emergency medical services or information is needed, complete a blue *DOC-3035 Health Service Request and Copayment Disbursement Authorization (HSR)*. Do not use a *DOC-761*.
  - 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 an inmate is experiencing a health emergency immediately notify staff in the area.**

### **Medical Copayment**

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

Follow-up health appointments 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.

Inmates refusing routine off-site clinic/hospital appointments will be asked to sign a *DOC-3220 Refusal of Recommended Healthcare* form. Inmates 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 Saturday, Sunday 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 a *DOC-761*.
  - b. Submit an *HSR* after five days if a refill has not been received.

### **Lay in Status**

*Refer to DAI Policy 309.55.02 Lay-In and Sick Cell Status*

Lay-in status is a process that is initiated by an inmate who is too ill to report to a work assignment or has been sent back from a work assignment because they are too ill to work. The HSU issues medical sick cell status.

### **Optical Services**

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

1. To request optical services, complete a *DOC-3035* and submit to HSU. Do not use a *DOC-761*.
2. Inmates need to request updated eye exams which will be subject to a \$7.50 copay.
3. Inmates are eligible for state-issued glasses every 2 years.

### **Dental Services Unit**

1. The DCI Dental Services Unit (DSU) is open Monday through Friday.
2. To request dental care, complete a *DOC-3392 Dental Service Request and Copayment Disbursement Authorization (DSR)*. Do not use a *DOC-761*.
  - 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.
3. Dental staff will send a response and follow up as needed.
4. Emergency dental problems or injuries should be brought to the attention of the staff as soon as possible.
5. There is a \$7.50 co-pay charge for each requested dental appointment.
6. Inmates refusing recommended dental treatment will be asked to come to the DSU to sign a *DOC-3220 Refusal of Recommended Health Care*.
7. Personal items related to dental health are available for purchase in Canteen.

### **Psychological Services Unit**

DCI Psychological Services Unit (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 a *DOC-761*.
  - 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. Psychological Services staff must report to the Warden/designee any information that indicates an increased risk to the inmate, 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 Inmate 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 inmates 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 inmates 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 an inmate's consent.
3. Health care staff members have a right to access an inmate'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 an inmate's health information to do their jobs. For example:
  - a. An Institution Complaint Examiner may review limited health information to investigate a complaint an inmate files.
  - b. Members of a Mental Health Multi-Disciplinary Team or a Special Needs Committee need some limited health information to make decisions about an inmate.
  - c. 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 an inmate receives needed health care.

## **Requesting an HCR Review and/or Copies**

1. If an inmate wants 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 Blue Health Service Request (HSR).*
  - b. *DOC-3392 Yellow Dental Service Request (DSR).*
  - c. *DOC-3035B Green Psychological Service Request (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 an inmate wishes to review and/or copy.
3. It is recommended that an inmate complete a *DOC-1163A* that will 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 an inmate requests 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. Inmates are allowed to take notes using supplies provided by the staff member overseeing the review.
  - c. Inmates may choose documents to be copied by marking pages in a manner directed by staff.
  - d. Be aware that if an inmate removes, destroys, writes upon or in any way alters 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. Inmates 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. Inmates 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. Inmates may not authorize another inmate 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 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)**

The designation, by an individual, of another as his health care agent for the purposes of making health care decisions on his behalf if the individual is unable, due to incapacity. To be activated, two physicians, or a physician and psychologist, must determine that an inmate 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 inmates have no one to make decisions on their behalf.

#### **MONEY/INMATE ACCOUNTS**

*Refer to DAI Policy 309.45.02 Inmate Trust System Deductions*

#### **Child Support**

If an Order/Notice to Withhold Income for Child Support is received, deductions will be taken from any money received for an inmate.

#### **Crime Victim and Witness Assistance Surcharge**

Per Wisconsin *Statute s. 973.045*, the courts will impose a surcharge for each misdemeanor offense or count and each felony offense or count. Surcharges will be collected by the institution in accordance with *DAI Policy 309.45.02*.

## **Disbursement Requests**

*Refer to DCI Procedure 900.106.01 Fund Disbursement – Inmate*

1. The *DOC-184* is used to request money be withdrawn from an inmate's account.
2. Inmates may request disbursement of \$25 or less to anyone on their visiting list or a close family member once every 30 days for personal reasons by sending a *DOC-184* to the Social Worker. A close family member is defined as: an inmate's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent surrogate is within the definition of parent if an inmate substantiates that a claimed surrogate did in fact act as a parent to the inmate, although the parent surrogate was not an adoptive, foster or step-parent.
3. Requests for disbursement in excess of \$25 to anyone on an inmate's visiting list or close family member may be made only with the written approval of the Corrections Program Supervisor for Social Services. Discuss such requests with the Social Worker prior to submitting the request.
4. A *DOC-184* for the purchase of personal property items shall be submitted to the Property Room Sergeant.
  - a. No personal envelope is necessary when purchasing from DOC-approved property vendors.
  - b. Vendor orders are sent out once a week.
  - c. All other outside purchases must include an addressed, embossed envelope with the disbursement request.

## **Earnings**

*Refer to DAI Policy 309.55.01 Inmate Compensation Plan*

The hourly rate for all inmates varies from Pay Range 1 to 5. Earnings are posted to accounts every two weeks. Inmates who are medically unassigned or awaiting a job assignment will earn \$0.05 per hour.

## **Release Account**

1. A release account will be established for inmates by transferring 10% of all general account deposits into a separate release account. All deposits to an inmate's account are affected.
2. Inmates may deposit release account funds into an interest-bearing account established in their name at a bank designated by the institution.
3. Inmates are permitted to transfer regular account funds into their release account.
4. Release funds may be used for purchases in accordance with *DAI Policy 309.45.02 Attachment A*.

## **RECORDS OFFICE**

1. Records Office staff maintain Social Service/Legal files, compute release dates, establish parole eligibility dates, serve legal process and process detainers. If inmates wish to review Social Service or Legal files, submit a *DOC-761* to the Records Office.
2. Release dates are based on the Judgment of Conviction, Revocation Order and Warrant, and institutional adjustment.
  - a. If an inmate believes the information on these documents is incorrect, it is their responsibility to have it corrected.
  - b. Corrections on the Judgment of Conviction must come from the court.
  - c. Corrections on the Revocation Order must be resolved through the inmate's Probation and Parole Agent.
3. When requesting copies of file materials, please specify the number of copies needed and include a completed *DOC-184* with the request to the Records Office. If there are funds available, copies will be made and returned.



## **TELEPHONE CALLS**

*Refer to DCI Procedure 900.420.01 Telephone Calls – Inmate, DAI Policy 309.39.01 Monitoring and Recording of Inmate Telephone Calls*

1. 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 inmate that the call will be ending at the prescribed time.
2. For proper identification purposes, all inmates are instructed to record their first and last name during their enrollment. If there is a need to reset a telephone introduction, submit a request to the Business Office.
3. Questions regarding telephone use shall be directed to the Unit Security Staff.
4. Telephone calls are limited to 15 minutes.
5. If telephone connection problems occur, report these to the unit staff immediately, and submit a *DOC-761A Telephone Problem Report*, to the Business Office. The problem must be clearly stated and all the facts provided, including the number called, the time of the call, and the error message received.
6. Inmates are not allowed to place/make telephone calls for other inmates.
7. When an inmate is informed they will be transferred to another institution or leave as OCO or OWO, telephone calls will not be allowed.
8. Telephone calls may be placed between 0730 and 2100 when the dayroom is open. Calls must be completed by 2100.
9. Telephone calls may not be placed to a third party.
10. While using the telephone inmates must be seated facing the Unit Security Staff.

## **Incoming Emergency Calls**

Incoming emergency calls shall be reviewed by the inmates' Social Worker or a Security Supervisor who will transmit the information as appropriate.

## **Calls Between Inmates**

Inmates will 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 inmate/resident requesting the call. Send an interview request to the assigned Social Worker to request an inmate to inmate phone call.

## **TELEPHONE CALLS – ATTORNEY**

*Refer to DCI Procedure 900.420.01 Telephone Calls – Inmate*

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 form is completed, send it to the Business Office.
  - c. The inmate's 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 inmate 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 inmate may write them and request that they contact the Business Office to schedule a telephone call.

**VISITING INFORMATION**

*Refer to DAI Policy 309.06.01 Visiting and DAI Policy 309.06.02 Visitor Entrance – Special Needs*

1. While in the visiting room inmates must wear the following state-issued clothing:  
Green pants, green shirt, T-shirt, undergarments, socks and boots.
2. No personal property shall be allowed in the visiting room.
3. Food purchased during a visit must be consumed while in the visiting room.

**Professional Visits**

*Refer to DAI policy 309.06.02 Visitor Entrance- Special Needs and DCI Procedure 900.522.01 Visits – Attorney, Pastoral and Professional*

## CHAPTER 2 – PROGRAM GUIDE

### **CORRESPONDENCE COURSES- EDUCATIONAL AND RELIGIOUS**

*Refer to DAI Policy 300.00.26 Non-DOC Postsecondary*

1. Inmates may request approval to participate in correspondence courses.
2. Inmates must receive prior approval for all correspondence courses, regardless of method or source of payment.

### **RECLASSIFICATION COMMITTEE – (RC)**

The RC reviews custody classification, program assignment and institution placement. Inmates shall be reviewed by the RC not more than 12 months from the last review.

1. If a significant change affecting custody, program assignment or institution placement has occurred, inmates may complete a *DOC-2212 Early Re-classification (RC) Hearing Request* and submit it to the assigned Social Worker for review.
2. An inmate may file an administrative review request of the committee's decision if it is believed a decision was based on erroneous information.
  - a. This review will only address decisions of custody classification, transfer, institution placement and program assignment.
  - b. The process requires completion of the *DOC-1292 Administrative Review of Classification Decision* within 10 days of receiving the printed finalized classification report. The forms are available in the library and on the housing units.
  - c. This form is to be mailed to the Bureau of Offender Classification and Movement (address is on the form).

### **RECREATION**

*Refer to DCI Procedure 900.518.01 Recreation Program*

1. Recreation is available to all inmates 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. Inmates may only take musical instruments, weightlifting gloves and/or a prescribed rescue inhaler when going to outside recreation.
5. Nothing may be brought to the gymnasium except for weightlifting gloves, a prescribed rescue inhaler and/or nitroglycerin.
6. Recreational clothing and hygiene.
  - a. Tennis shoes must be worn.
  - b. Shoes determined to be marking the gym floor will not be allowed.
  - c. All clothing must fit properly and fingernails must be trimmed in accordance with institution hygiene standards to avoid injuries during recreational activities.
  - d. Weightlifting gloves may only be worn in the gymnasium or on the recreation field.
  - e. One Canteen purchased hair tie may be worn.
  - f. Hair grooming in the gym is not allowed (allowed only at outside recreation).
  - g. Violations of these rules may result in an inmate being returned to his housing unit and may be subject to disciplinary action.
7. While attending recreation, whether in the gymnasium or outside, inmates are required to remain there until the end of that specific recreation period.
  - a. If the period is two hours in duration inmates may leave after the first period.
  - b. Inmates who leave recreation following the first period are not allowed to return when the second period is called.

- Inmates who have a green pass scheduled during a recreation period must remain on the unit. Inmates will be called back to their housing unit if they have a visit.
- Additional recreation rules are posted in all recreation areas.

### **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 Inmates and are posted on housing units.

### **Group Worship**

The scheduled umbrella religion group (URG) congregate worship services offered at DCI are Catholic, Eastern Religions, Humanist/Atheist/Agnostic, Islam, Jewish, Native American/American Indian, Pagan and Protestant/Other Christian. Inmates must complete a *DOC-1090 Religious Preference* form to be eligible to sign up for group worship. To participate, submit a *DOC-761* to the Chapel.

### **Religious Studies**

- Studies are available to all inmates and they may attend one study within their umbrella religion group. If the inmate wants to participate in more than one study, permission must be granted by a Chaplain. To participate, submit a *DOC-761* to the Chapel.
- Only one copy of an approved holy book is allowed to be brought to the Chapel for studies per DAI policy.

### **Other Activities**

- Counseling: Spiritual counseling is available upon request to the Chaplain.
- Pastoral Visits: A pastor, priest, rabbi, imam or spiritual advisor may visit via an arrangement with the Chaplain.
- Religious Emblem: May possess one total, in accordance with an inmate's designated religious preference and must meet current property guidelines as listed in *DAI Policy 309.61.02 Attachment-Religious Property Chart*.
- Religious Diets: Submit form *DOC-2167 Religious Diet Request* to the Chaplain.
- 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.

### **SOCIAL SERVICES**

Inmates in General Population are assigned a Social Worker. The assigned Social Worker is available to help with problems, provide assistance with the RC process, assist in the development of parole plans and provide a variety of counseling services. The Social Worker may be contacted by submitting a *DOC-761*.

### **Alcoholics Anonymous (AA)**

AA is a support group that seeks to assist members in maintaining sobriety. To attend, submit a *DOC-761* to Support Services.

## **WORK ASSIGNMENTS**

*Refer to DAI Policy 309.00.01 Inmate Work Placement and DAI Policy 309.55.01 Inmate Compensation*

1. DCI is a working institution and requires inmates to maintain a job assignment.
2. Inmates hired into a job will serve a sixty-day probationary period beginning the effective date of the job assignment.
3. Inmate job performance is evaluated monthly (during probation), annually or as needed based on job performance.
4. Inmates may be reassigned at the Work Coordinator's discretion based on skills and institutional needs.
5. Job assignments are generally implemented once per week.
6. Work assignments will not exceed two years in a department location.
7. Inmates requiring disability accommodations should submit a *DOC-761* to the ADA Coordinator.

## CHAPTER 3 - GUIDELINES FOR DAILY LIVING

### **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 GP inmates are issued two sets of green institution shirts and pants. The gym shorts received while in reception status must be turned in within 30 days of arrival on a GP unit. The issued gym shoes may be kept until personal gym shoes are purchased.
2. The green institution clothing must be worn whenever off the unit, except when going to recreation.
3. Each shop or work area will post rules pertaining to the clothing inmates are required to wear when working in that area.
  - a. Institution sweatshirts are stenciled to identify them as state property.
  - b. Institution sweatshirts cannot be worn at meals or recreation; they are to be worn for work only.
  - c. Inmates are not allowed to go to the Barbershop in work attire.
  - d. Food Service workers are issued white pants. Inmates are required to change out of kitchen whites in between work shifts.
  - e. Evening Food Service workers must be changed out of their work clothes after the 5:30 PM count.
4. Bathrobes, shower shoes, slippers and pajamas are not appropriate dayroom attire and may be worn only to and from the shower and while in the cell.
5. Socks must be worn at all times except when going to and from the shower.
6. Underwear must be worn at all times except when showering. Boxer-style underwear is not a substitute for gym shorts.
7. Transgender inmates must wear undergarments under clothing at all times except when showering or sleeping.
8. T-shirts or sleep shirts must be worn with underwear while sleeping.
9. Sleeveless T-shirts may be worn to, from or while at recreation only. Thermals are not allowed to be worn to recreation without an active medical restriction.
10. Sweatshirts and T-shirts with sleeves may be worn in the dayrooms and at recreation.
11. Raincoats, gloves/mittens and hats may only be worn outside.
12. Personal head coverings may be worn only while at outside recreation. Due to the nature of their work assignment, Maintenance workers may wear their personal head coverings to, from, and on their work assignments. Authorized religious head coverings may be worn as designated in *DAI Policy 309.61.02*. Handkerchiefs may not be worn as headbands. Du-rags are not allowed outside of the cell.
13. All personal clothing must be marked with the inmate's DOC number.
14. Personal shoes, socks and underwear may be worn off of the unit.
15. Curlers, hairnets, etc., may not be worn outside the unit. Shower caps may be worn to and from the shower and cell. One canteen purchased hair tie may be worn to recreation or work.
16. Combs, pens, pencils, hair picks, etc., may not be carried in hair or behind ears. Brushes, combs, hair picks are not permitted in the dayroom.
17. Shirts with buttons must be completely buttoned (top button optional). Shirts do not have to be tucked in while on the unit.
18. Oversized clothing is not allowed.
19. Pants and gym shorts must be worn with the waistband around the waist. Blousing, rolling up or pulling up pant legs is not allowed.
20. Thermal underwear shall only be worn underneath T-shirts, pants or sweatshirts.
21. Gym shorts are not to be worn underneath pants.

22. Shoes

- a. Inmates may possess two pairs of personal shoes.
- b. Institution shoes are issued upon entry into the institution 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 inmates.
- d. Specialty shoes (not state-issued shoes) required for work will not be included in the limitation of two pairs of shoes.
- e. Shoelaces shall only be used for their intended purpose.
- f. Shoelaces must be tied and laced in a crisscross manner only.
- g. Shoe tongues shall not be turned over the laces.
- h. Shoes or slippers shall not be worn with the backs pushed down.

<b>Clothing Allowed</b>	<b>Quantity</b>
Green Shirts	2 each
Green Pants	2 each
White Pants (Food Service Workers Only)	4 each
T-Shirts	7 total (4 may be State issued)
Underwear	7 total (4 may be State issued)
Socks	7 pair (5 may be State issued)
Towels	4 each (3 may be State issued)
Washcloths	4 each (3 may be State issued)

**Clothing/Laundry Exchange**

*Refer to DAI 309.24.01 – Personal Hygiene and Hairdressing*

Refer to individual unit guidelines. Clothing, linens and towels are to be used for their intended purpose only.

**Laundry**

- 1. Inmates are expected to maintain the cleanliness of their personal clothing items.
- 2. A washer and dryer are located on one of the units of each GP building.
- 3. Unit washers and dryers are for personal clothing only. At no time are state-issued clothing or bedding to be washed or dried in the unit machines.
- 4. State-issued items are to be sent to laundry to be laundered or exchanged using the posted unit schedule.
- 5. Only the Unit Custodian may operate the washing machine and clothes dryer according to housing unit schedules.
- 6. Laundry bags are available from the Canteen.
- 7. Inmates must purchase their own laundry detergent from Canteen. Laundry will not be washed unless proper laundry detergent is provided when the laundry bag is picked up for washing.
- 8. Personal clothing items are to be dried in the unit dryer, not placed on clotheslines, fans, or radiators.
- 9. All laundry should be completed by 8:30 pm. If there is clothing left in a machine it will remain there until the next day.

**COUNTS**

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

- 1. All inmates are required to be in their cells and locked in 10 minutes prior to standing counts. Personal electronics must be turned off.

- a. Inmates must be fully clothed and standing in full view of the doorway for standing counts.
  - b. No talking is allowed during count.
2. Inmates on out-count detail will assemble in the area directed by the staff member responsible when count is announced.
  3. Inmates 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 inmates must report to their housing units, with the exception of those on visits.
2. Inmates on visits during an emergency count shall remain in their seats until the count is cleared.

### **DISCIPLINARY DISPOSITIONS**

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

### **GROOMING**

*Refer to DAI Policy 309.24.01 Personal Hygiene and Hairdressing*

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 inmates 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 inmate.
5. Inmates assigned to food preparation and serving areas are required to wear hairnets or approved head coverings. Heavy-duty hairnets are sold in Canteen.
6. Facial hair presents a sanitation problem in certain job assignments. The institution shall require appropriate trimming and use of a beard net to meet sanitary standards.
7. Inmates performing work assignments around machinery that may reasonably be determined to be a safety hazard may be required to maintain suitably cropped head and facial hair or wear appropriate protective equipment.
8. Any form of hair grooming by more than one person is only allowed in the shower room/bathroom with staff permission.

### **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 inmate authorized to cut the hair of other inmates at the Intake area or where authorized under staff supervision.
2. All inmates are expected to maintain an appropriate level of personal hair cleanliness. Medical staff may authorize cutting an inmate'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 inmate whose appearance changes during confinement as a result of a change of hairstyle, including either length of hair or facial hair.
13. Inmates shall submit *DOC-761* to request to be scheduled for a haircut. Haircuts shall be scheduled as time is available.
14. Haircuts for GP shall occur no sooner than every 30 days.
15. Questionable hairstyles or haircuts may be reviewed by a supervisor.

### **HOUSEKEEPING**

1. Inmates are expected to have their cells ready for inspection at all times during the day, according to the standards indicated below.
2. Checklist:
  - a. Floors shall be swept and wet mopped a minimum of once weekly.
  - b. Wastebaskets shall be emptied daily.
  - c. All personal and 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. Desktops shall be free of clutter; however, desk lamps, typewriters and fans may stay on the desktop.
  - f. Mirrors, sinks and toilets shall be cleaned daily.
  - g. Beds shall be made properly when leaving the cell. Inmates will be provided two sheets, one pillowcase and two blankets.
3. The institution shall provide footlockers/lockers and padlocks.
  - a. Inmates shall ensure personal property is secured in footlockers/lockers with padlocks at all times.
  - b. Footlockers/lockers shall not be stacked on top of each other and must remain on the floor.
  - c. The tray inside the footlocker will remain inside the footlocker.

### **ID BADGES**

*Refer to DAI Policy 306.00.06 Inmate Digital Photo Identification System*

1. Inmates shall clearly display ID badges and produce them for DOC staff or law enforcement authorities when requested.
2. ID badges must be worn outside the outermost garment and with the photo facing to the front.
3. ID badges must be worn around the neck using only the lanyard provided by the institution.
4. Nothing (for example, keys, work area ID badges, etc.) is to be attached to the ID badge or lanyard.
5. Work area nametags must be worn in addition to ID badges but shall not replace the display of ID badges. Work area ID badges are not to be attached to the ID badge or lanyard.
  - a. ID badges shall be worn at all times except:
    - b. In segregation, control, observation or TLU status.
    - c. In showers.

- d. In cell.
  - e. While actively engaged in recreational or recognized religious activities that prevent wearing of the ID card. The ID shall be carried by the inmate or readily available upon request.
  - f. While actively engaged in an assigned work activity that may cause damage to the ID card or pose a health and safety risk. The ID shall be carried by the inmate or readily available upon request.
  - g. When being transported for court appearances or medical trips.
6. Immediately report damaged or lost ID badges to staff in charge of the area and to housing unit staff. Submit damaged lanyard to housing unit staff for replacement.
  7. Submit a *DOC-184* to the business office for the cost of a replacement ID badge. Maintain a copy of that request in a temporary lanyard/badge holder until a replacement badge is issued.

### **MEALS**

1. Inmates are not required to attend meals.
2. Inmates on visits during mealtime may request a meal be saved for them.
3. If meals are being served in the dining room, nothing may be carried to the meal.
4. Inmates 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 inmate on their housing unit shall be consumed in their assigned room. Utensils from the tray may not be saved. One piece of fresh fruit may be retained from the tray. Trays will not be held after their scheduled pick-up for health and safety reasons.
6. The main menu will be posted on all units for inmates to view.

### **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 inmate's 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 inmate may not leave the unit until the library movement is announced. This excludes passes for Law Library.
5. When walking in hallways, inmates shall have their hands visible at all times. Inmates 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. Inmates 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 inmates are expected to be at their destination.
8. Inmate movement to the Chapel is announced over the institution's all-call system. Inmates 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. Inmates may not exit their housing unit with candy or gum in their mouth or in their possession.
11. Green passes indicate mandatory attendance. If an inmate is off of the housing unit, they shall take their green pass with them to their work area.
12. When an inmate 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. Inmates leaving the institution shall not be allowed a telephone call or a visit.

#### **Inmate Runners and Other Workers**

1. Runners and workers are restricted to movement in areas related to official business authorized by Department Supervisors.
2. At the conclusion of their assignment, inmates are to return to their assigned areas. Any inmate observed in an area not directly related to their work assignment may be subject to disciplinary action.
3. All inmate workers are required to wear their ID badges to, from, and while at their job assignment. Name badges are to be worn on the outermost garment in the area of the left pocket.
4. Inmates are not allowed to carry any personal or state property to and from work unless otherwise authorized.

#### **Maintenance Workers**

Inmates are not permitted to return to their unit and/or room during the workday, except for authorized business or for meals. Inmates in Maintenance are issued green badges which must be worn at all times during working hours.

#### **ROOM KEYS**

1. Room keys are issued to inmates on medium units. A replacement fee is charged for lost or damaged keys. The unit staff is not expected to open doors for inmates on medium-security units. Inmates housed on medium-security units will maintain possession of their room key at all times.
2. Only institution-issued lanyards may be attached to the key and hung around the neck to secure.
3. No items shall be used to prop doors open on medium units.

#### **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, 3%ers, and 5%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 inmate found in possession of, wearing, manufacturing or distributing any gang-related materials or involved in gang-related activities, will be subject to discipline.

**SHOWERS**

*Refer to DAI Policy 309.24.01 Personal Hygiene and Hairdressing*

- 1. No loitering or congregating in the shower.
- 2. Showers may be taken between the hours of:
  - a. Maximum housing units: 6:45 AM – 8:45 PM
  - b. Medium housing units: 4:00 AM – 8:45 PM
- 3. Inmates must be in rooms by 9:00 PM.
- 4. Food service workers must shower daily. Other workers are encouraged to shower daily.
- 5. An inmate on lay-in status is allowed one shower per day.
- 6. Shower areas may be closed for a regularly scheduled cleaning time at the end of each evening or a brief time on the weekend.
- 7. Showers are closed during meals, meal clean up, count and shift change.
- 8. Alternate shower times may be given at staff discretion.

**TELEVISION/RADIO (PERSONAL)**

- 1. Homemade or fabricated antennas for radios are not allowed. A television antenna is not to be attached to a radio.
- 2. Televisions, radios and their accessories shall only be purchased through DOC-approved vendors.
- 3. Earbuds/headphones are required to be used while using a television or radio.
- 4. Inmates with televisions must keep them on the television shelf.
- 5. Televisions, radios and hobby boxes are the only boxes allowed in a room.
  - a. Personal property may be stored in the television box.
  - b. The boxes may not be used as tables and must be stored under the bed.
  - c. If the box does not fit under the bed, it must be stored under the desk.

**UNIT LIVING**

*Refer to DAI Policy 300.00.03 Heat and Cold Weather Advisory*

- 1. Talking must be in a normal, conversational tone of voice.
- 2. Talking or yelling out of any window, including dayroom windows, is prohibited.
- 3. All visiting must be done in the dayroom. There will be no visiting at the doors or in the corridor.
- 4. Inmates are responsible for securing all their property in their rooms.
- 5. Inmates on maximum units may request staff lock their doors while off the unit.
- 6. The cell doors on housing units must be closed.
- 7. Lights, radio, television, etc. must be turned off when not in the room.
- 8. Windows may be opened in warm weather.
- 9. Plastic silverware is available from Canteen. State-supplied eating utensils must be returned with the tray.
- 10. All request forms and mail items are to be turned in to the unit staff by 10:00 PM to be processed that night.

11. The plastic chair in the room has been assigned to inmates.
  - a. It may be taken to the dayroom or the shower room while utilizing in these areas.
  - b. The chair must be returned to the room for counts or whenever leaving the housing unit.
  - c. Chairs will not remain in these areas unattended for extended periods of time.
12. Footlockers, mattresses and pillows remain on the unit to which these items are assigned.
13. Group cooking is not allowed. Foot basins are not to be used for food preparation.
14. Do not touch or move state fans unless given authorization by staff.
15. Ice
  - a. A unit supplied ice scoop is the only item authorized for retrieval of ice from ice chests.
  - b. Stockpiling or hoarding ice is not allowed.
  - c. Ice from the unit ice chest is to fill one cup or for use as directed by the HSU.
  - d. Multiple trips to the ice chest to fill other containers with ice is not allowed.
  - e. Pitchers, foot basins, sinks, etc., found filled with ice is considered a violation and a conduct report may be issued.
16. Inmates must be dressed with a T-shirt and pants or shorts on the way to the shower and returning to their cell after showers and while outside their cell. Walking around the unit without a shirt or pants is not permitted.

### **Dayrooms**

1. Dayrooms open after the unit breakfast meal ends and/or clean-up has been completed.
2. Dayrooms are closed for count, meals, meal clean-up (when needed) and at shift change.
3. Medium units close at midnight. Maximum units close at 9 pm.
4. Chairs:
  - a. Inmates shall bring their chairs to be used in the dayroom.
  - b. Chairs may not be left in the dayroom.
5. Dayrooms may be closed during cleaning or maintenance periods.
6. Not allowed in Dayroom:
  - a. Musical instruments. (May only be used in rooms with the door closed from 8:00 AM to 9:00 PM.)
  - b. Hair grooming, self-grooming and personal hygiene tasks.
  - c. Sitting on or putting feet on tables, heating system covers, ice chest, windowsills, television shelf, walls, etc.
  - d. Hobby projects or materials.
  - e. Tablets, electronics and their accessories.
7. Food and/or drink purchased from canteen and consumed in dayrooms are for individual use only.
8. A television is located in the dayroom area of each unit.
  - a. Programming is determined by the majority vote.
  - b. Inmates with personal televisions may not vote on the selection of programs in the dayroom.
  - c. If a conflict arises regarding program choice unit staff will make the final determination on what is watched.
9. Microwave usage guidelines:
  - a. Food items allowed only.
  - b. Clean after each use.

- c. Used during dayroom hours only.
  - d. One person allowed at a time.
10. Noise level in the dayroom shall be kept at a normal, conversational volume.
  11. Inmates playing cards or other table games in the dayroom are expected to do so without disturbing others. Staff may require that inmates place a sheet or tablecloth on the tabletop when playing these or other table games.
  12. Table games supplied by the institution are for use in the dayroom. These games are not to be taken to rooms. They are to be played for their intended purposes only.

**Seniority for Single Cell Waiting List**

When inmates move from one unit to another, their institution seniority as of their placement into GP status will be used in determining eligibility on the single-cell waiting list. Inmate names will be rotated in seniority order when a single cell becomes available.

If an inmate is placed in disciplinary separation they will be rotated to the bottom of the waiting list. The new institution seniority will be the release date from RHU.

**WAKE-UP CALLS**

A wake-up call list will be available for workers only and available to sign up the night before. Wake-ups will occur on the hour and half-hour only. There are no wake-ups after 5:30 AM. It is the inmate's responsibility to be on time.

## CHAPTER 4 – PERSONAL PROPERTY

### **GENERAL GUIDELINES**

*Refer to DAI Policy 309.20.03 Inmate Personal Property and Clothing and Inmate Property Listing Chart*

1. A *DOC-236 Property Inventory* listing personal possessions will be made out in duplicate by Mailroom/Property staff. Inmates will be routed a copy.
  - a. Inmates shall make certain that all items brought to the institution are listed on the *DOC-236*.
  - b. A *DOC-237 Property Receipt* is issued when receiving new and or disposing of old/damaged property. Inmates are responsible for keeping all *DOC-237s* in their possession for proof of ownership.
  - c. Never discard any property on a housing unit. All worn-out or broken property must be discarded and recorded through the Property Department.
2. Do not loan or give personal property to anyone else. Do not borrow personal property from anyone.
3. Hobby property items are listed on *DOC-236F Hobby Inventory*.

### **DONATIONS**

1. Inmates may donate personal property for institutional use.
2. Refer to *DCI Procedure 900.104.01 Donations to Dodge Correctional Institution* for additional information.

### **HOBBY ITEMS**

1. To sign up for a hobby submit a *DOC-661 Hobby Enrollment* to the Hobby Department.
2. All tools and supplies for hobby work are to be purchased through the Hobby Department or Canteen.
  - a. Inmates may participate in a maximum of two approved hobby activities.
  - b. All hobby items on the housing unit must be stored inside of the hobby box and kept under the bed when not being used.
  - c. Only hobby items may be stored inside the hobby box.
3. When going to the Hobby Department, inmates are only allowed to be in possession of items that are related to approved hobby activities. Any other items or personal property will not be allowed in the hobby area.
4. Inmates registered for hobbies are allowed to transport materials between the Hobby room and housing units.
5. Completed Hobby items shall be disposed of properly (e.g., donated/sold via facility hobby program, mailed out, sent out during visit). Inmates are not allowed to retain hobby items for personal use.

### **PERSONAL DOCUMENT STORAGE**

*Refer to DAI 309.20.02 State of Wisconsin Identification Card*

This institution has a very limited amount of storage areas. Therefore, only those property items which are essential upon release, such as a driver's license, ID cards, etc. will be stored.

### **STORAGE OF PERSONAL PROPERTY**

All personal property, excluding electronic equipment, typewriter, fan and desk lamp, shall be stored in the receptacles provided by the institution (for example, dresser, wardrobe, desk, footlocker). Inmates may store personal property inside of the electronics boxes.

- a. Whether or not electronics boxes are used for storage, they must be kept under the lowest bed in the room.
- b. TV boxes may not be used as a table.

### **SUNGLASSES**

Sunglasses (mirror type-prohibited) may be worn at recreation only, unless an active medical restriction is in place.

### **TAMPER EVIDENT SEALS**

1. The institution uses tamper-evident seals to secure electronic equipment coming into the institution or equipment that is in the inmate's possession.
2. Any destruction or alteration of the seal may result in the item being confiscated as contraband.

### **TYPEWRITERS**

Typewriters are allowed to be used in rooms with the door closed. Typewriters are not to be used after 9:00 PM



## CHAPTER 5 – HEALTH AND SAFETY

### **EMERGENCIES**

#### **Fire**

1. Upon hearing a fire alarm while on the housing unit all inmates 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. Inmates in work and program areas will be directed by staff where to go during the emergency.

#### **Severe Weather - Tornado Warnings**

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

Approved by:



Jason Benzel  
Warden  
Dodge Correctional Institution

