



**WWCS - MILWAUKEE WOMEN'S CORRECTIONAL CENTER**

**HANDBOOK 2021**

**A Spanish version of the handbook is available upon request to staff.**

**[Una versión española del manual del interno está disponible a petición para proveer de personal.](#)**

**TABLE OF CONTENTS**

Orientation	3
Introduction	3
ACA Compliance	4
Accounts	5
ADA Compliance	8
Canteen	8
Center Job Assignments	9
Chain of Command	9
Community Service	11
Complaint Procedure	11
Counts	14
Dress and Grooming Standards	15
Emergency Contacts	16
Emergency Procedures	17
Health Services	17
Housing Rules and Guidelines	19
Laundry	24
Law Library	25
Limited English Proficiency	25
Mail Regulations	26
Meals & Dining Room Regulations	27
Photo Service	28
PREA	29
Property	31
Recreation	32
Reentry	33
Release Procedures	34
Religious Programming	34
Telephone Procedures	35
Visiting Regulations	36
Work Release	38
DAI Handbook References	40

## ORIENTATION TO MWCC

Milwaukee Women's Correctional Center (MWCC) has a standardized orientation/intake process that encompasses center expectations and the code of conduct. You will be given a preliminary orientation on your day of arrival and a more comprehensive orientation within two weeks. The Superintendent and staff conduct orientation sessions on a regular basis. You must attend the first scheduled comprehensive session after arrival. Bring your handbook with you to orientation.

Special notices, policy changes, memos, etc., are posted on bulletin boards and on channel 25. It is your responsibility to read bulletin boards and view channel 25 on a daily basis. Do not remove or alter any material on the bulletin boards.

### YOU ARE EXPECTED TO:

- ❖ Address all non-uniformed staff by: "Mr., Mrs., or Ms." All uniformed staff shall be addressed by their title, either Sergeant or Captain. You are not allowed to address staff by their first names.
- ❖ Treat others with dignity and respect.
- ❖ Address treatment needs, participate in center programs, employment and activities.
- ❖ Maintain a positive attitude.
- ❖ Complete work assignments to the best of your ability, in a timely manner, with a positive or neutral approach.
- ❖ Take care of the center buildings, contents and property. Keep the facility clean and in good order.
- ❖ Follow the DOC Administrative Rules, center rules, policies and procedures, and staff directions.
- ❖ Remember that this handbook does not cover everything. You are to follow staff directives and orders.

### Center Address

Milwaukee Women's Correctional Center  
615 W. Keefe Ave.  
Milwaukee, WI 53212  
(414) 267-6101

## INTRODUCTION

Welcome to the Milwaukee Women's Correctional Center (MWCC). Our goal is to provide a safe and secure environment with programs and activities to assist in your reentry to the community. At MWCC we place a great emphasis on personal responsibility, trust and maturity. We foster a community environment and expect everyone to co-exist in a respectful and orderly manner.

You have been placed in minimum custody and are expected to demonstrate your ability to comply with rules and expectations. MWCC staff are here to help you learn and will monitor your behavior to ensure compliance

with rules, promote public safety, and hold you accountable for the decisions you make. You are expected to be an active participant in case planning, which begins upon your arrival at MWCC.

It is expected that you practice good decision-making skills while at MWCC and during your assignment in the community, if you receive one. You are expected to respect yourself, others and their property and those in authority. You are expected to work hard and comply with rules.

Our programs and activities are designed to prepare you for reentry into the community as a responsible and productive citizen. You will find the staff to be experienced and sincerely interested in your progress. Do not hesitate to ask them for help with your issues or concerns. You are encouraged to use the opportunities provided so that your community reentry is safe and successful.

You are required to follow direction given to you by staff. If you disagree, you may request to discuss the issue following the identified chain of command located in this handbook. There is zero tolerance for profanity and aggression toward individuals with whom you come into contact. This behavior may result in a conduct report and/or transfer to a higher security facility.

It is your responsibility to read and be familiar with the contents of this handbook. Contact staff if you need help reading or understanding these rules. Additional rules and information will be posted throughout the facility. You will be charged \$3.00 if you damage or lose this handbook.

## ACA COMPLIANCE

The DOC provides people nearing release the opportunity to apply for Wisconsin's Medicaid programs in accordance and compliance with the Affordable Care Act (ACA). Applications will be submitted via telephone, and procedures for call facilitation vary at each facility.

With the exception of inpatient hospital stays, you cannot use Medicaid services until release.

Facility staff will provide information to you about health care system changes and health coverage options through pre-release programming or reentry planning.

Facility staff will provide paper applications and information on the DOC process for applying for Wisconsin's Medicaid programs prior to release. Staff will also provide the application, instructions, and information about applying for health insurance purchases from the federal Marketplace after release.

The pre-release ACA application process will allow you the opportunity to access mental health, substance use disorder, and medical treatment and other covered services as needed after release.

## ACCOUNTS

The official record of your account is maintained in the WWCS Business Office at Taycheedah Correctional Institution. You are responsible for keeping copies of your disbursement requests and account statements. It is not the responsibility of facility staff to do this for you. You will receive a Trust Account Statement every two weeks. You should review this statement for accuracy. If you have a question or concern about your statement, refer to the Chain of Command section of this handbook.

The following abbreviations may be listed in the Account Activity section of your Trust Account Statement.

<b>REG</b>	Regular Account	<b>REL</b>	Release Fund
<b>RS</b>	Release Savings	<b>WR</b>	Work Release
<b>WRS</b>	Work Release Savings	<b>SAV</b>	Savings

### OPENING AN INTEREST-BEARING SAVINGS ACCOUNT

If you currently do not have RS, SAV or WRS accounts, please write to the Office Support Staff requesting a form to open the account. When you receive the form, complete the information and attach the form to your completed disbursement request. No envelope is needed for the disbursement request. Interest is posted to your account quarterly.

### TRANSFERRING BETWEEN ACCOUNTS

You may request to transfer funds between sub-accounts by submitting a disbursement request. No envelope is needed for the transfer of fund requests. The following sub-account transfers may be requested:

- a. Transfer from REG to REL
- b. Transfer from REG to SAV
  - A minimum of \$50 is required to open an account
  - Monthly transfers of \$20 or more may be requested
- c. Transfer from WR to WRS
  - A minimum of \$50 is required to open an account
  - Monthly transfers of \$20 or more may be requested
- d. Transfer from REL to RS
  - A minimum of \$50 is required to open an account
  - Monthly transfers of \$20 or more may be requested

### CLOSING AN INTEREST-BEARING SAVINGS ACCOUNT

To close a SAV account, complete a disbursement request to close the account. No envelope is needed for the disbursement request.

### CHILD SUPPORT

If you are approved for work release, you must complete a DOC-371 Offender's Statement of Financial Obligations form to verify you understand your obligations. If deductions are currently being withheld from your account by WWCS and you gain employment through the Work Release Program, your employer may also

receive an order to withhold child support from your work release payroll check. Deductions will be taken per the court orders by both the work release employer and WWCS until a termination order is received in the WWCS Business Office. It is your responsibility to contact the Child Support Agency to have them issue a termination order for the WWCS deduction. Please have them fax it to the WWCS Business Office at (920) 929-2070. Make sure they have your name and DOC # listed on the order.

### **DISBURSEMENT REQUESTS (DOC-184)**

To complete or submit a disbursement request:

- a. Be sure all information on the disbursement request is complete and legible.
- b. Sign and date the request before submitting.
- c. Make sure that you have the correct postage when an envelope is needed to process your request (non-DOC vendor purchases, money to family, or sending documents to court).
- d. Attach the envelope to the disbursement request or place the disbursement request inside the envelope.

### **AUTHORIZATION/APPROVAL**

Disbursement requests are reviewed by designated facility staff. Generally, disbursement requests will be reviewed by facility staff within seven days of receipt. Disbursement requests that are denied by facility staff will be returned to you. Approved disbursement requests are mailed to the WWCS Business Office for processing.

### **PROCESSING YOUR REQUEST**

The WWCS Business Office reviews your request to determine if your request is allowable and if you have sufficient funds for the purchase. You will receive the yellow copy of the disbursement request for your records.

### **TYPES OF REQUESTS**

Support Requests: Up to \$25 may be mailed to one close family member once per month. Make the request payable to the family and include an addressed, stamped envelope. "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the inmate's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings. The Superintendent must approve a request to send more than \$25 to a close family member. Provide an explanation for the increased amount along with the disbursement request.

Copies: The cost for copies is \$0.15 per page. Submit an interview request to designated facility staff to request copies. For any other type of disbursement request, ask facility staff for assistance in completing the form.

### **MONTHLY TRANSFER OF FUNDS FOR CANTEEN PURPOSES**

Individuals who are active on work release the first day of the current month are eligible for transfer of funds from their work release account to their regular account up to the maximum per week for canteen or regular account spending. The funds must be available in your work release account at the time of transfer. Transfers are for the current month. If the maximum amount was not available in your work release account at the time the monthly transfer occurred but funds are now available, submit an Interview / Information Request to facility staff to request the remaining balance be transferred. Contact facility staff when you think you are eligible for a transfer of funds,

but nothing is listed on your Trust Account Statement. WWCS Business Office staff will review your account and funds will be transferred if appropriate.

### **PAYROLL**

Facility payroll is processed bi-weekly. You will be paid for the number of expected hours of work for your work assignment. After payroll has been processed and you receive your biweekly Trust Account Statement, verify that your payroll is correct. If you find any discrepancies, write to the Office Operations Associate stating what the discrepancy is. The information will be verified and corrected if needed.

### **ROOM, BOARD, AND TRANSPORTATION**

Room, Board and Transportation fees for those on work release will be deducted from work release compensation and posted to the your trust account by the WWCS Business Office. This may occur after you have been released. Deductions are based on the percentages and limits provided in DAI Policy 309.45.02 Inmate Trust System Deductions. Occasional delays in posting of work release compensation may occur due to incomplete information submitted by the employer or due to workload in the Business Office.

The date of the posting of work release compensation to your account, not the month in which the money is earned, is the date used for determining room, board and transportation charges. This means that if the pay period ends during one month and is not received until the following month, charges apply for the month received in the Business Office. Note that, due to lay-offs, job changes, etc., you may not be working when your paycheck arrives at the Business Office. You are still responsible for room, board and transportation charges.

### **RELEASE INFORMATION**

7-14 work days prior to your release from MWCC, an initial close-out check will be issued. Your agent determines if you will be released with all of your funds or if your funds will be managed by your agent for reasons noted on the DOC- 0015 Offender Release Authorization. You will also receive further closeout information from the Office Support Staff upon the closing of your accounts.

It is your responsibility to notify your employer of your new address so that they may mail your tax statements to you at the end of the year. All checks, including funds while on work release, must be sent to the WWCS Business Office for processing.

The WWCS Business Office will hold up to \$75.00 from your funds available at release to cover purchases not yet received. A final close out of the trust account will be completed once all transactions have been posted to your account. This may take up to six weeks if you were on work release.

### **BUS TICKETS**

At least 45 days prior to your scheduled release, complete an interview request and submit to your social worker, indicating your release date and where you need to go. If you are being released to an out of state placement, information will be sent back to you regarding the amount of the ticket and the procedure for submitting a disbursement request.

## ADA COMPLIANCE

In accordance with Department of Adult Institutions (DAI) Policy 300.00.35 – Americans with Disabilities Act (ADA), DAI will ensure fair and equitable treatment of you and members of the public with disabilities who seek access to DAI services, programs or activities. The facility's ADA Coordinators are listed on the Contact List which is posted in your unit. To request consideration for accommodation under the ADA, please complete the top portion of the DOC-643 Interview/Information Request form and forward your request to an ADA Coordinator.

## CANTEEN

Every two weeks you will receive a Trust Account Statement showing the balances in your accounts and all transactions processed for that time period. You must order according to this balance. If you disagree with your posted balance, you must still order according to what is posted. You will need to send a request slip to the Office Operations Associate to rectify account errors.

Items purchased through canteen cannot be sent out on visits or through the mail.

You may spend the maximum bi-weekly amount. A menu is provided. Replacement menus will cost \$.30. You should come down for canteen when you hear your hallway called. Do not ask other staff to call canteen to inquire about your order. If there is a problem upon inspection of your order, notify the Property Sergeant immediately. Once your bag has been opened, any concerns you have about your canteen will not be addressed. The Property Sergeant will notify the vendor and the Business Office to correct the problem. The canteen staff may have additional rules that you must abide by that are not printed here. You will be notified of the canteen process.

### LOSS OF CANTEEN

If you have loss of canteen for 15 or more days consecutively, you will be allowed to place an order once every 30 days for the items listed below:

- a. 30 embossed/stamped envelopes
- b. One bar of soap.
- c. One shampoo.
- d. One deodorant.
- e. One tube of toothpaste.
- f. One laundry detergent.



### CENTER JOB ASSIGNMENTS

Center jobs are necessary to maintain center operations. Center staff determine, hire and schedule job assignments.

- a. You will be offered a job shortly after arrival. You are expected to stay in this job until staffed and moved to the next position.
- b. You may be asked or directed to help as needed.
- c. Work is supervised and inspected by staff.
- d. Be sure to read the job description and ask staff if there are any questions.
- e. Refusing a job assignment may result in being placed in voluntary un-assigned.

### CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, complete a DOC-761 Interview/Information Request form. When sending Information/Interview Requests (DOC-761) to staff you must follow the chain of command below. Do not write to the Superintendent or Captain unless you have attempted to resolve your issue with the appropriate staff. You must start at the lowest level related to the problem before going to the next level. After waiting 10 working days for a response or resolution, you may contact the next and subsequent level as needed, informing them of the steps already taken and the results. Failing to follow this Chain of Command, sending requests to multiple staff, or failing to wait 10 working days will only cause delays. You may "jump levels" or ask someone else sooner only for a valid reason. When doing so, explain reason for doing it and what has been said or done so far by staff. After waiting for staff response and/or no resolve, submit a formal Complaint within the proper time limits as indicated above.

#### Chain of Command for Problem Solving

CONCERN	1 <sup>ST</sup> LEVEL	2 <sup>ND</sup> LEVEL	3 <sup>RD</sup> LEVEL
Accounts	Office Operations Associate	Superintendent	WWCS Accounts
Americans with Disabilities Act	Program Supervisor	Superintendent	WWCS CMSD
Treatment Programs	Social Worker / Treatment Specialist	Program Supervisor	Superintendent
Canteen	Property Sergeant	Captain	Superintendent
Dental	Nurse	WWCS Health Services Manager	Superintendent
Emergency Contact Forms	Social Worker	Program Supervisor	Superintendent
Education	Social Worker	Program Supervisor	Superintendent

Food Services	Food Service Leader	Superintendent	WWCS Food Service Administrator
Health Services / Medication	Nurse	WWCS Health Services Manager	Superintendent
Hobbies	Property Sergeant	Captain	Superintendent
Housing Unit Issues	Sergeant	Captain	Security Director
Interstate Compact	Social Worker	Superintendent	WWCS Warden
Jobs – (Center)	Individual Work Supervisor	Captain	Superintendent
Laundry	Property Sergeant	Captain	Superintendent
Legal Loans	Social Worker	Superintendent	WWCS Business Office
Limited English Proficiency	Social Worker	Program Supervisor	Superintendent
Mail	Sergeant	Captain	Security Director
Medical Co-Pay	Nurse	WWCS Health Services Manager	N/A
Notary Services	Program Supervisor	Superintendent	N/A
Open Records Request	Superintendent	WWCS Records Supervisor	WWCS Deputy Warden
Parole	Social Worker	Program Supervisor	Superintendent
Review Committee	Social Worker	Program Supervisor	Superintendent
Property / UPS	Property Sergeant	Captain	Superintendent
Psychological Services	Psychologist	Psychology Supervisor	Superintendent
Records	Social Worker	Captain	Superintendent
Recreation	Sergeant	Captain	Superintendent
Reentry	Social Worker	Program Supervisor	Superintendent
Religious Issues	Program Supervisor	Superintendent	WWCS Deputy Warden
Sentencing Information	Social Worker	WWCS Records Office	WWCS Deputy Warden
Vital Documents	Work Release Sergeant / Employment Services Specialist / Social Worker	Captain	Superintendent
Veterans Affairs	Social Worker	Captain	Superintendent
Visiting	Social Worker	Captain	Superintendent
Work Release	Work Release Sergeant	Captain	Superintendent

## COMMUNITY SERVICE

Center community service projects are a way for you to help the community.

1. Community agency requests are approved by the Superintendent or Captain.
2. Center community service projects are voluntary and you will sign up with center staff.
3. Center staff may assist you in documenting the hours completed.
4. You are responsible to contact the court for recognition of the hours you completed.
5. You may not participate in center community service projects that conflict with your program or work release schedules.

## COMPLAINT PROCEDURE

The Department maintains an Inmate Complaint Review System accessible to individuals in correctional institutions and centers. Prior to filing a formal complaint, you must attempt to resolve the issue by following the designated process specific to the subject of the complaint. If you have not done so, the Institution Complaint Examiner (ICE) may direct you to do so.

- a. If you do not feel comfortable using English to file a complaint, you may file in your native language.
- b. Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE.
- c. The ICE will acknowledge your complaint with an ICE Receipt, or return the complaint to you for correction or with further instructions, within 10 days of receiving your complaint submission.
- d. Each complaint may contain only one clearly identified issue and contain sufficient information for the department to investigate and decide the complaint.
- e. You may not file more than one complaint per calendar week except for complaints regarding your health and personal safety or complaints made under PREA.
- f. A calendar week means Sunday through Saturday
- g. Challenges to a complaint or submission returned by the Corrections Complaint Examiner (CCE), a parole commission decision, a classification decision, records or actions not originated by the division, the declination or denial of a public record request, the content of health care records, actions of the legislature or court decisions or orders are not subject to review through the ICRS.
- h. A complaint or appeal will not be processed and a referral for disciplinary action may occur in accordance with Ch. DOC 303 if the complaint contains a foreign substance or obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint.

## PROCEDURE

- a. You shall file a complaint within 14 days after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. You shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.

- b. You shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
- c. Complaints must be typed or written legibly and be filed only under the name by which you were committed to the department or the legal name granted by a court, and include your original signature.
- d. Complaint submissions may not exceed 500 words total and not exceed two pages.
- e. You must use a DOC-400 Inmate Complaint form. All sections of the form must be completed. You must use a DOC-400B form if additional space is needed.
- f. You may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. You must print clearly; illegible forms will not be processed.
- g. The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

#### **RETURNED COMPLAINT**

- a. If a complaint is returned to you, follow the directions in the return letter.
- b. Failure to follow directions in the return letter may result in the complaint submission not being processed.

#### **REJECTED COMPLAINT**

- a. The ICE will assign a file number and classification code and give written notice to you within 10 days of collection that the complaint has been received.
- b. The ICE will reject a complaint within 30 days from the date of receipt.
- c. You may appeal a rejected complaint within 10 days to the appropriate reviewing authority who shall only review the basis for the rejection of the complaint.
- d. The reviewing authority shall make a decision within 15 days following receipt of the recommendation or appeal of rejection.
- e. The reviewing authority's decision is final.

#### **ACCEPTED COMPLAINT**

- a. The ICE will assign a file number and classification code and give written notice to you within 10 days of collection that the complaint has been received.
- b. The ICE will send a recommendation to the appropriate reviewing authority within 30 days from the date of receipt.
- c. The ICE may recommend to the reviewing authority that the complaint be affirmed or dismissed, in whole or in part.
- d. The reviewing authority shall make a decision within 15 days following receipt of the recommendation.
- e. The reviewing authority shall affirm or dismiss the complaint in whole or in part or return the complaint to the ICE for further investigation.
- f. If you do not receive a decision within 45 days after the date of acknowledgement by the ICE, you may appeal to the CCE.

**APPEAL**

- a. You may appeal the reviewing authority's decision to the CCE within 14 days after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. 310.12(6)
- b. Appeals must be typed or written legibly and be filed only under the name by which you were committed to the department or the legal name granted by a court and include your original signature.
- c. Appeal submissions may not exceed 500 words total and not exceed two pages. You must use a DOC-405 Inmate Appeal form. All sections of the form must be completed.
- d. You must use a DOC-405B form if additional space is needed. You may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. You must print clearly; illegible forms will not be processed.
- e. You must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

**REJECTED APPEAL**

- a. The CCE may recommend rejection of an appeal not filed in accordance with s. DOC 310.09.
- b. The CCE shall send the recommendation to the secretary within 45 days of receipt of the appeal.
- c. The CCE recommendation will be reviewed by the secretary, who shall affirm or dismiss (in whole or in part) or return the appeal to the CCE for further investigation.
- d. The secretary shall make a decision within 45 days following receipt of the CCE's recommendation.
- e. The secretary's decision is final.

**ACCEPTED APPEAL**

- a. The CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part.
- b. The CCE shall send the recommendation to the secretary within 45 days of receipt of the appeal. (The CCE may extend the time for submitting a recommendation with notice provided to you.)
- c. The secretary shall make a decision within 45 days following receipt of the CCE's recommendation.
- d. The secretary may extend the time for making a decision for good cause with notice provided to you.
- e. The secretary shall affirm or dismiss the CCE's recommendation, in whole or in part, or return the appeal to the CCE for further investigation.
- f. If you do not receive the secretary's written decision within 90 days of the date of receipt of the appeal in the CCE's office you shall consider the administrative remedies to be exhausted, unless the time has been extended. The secretary's decision is final.

**PREA COMPLAINT**

- a. You may file a complaint alleging sexual abuse using the procedures under this chapter.
- b. You may file a complaint regarding sexual abuse or sexual harassment at any time. If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment, the time limits apply.

- c. You are not required to attempt to resolve the issue with the staff member who is the subject of the complaint or to file a complaint regarding sexual abuse or sexual harassment with the staff member who is the subject of the complaint.
- d. Complaints filed under this section will be referred for a PREA investigation.
- e. Third parties, including fellow center individuals, staff members, family members, attorneys, and outside advocates, shall be permitted to assist you in filing a request for administrative remedies relating to allegations of sexual abuse or sexual harassment and shall also be permitted to file such requests on behalf of others.
- f. Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are: (a) You may contact any staff member who is not the subject of the allegation for immediate corrective action. (b) You may file a complaint. Complaints collected under s. DOC 310.08 shall be immediately forwarded to the warden. (c) Reports of substantial risk of imminent sexual abuse or sexual harassment outside of the complaint process under this chapter shall be immediately forwarded to the warden.
- g. The warden may discipline you for filing a complaint related to alleged sexual abuse or sexual harassment only if the warden demonstrates that you filed the complaint in bad faith.
- h. Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

## COUNTS

### FACILITY COUNTS

Formal counts occur at the following times:

- 6:15 a.m. Standing
- 11:45 a.m. Standing
- 3:45 p.m. Standing
- 9:15 p.m. Standing
- 10:30 p.m. Non-standing
- 3:00 a.m. Non-standing

- a. For all standing counts, room lights must be on, electronics turned off and headphones removed. You shall stand at your bunk quietly facing in clear view of the door window.
- b. You must be clothed in a shirt and pants/shorts for all standing counts. Sleepwear is acceptable at the 6:15 a.m. and 9:15 p.m. count only.
- c. Headwear is not allowed during any standing counts.
- d. If you are in another location or off the unit at the time count occurs, you must follow the directions provided by staff.
- e. Movement will not resume until count has cleared over the all call system. When count is cleared, you may revert to normal activity.
- f. Sleep-in for counts will be made on a case by case basis based on work schedule.
- g. No talking during count.

**EMERGENCY COUNTS**

Emergency counts are conducted at times other than those specified for formal, standing, or census counts to ensure the immediate accountability of everyone. When an announcement is made for an emergency count, you will be directed where to report for the count. All announced emergency counts will be standing counts. When an emergency count is announced, you are expected to follow the direction of staff.

**DRESS AND GROOMING STANDARDS**

- a. All state issued clothing and personal clothing will be worn in the manner for which it was designed and intended. Form fitting / overly tight or oversized clothing is not permitted.
- b. You shall wear your state issued ID around your neck at all times except: in the shower, in cell, actively engaged in exercise activity, at off grounds work or at court or as directed by a staff member.
- c. You shall be fully clothed when outside of your room, including undergarments, socks and shoes.
- d. Shoes must be worn with socks on, the foot entirely in the shoe, and the shoe tied or secured.
- e. Pajamas, robes, or slippers may only be worn outside of your room during normal sleeping hours (9:30pm – 6:00 am).
- f. Shower shoes may only be worn in the shower or in your room.
- g. You may not lounge naked or in only undergarments. A gown and undergarments must be worn.
- h. Hair combs, picks, pens, or pencils are not to be worn in your hair.
- i. Shower caps and curlers may only be worn in your room and when moving from the hair care room or bathroom.
- j. Headwear may only be worn outside of your room during normal sleeping hours (9:30pm – 6:00am).
- k. Winter long underwear may only be worn under pants and shirts.
- l. Coats, mittens, gloves, hats, caps and scarves may be worn inside only when entering and leaving the building.
- m. Sunglasses may not be worn indoors.
- n. You must shower at least twice per week, unless medically excused. You may be required to shower more often based on your work assignment.

**HAIR RESTRICTIONS**

- a. No security related threat group related haircuts.
- b. No sculpting designs, lines, numbers, letters, or symbols.
- c. No hair extensions.
- d. If you arrive at the center with an unauthorized haircut, you will be required to cut your hair to an acceptable haircut.
- e. Any shaving of the head must be of the entire scalp.
- f. The Captain will determine the appropriateness of questionable haircuts.
- g. You may change the color of your hair no more than once every 90 days.
- h. If you drastically change your hairstyle or color, a new photo id must be taken. You are responsible for the cost of the replacement ID. Security staff may require you to obtain a new id and require you to pay for the cost of the id.

- i. Braids, twists, locks, and ponytails/pigtails are allowed. However, you be directed to take your hair down due to a strip or pat search. Braiding may only be done in your room or the laundry room, with permission from security staff.
- j. You may not cut your own hair.

### **SALON – SHEAR VISIONS**

#### **Hair care is done in the hair care room – Shear Visions, located on A Wing.**

- a. You are allowed one haircut every 30 days at no charge to you.
- b. You are allowed in the salon only with a scheduled appointment. Loitering and visiting in the salon without an appointment is not allowed.
- c. Appointments are scheduled by completing the WWCS Cosmetology Services Request. If you are scheduling a paid service, you must also complete a Disbursement Request and turn the form into Control.
- d. The hair care room operates according to scheduled appointments. Appointments are not scheduled during visiting and when the floor is closed.
- e. Food and drink is not allowed in the hair care room.
- f. Hair Styling (curling irons, hair straighteners, and hair dryers) is a paid service unless you have your own styling products.
- g. If you need to cancel or reschedule the appointment, complete the WWCS Cosmetology Services Request.
- h. Permanent color services, including highlights, lowlights and partial color may be provided once every 90 days.
- i. Only the paid scheduled service shall be provided.
- j. To request a refund for paid services, you shall submit the refund request on the backside of the WWCS Cosmetology Services Request to the Cosmetology Instructor/designee for approval or denial.
- k. If you choose not to have the service, is unexcused for missing their scheduled service, is on building/room confinement, or has been moved to RHU this is considered a refusal. Refusal of cosmetology services will result in a 30 day waiting period. You shall put in a request to receive the service again.
- l. You may lose your appointment if you report late.

### **EMERGENCY CONTACTS**

In an emergency, we may need to talk with a designated emergency contact. Complete the Offender Emergency Contact Information form, DOC-851, to provide the name, address, and phone number of two family members to contact. If there are questions, please contact staff.

**Family Emergency:** If you or center staff are notified of a serious illness or death in your family, information to verify the emergency should be reported to your assigned social worker for any referrals or follow-up needed.

**Deathbed or Funeral Visits:** Your family may request for you to attend either a deathbed visit or a funeral visit of an immediate family member. You need to give your social worker the name of the hospital, funeral home or other details. Superintendent approval is required. No out-of-state trips are allowed.



## EMERGENCY PROCEDURES

### **TORNADO PROCEDURE**

When a tornado warning is announced by staff, IMMEDIATELY follow direction of staff and take shelter in the basement in the assigned area. Staff will give further instruction as needed. Do not leave the assigned area until directed to do so by staff. You are to be quiet and remain in designated area until all clear is given.

When a tornado warning is issued while driving/riding in a center vehicle, take cover when safe to do so. The driver should attempt to contact the center with the assigned cell phone.

### **FIRE EMERGENCIES**

You are to exit the unit quickly, quietly, and orderly, when directed by staff to evacuate. Assemble in the outside-designated area. The sergeant will conduct an inspection of the unit to determine the nature and source of the alarm prior to returning to normal operations. Tampering with the fire alarm system is prohibited.

### **TORNADO/FIRE DRILLS**

Tornado and fire drills will be conducted periodically. You are to follow staff's directions during all drills. If at work release, follow the directions of the worksite's emergency procedures.

## HEALTH SERVICES

Upon arrival at MWCC the Health service staff will review medical records/health transfer summaries and medications. Prescribed medications which are sent to MWCC will be checked by the nurses to verify that the medication is current and correct. Once verified, staff controlled medications and supplies will be stored and distributed by staff. "Keep on Person" medications and supplies will be given back to you to take as prescribed.

All appointments in the HSU will be scheduled. You will be called by HSU or security staff to report for appointments. Failure to do so could result in disciplinary action. If you do not want to be seen, you need to report to HSU, inform staff that you do not want to be seen and sign a refusal. If you need to change your appointment you will need to contact HSU before the appointment.

- a. To access Health Care, you must submit a Health Services Request slip. Knocking on the door is not a substitute for the form, unless it is an emergency. All HSU requests must have the required information filled out. Once completed the slip shall be placed in the locked box marked HSU requests/disbursements. The HSU staff will pick up the request forms every morning. The request slip will be reviewed and you will be scheduled based on a priority basis. Please indicate on the form your scheduled work release or program hours, if applicable.
- b. Co-pay does not apply to work-related injuries, chronic care clinics or scheduled follow up appointments scheduled by the medical staff.
- c. Medical/Dental emergencies should be reported to security staff immediately.

**MEDICAL RECORDS**

- a. If you wish to view or receive photocopies of your medical records you must submit a health service request for a record review. This may take up to 30 days.
- b. You will need to complete a confidential release of information authorization before you can review or receive copies of your medical record. Copies will be \$0.15 per page.
- c. You may take notes while you review the medical record.
- d. You are not allowed to remove any paper from the medical record or write anything in the medical record.

**DENTAL SERVICES**

- a. Dental services are provided at REECC. To request an appointment fill out a yellow dental service request and submit it to the locked box labeled HSU-requests/disbursements.
- b. An appointment will be scheduled based on the priority of your condition.
- c. The co-pay of \$ 7.50 will be charged for all dental services.

**PSYCHOLOGICAL SERVICES**

The Psychologist's role is to address your psychological issues and includes: crisis consultation, psychological evaluations and providing individual assistance through an interview or written response. You may submit a green DOC-3035B Psychological Service Request form to request assistance and consultation, specifying the nature of their concern. This form should then be dropped into the HSU mailbox which is by the HSU door.

**MEDICATIONS**

Non-controlled medications prescribed by the nurse or doctor, are to be taken as directed. You are not allowed to share any medications with anyone for any reason. Security staff distribute all controlled medications. Over-the-counter medications/vitamins are available for purchase through canteen.

Controlled medication times are as follows:

- Morning (AM) meds at 7:00 AM
- Noon time meds at 12:00 PM
- Afternoon (PM) meds at 4:00 PM
- Evening (HS) meds at 8:00 PM

**MEDICATION DISTRIBUTION**

- a. Staff will observe you taking your medication and will tell you to open your mouth following consumption. Medication must be taken with a clear cup of water only, no ice. The cup must be shown to staff after swallowing the medication.
- b. Non-controlled medication will be distributed to you to retain in your rooms. This medication will always be maintained in a locked locker, and in the original container or packaging.
- c. Expired medications must be turned into the security office to be returned to HSU. You are required to take your medications only as prescribed.
- d. You are responsible for reordering all of your medications using a Medication/Medical Supply Refill Request (DOC-3035C) 7 days before your medication runs out.
- e. You will report for every prescribed medication dose. You can refuse the medication, but you must report in person to do so.
- f. There will be no talking, noise, or loitering in or near the medication line.

**INHALERS / NITROGLYCERIN / EPI-PENS**

If you have inhalers or nitroglycerin tablets you are to carry them on your person at all times. This includes during work, school, recreation and transportation. If you have an Epi-Pen, you are expected to carry it with you if you're at work release or community service. Return your Epi-Pen to control when you return to the center.

**SICK CELL/LAY-IN**

Lay-In – a **non-paid** status indicating you have been excused from your work or program assignment until the next work or program day at the discretion of the assignment supervisor. Those on lay-in will be on room confinement until the start of your next work or program assignment.

Sick Cell – a **paid** status at involuntary unassigned rate. Sick cell status must be established by Health Service staff. HSU will determine directions regarding activities for sick cell.

Any illness that prevents you from reporting to your work or program assignment must be reported to the Control Sergeant at least 30 minutes prior to the normal reporting time. Work release employees must notify security staff a minimum of 1 ½ hours prior to the scheduled start of their shift.

Those in a Sick Cell/Lay-In status will be required to adhere to the following rules:

- a. The on-call nurse will be contacted if your health appears to have deteriorated and you are in need of immediate medical assistance. Contact with the on-call nurse shall also be made in the event staff has any concerns or questions about your health/needs.
- b. If you are determined to have a contagious illness, activities and visitation will be restricted for the safety of others.
- c. You will remain in your room/bed assignments.
- d. You will only be allowed to leave your room to use the washroom, get water, attend meals, medication passes, mail, tokens, canteen, in the event of an emergency, or due to change in medical status. You can shower and clean your room when the floor is closed with staff permission.
- e. You will participate in the formal counts unless medically excused by HSU personnel.
- f. Those requesting placement into a sick cell/lay-in status on a Friday will remain in that status until the following Monday or until cleared by Health Services.
- g. You are only allowed to attend one religious service per week.
- h. You may be required to eat meals in your room or at a designated table as directed by HSU or staff.

**HOUSING RULES AND GUIDELINES****ARRIVAL/INTAKE PROCEDURES**

- a. A Sergeant will assign you to a room, bed, and key upon your arrival.
- b. You are responsible for any damage and/or contraband in your room. Therefore, inspect the room as soon as possible and report damage/contraband to a Sergeant immediately. If not reported you will be held responsible.
- c. A padlock for your locker will be provided to you. An additional padlock, if requested, will be provided for the footlocker. You will be charged \$10 for replacement of a lost or damaged padlock.
- d. You will be issued one key.

- e. You will be charged \$5.00 for a replacement key if your key is lost, broken or taken.
- f. Inspect the key frequently for damage or cracks.
- g. If a damaged key is brought to the attention of a staff member before it breaks, the key will be replaced at no charge.
- h. You must turn your key in to the Control Sergeant when leaving the center and pick it up upon returning.

### **FLOOR CLOSURE TIMES**

Control, hallways and all other spaces will be closed for select times throughout the day, during formal counts, before meals, and when announced by staff. The floors will re-open after counts when staff make the announcement.

Floor will be closed during the following times:

- 6:00 a.m. until count clears
- 11:40 a.m. until 12:15 p.m.
- 3:40 p.m. until 4:00 p.m.
- 9:10 p.m. to 9:45 p.m.
- 10:15 p.m. to 10:45 p.m.

### **BATHROOM**

Bathrooms will be closed during the following times:

- 6:00 a.m. until count clears (count)
- 8:00 a.m. to 8:30 a.m. (cleaning)
- 11:40 a.m. to 12:15 p.m. (cleaning and count)
- 3:40 p.m. to 4:00 p.m. (cleaning and count)
- 9:10 p.m. to 9:45 p.m. (cleaning and count)
- 10:25 p.m. to 10:45 p.m. (count)
- 2:55 a.m. to 3:15 a.m. (count)

- a. If you request to use the bathroom during times when it is closed due to cleaning or count, the request will be granted (one at a time), but you may be subject to discipline.
- b. After the 9:15 p.m. count clears until 4:00 a.m., the bathroom will be open for toilet use only. Sinks may be used for hand washing only. All other personal hygiene must be completed prior to the dayroom closing. Exceptions may be made for early work duty or religious reasons.
- c. Personal hygiene is only permitted in the bathroom or in your room.
- d. You are expected to wash your hands after using the bathroom. Soap dispensers are to be used for hand washing only.
- e. Food and drinks are not allowed in the bathroom.
- f. Dishes must be washed in the Laundry Room sink only.

**SHOWERS**

Showers are permitted from:

- 4:00 a.m. to 6:00 a.m.
- 7:00 a.m. to 8:00 a.m.
- 8:30 a.m. to 10:45 a.m.
- 12:15 p.m. to 3:30 p.m.
- 4:00 p.m. to 4:30 p.m. (returning work release)
- 5:15 p.m. to 9:00 p.m.
- 9:45 p.m. to 4:00 a.m. (work release with permission)

- a. One individual per shower stall.
- b. You must shower at least twice per week, unless medically excused. You may be required to shower more often based on your work assignment. You are encouraged to shower daily.
- c. Showers are to be limited to ten minutes in length.
- d. Showers shall not occur during count, meals, or janitorial duties.
- e. You are responsible for cleaning up the shower area after using it.
- f. Loud or disruptive talking and/or loitering are not allowed in the bathroom or shower.

**INSIDE THE CENTER**

- a. The Control Center is off limits.
- b. Only staff may identify persons and authorize entry into the building.
- c. Punctuality is important. You must set your alarm for regular counts, med passes, work and school assignments, etc. Do not rely on center announcements to make you on time.
- d. Do not remain in/enter the dining room, visiting room, or kitchen at any time without permission.
- e. Except in an emergency, if you need to speak to a staff member you must write an interview request stating your exact question. The staff member will determine if he/she needs to see you and will approve/disapprove the request.
- f. Do not loiter in the halls.
- g. You may only enter the hallway of your assigned room.
- h. Do not prop open your room door except for formal counts.
- i. All socializing is to be done in the dayroom or outside.
- j. No personal cups or mugs are allowed in the dining room.
- k. Running in the center is not allowed. You are expected to walk at a normal pace.
- l. Notify staff of any items that are broken or in need of repair.

**DAYROOM/PHONES/LIBRARY/MICROWAVE**

Dayroom/Phones/Library/Microwave are permitted/open from:

- 4:00 a.m. to 6:00 a.m.
- 7:00 a.m. until 10:45 a.m.
- 12:15 p.m. to 3:30 p.m.
- 4:00 p.m. to 4:30 p.m.
- 5:30 p.m. to 9:00 p.m.
- 9:45 p.m. to 10:15 p.m.
- 10:45 p.m. to 11:45 p.m. (Friday, Saturday, and the night before a holiday)

- a. Follow assigned dayroom schedule.
- b. You must be fully dressed, no robes, slippers, or shower shoes allowed.
- c. Microwave and TV may only be used during open dayroom hours.
- d. The lights must remain on in the room at all times when occupied.
- e. The only allowable personal items in the dayroom are as follows: Paper, writing utensils, a book, magazine/catalog, tablet, game/cards, drink, or one craft project.
- f. Do not leave personal items unattended.
- g. You may not bring in basins, bags or other containers of any kind.
- h. You are allowed to work on approved hobby crafts, however only bring the minimum amount of supplies you need to work on the project.
- i. Sleeping is not allowed.
- j. Moving of tables or furniture is not permitted. All furniture will be used in the manner for which it is intended. Do not lie or sit on tables. Only 4 people per table. One person per chair. You are not allowed to put your feet on furniture or walls.
- k. Any noise must be kept at a low level.
- l. You must be seated while in the dayroom and TV area.
- m. You must face the table at which you are seated.
- n. Preparation and consumption of personal food is not permitted in the dayroom/TV area or on top of the hallway microwave. You must prepare your personal food items in your room prior to using the microwave.

## LIVING QUARTERS

You are assigned a room upon arrival at the center. You are not permitted to select your own roommate. Those assigned a new room are responsible for fully cleaning the room before moving. You must take all bedding with, including sheets, blankets, pillowcases, and towels. Do not remove the mattress, bulletin board or any furniture.

## ROOM REGULATIONS

- a. Staff must have a clear and unobstructed view of your room at all times. No items may cover the window of your door.
- b. Room/furniture layouts are standardized. You shall not rearrange the furniture in the room.
- c. Televisions are to be stored on the desk when not in use.
- d. Beds must be made when they are not being slept in.
- e. When sleeping your head must be on the end of the bed closest to the door.
- f. Do not place anything in front of, behind or near the door that would interfere with opening and closing of the door.
- g. The room door must be closed and locked at all times, whether you are inside or outside of the room.
- h. You must not tamper with the door lock. Do not put any object in the door to hold it open or keep it from closing and locking completely.
- i. Do not attach or hang anything to/on the smoke detectors, air vents, walls, ceiling, doors, light fixtures, windows, bed, footlockers, wall lockers, or blinds, by any method.
- j. Cords, string or other material may not be strung across the ceiling, floors, or walls.
- k. Talking to someone outside of the room window and door is not allowed.
- l. Room garbage cans are to only be emptied into the large garbage in front of the control center.

**STORAGE**

- a. Shoes are to be stored under the bottom bunk or in the footlocker.
- b. Locker doors are to be closed at all times when not in use.
- c. Padlocks must be secured to lockers or drawers at all times.
- d. Religious property must be stored together.
- e. Legal documents must be stored together and locked when not in use.

**CLEANING SUPPLIES**

- a. Cleaning supplies may be obtained from the janitor's closet when the floor is open.
- b. Cleaning supplies may not be kept in your rooms when not in use except for the two cleaning rags you are assigned upon arrival.

**PERSONAL ELECTRONICS**

- a. Headphones or earbuds are to be used on ears at all times when electronics are in use.
- b. All personal electronic equipment, with the exception of tablets, must remain in your rooms.
- c. All lights and electronics must be turned off when you are not in your room.
- d. All personal electronics, including tablets, are not allowed during work or group assignments.
- e. Tablets and headphones are not to be used or worn while in the hallways or on the phone.

**NOTARY SERVICES**

- a. Only legal documents may be notarized.
- b. To request notary service, complete an interview request slip and send to the Notary.
- c. The Notary will schedule an appointment to review the documents and determine if the service will be provided.
- d. There is no charge for this service.
- e. Do not sign documents prior to the appointment with the Notary.

**ROOM CONFINEMENT:**

During the hours of confinement, you may not leave your assigned living area without specific permission.

- a. You are prohibited from:
  - Leaving room other than to use toilet facilities and the water fountain.
  - Visiting with others.
  - Obtaining ice, hot water or coffee personally or through anyone other than staff.
  - Using the microwave personally or through anyone other than staff.
  - Using inside or outside unit recreation areas.
  - Attending library.
  - Attending religious studies.
  - Attending a scheduled hair appointment.
  - Using the phone.

## b. You may:

- Use law collections with written approval from the Superintendent/designee.
- Attend religious services
- Attend clinical/medical/dental appointments.
- Go to property when called.
- Attend visits in the visiting area.
- Attend a scheduled file review.
- Wash personal clothing during scheduled room confinement times.
- Order/receive canteen.
- If on room confinement for more than 30 days, you will be allowed one 15-minute phone call.

## c. You must:

- Attend regular work/school/program assignment(s).
- Stand count.
- Ask control sergeant to use the showers
- Notify staff prior to getting water or entering the bathroom.
- Report in person to receive or refuse their medication at medication distribution times.

**LAUNDRY****INSTITUTION LAUNDRY**

- a. The institution laundry is used for laundering and distribution of state issued clothing and linens.
- b. You are not allowed to use the institution laundry for personal use or work release
- c. You are not allowed in the institution laundry room unless a staff member is present.
- d. You are responsible for all clothing and linens issued to you.
- e. You may fill out a state clothing request and submit it to the property department. State items are exchanged on a one-for-one basis based on need and with staff approval.
- f. All knots must be removed prior to turning in sheets
- g. Upon release from the center, you are to return all state issued clothing, linen, and pillow(s) the night before you are released to 3<sup>rd</sup> shift staff.
- h. Linen is exchanged Saturdays at 8:30 AM.

**LAUNDRY ROOM**

Washers and dryers are available for the laundering of personal clothing and work release.

- a. You may purchase additional tokens by completing disbursement request.
- b. You must sign-up for use of the machines.
- c. Intentional damage to washers and dryers will result in a conduct report and possible restitution for necessary repairs.
- d. You are not required to wait in the laundry room, however if clothing is left in the washer or dryer after the cycle is completed the next person in line may remove it and place it on top of the washer or dryer it was in.
- e. Loitering is not allowed in the laundry room.



- f. Personal radios/electronics are not allowed in the laundry room.
- g. Only laundry detergent is to be used as a cleaning agent in the washers. Use of dish soap, shampoo, or hand soap is not allowed.
- h. Do not add water to the washer for any reason.
- i. Do not wash or dry footwear. (shoes/boots/slippers)
- j. All dried clothing must be removed from the dryer immediately.
- k. Make sure equipment is off after use.
- l. Leave the laundry room clean and orderly; you are expected to clean up after yourselves.
- m. Report all equipment problems to security staff

### LAW LIBRARY

You have access to an electronic law library and the Legal Assistance to Institutionalized Persons (LAIP) / Remington Center Desk Reference. Use of the computer lab is available upon sign-up sheet. No food or drink is allowed in the computer lab.

### LIMITED ENGLISH PROFICIENCY

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) people 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 you. The DOC shall not retaliate against any LEP person 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.

El Departamento de Correcciones de Wisconsin (DOC) deberá, dentro de las limitaciones de recursos disponibles, tomar medidas razonables para continuar proporcionándoles a las personas con dominio limitado del idioma inglés (LEP) bajo su custodia, o bajo su supervisión, acceso significativo a documentos vitales, información importante y servicios de salud. Esto es para garantizar que no se les impide tener acceso o participar en programas o procedimientos importantes, incluyendo aquellos que pueden afectar la duración y la condición de su confinamiento o clasificación favorable. Esto se hará sin costo ah usted. El DOC no tomará represalias contra una persona LEP que solicite dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ya sea por política o práctica, con la excepción donde lo requieran las prácticas de seguridad

If you need help understanding English, please notify the nearest staff person.

Si Usted necesita ayuda con el idioma Ingles por favor notifique al miembro de personal mas cercano.

**MAIL REGULATIONS**

Mail content is subject to Administrative Code Ch. DOC 303 and Administrative Code Ch. DOC 309. If violations are discovered, incoming and outgoing mail will NOT be delivered as specified by Administrative Code Ch. DOC 309.04(4)(c). With the exception of the parties listed in Administrative Code Ch. DOC-309, staff may open, inspect, and scan all mail at the center.

All mail, sent or received, shall be processed through the security staff. Centers do not accept "Postage Due" mail. Please advise correspondents the correct postage must be on their mail. You may write and receive correspondence from anyone as long as the person has not been denied and the correspondence does not violate Federal, State, DOC or center policies and procedures. There is no limit on the number of letters sent out or received. You may possess up to 25 personal letters at any given time. Staff may confiscate any correspondence believed to contain contraband. Staff may open legal mail in front of you.

Center emails will be monitored by staff.

**INCOMING MAIL**

- a. To avoid delays in the delivery and processing of incoming mail, all correspondence that you receive should include your complete incarcerated name and DOC number as part of the address. You should inform those who write you to include this information when addressing any correspondence.
- b. Mail will be delivered by the Sergeants after it is processed. An announcement will be made when it is ready for distribution.
- c. If you transfer to another institution, mail received at the center will be forwarded.
- d. Prior to release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of the new address.
- e. If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.

**OUTGOING MAIL**

- a. The return address on the items being mailed must include the complete incarcerated name, DOC#, center name, street address, city, state and zip code. Items without this information will not be mailed.
- b. Outgoing mail may be opened and inspected.
- c. No drawings are allowed on the envelope or package.
- d. Only one individual may use an envelope to send a mailed letter.
- e. If you do not have sufficient funds to cover the additional postage, the item will be returned.
- f. If outgoing correspondence is denied you will be notified.
- g. All outgoing mail is to be placed in the center mail box.
- h. You may not send out correspondence which contains mail of others or is intended for a third party.

**INMATE-TO-INMATE OUTGOING MAIL**

Per DAI Policy 309.04.01 all outgoing inmate-to-inmate mail shall be submitted to the unit security staff unsealed. If the envelope is sealed, it will be opened, searched and returned.

**POSTAGE**

- a. Only envelopes with embossed postage purchased from DOC approved vendors are allowed to be used to send out mail. Possession limits regarding embossed envelopes are noted in DAI policy 309.20.03 Attachment A. Envelopes are considered a consumable property item and are to be used within 90 days of their receipt. Altered or handmade envelopes are not allowed.
- b. Stamps may not be removed from incoming mail and reused.
- c. A DOC-184 may only be used if additional postage is needed for the mail item. Correspondence with insufficient postage will be returned to you.
- d. A DOC-184 should be used when mailing manila envelopes.
- e. When sending certified, registered, overseas, airmail or other packages you may submit a DOC-184 for the total amount of postage due.
- f. To send a letter by certified mail, attach a DOC-184 payable to State Collections. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail.

**PARCELS**

- a. All incoming and outgoing packages, parcels, or any items shall be subject to inspection for contraband.
- b. Items that are not permissible are contraband and will be processed in accordance with Administrative Code Ch. 303 and Ch. 306.

**MEALS & DINING ROOM REGULATIONS****MEAL TIMES**

Individuals not in the center during regularly scheduled meal time should coordinate with the Food Service Lead.

Breakfast	6:30 AM
Lunch	11:00 AM
Dinner	4:30 PM
	5:00 PM (Weekends/Holidays)

**MEAL REGULATIONS**

- a. Kitchen workers must keep the radio off during counts and meals.
- b. You must be in a single file line. Do not loiter when lining up for meals.
- c. Loud or disruptive talking is not allowed in the serving line or at the tables.
- d. You are expected to report for meals immediately when your hallway is called. You may eat only when your hallway is called to eat, unless otherwise authorized by staff.
- e. You may have up to 20 minutes to eat.
- f. Do not ask for extra food. There are no substitutions for foods you decline.
- g. You will be assigned seating in the dining room, reserving of tables or chairs is not permitted. Each table must be completely occupied (all chairs filled) before sitting at the next table.
- h. You cannot give away or trade food items while in the serving line. If you choose to exchange, it must be done only at your table.

- i. Once seated, you may not talk to people at other tables or leave your seat without the permission of staff or until your meal is finished.
- j. Complaints should be reported to the Sergeant or the Food Service Leader. Do not direct complaints to the kitchen workers.
- k. You will be permitted to bring condiments with you to the dining room.
- l. When finished eating, push in the chair, dispose of all waste in the appropriate receptacle, place the tray in the dish room access window, put the utensils in the bucket provided and leave the dining room. Nothing is to be taken from the dining area back to the room, except one piece of fruit when it is on the menu (must be eaten the same day).

### **RELIGIOUS DIETS**

You must complete and submit a DOC-2167 Religious Diet Request to the Superintendent to be considered for a religious diet. All sections of the request form must be completed in sufficient detail to ensure the request is clear and complete. After approved, the Food Services Leader will let you know when the diet starts.

### **MEDICAL DIETS**

You must receive authorization from Health Services staff for a medical diet. In general, many dietary concerns may be met by self-selection from the standard menu. After approved the Food Services Leader will let you know when the diet starts.

### **WORK RELEASE MEALS**

When you obtain a job please contact food service leader to let them know you need to be added to the list. If you work outside the center during a meal time, you can sign-up to receive one bag lunch per meal that will be missed.

## **PHOTO SERVICE**

Milwaukee Women's Correctional Center allows you to purchase photos for family, friends or themselves. This service will be closely monitored and regulated by staff. All center rules and regulations regarding appearance and visitation will be followed.

You may have photos taken of self and/or visitors while on a visit or Tuesdays if you do not receive visits.

- Rules for photographs are posted in the visiting room.
- Cost \$2.00 per photo. Limit 3 per visit.
- Request photos at beginning of visit.
- You may pay for photos with DOC-184, Disbursement Request or tokens purchased by your visitor.
- Photos will be taken in designated area only.
- Photos will be stamped on the back with "Milwaukee Women's Correctional Center", and your name and DOC number must be written on them.

**PRISON RAPE ELIMINATION ACT (PREA)**

The Wisconsin Department of Corrections has **zero tolerance** for sexual abuse and sexual harassment within its facilities. Sexual abuse and sexual harassment among people under the care of DOC and among staff and people under the care of DOC is against the law. Violators will be disciplined and may be referred to outside law enforcement for prosecution.

**PRISON RAPE ELIMINATION ACT  
YOUR RIGHTS**

- To be free from sexual abuse, sexual harassment and report-related retaliation.
- To receive education at intake regarding your right to be free from sexual abuse, sexual harassment and report-related retaliation, in addition to DOC policy and procedure for responding to such incidents. Language barriers or disabilities shall not prevent you from receiving this information.
- To receive safe housing and bed assignments with access to safe work, education and/or programming.
- Except in an emergency, to know when a staff member of the opposite gender enters your housing unit so that you may use the bathroom, shower and change clothing without being viewed.
- To be strip searched, with dignity and in private, by a staff member of the same gender, except during an emergency. Females also have the right to be pat searched by a staff member of the same gender.
- To anonymously and safely report, in a variety of ways, sexual abuse and sexual harassment.
- To receive free medical and mental health care and ongoing support following an incident of sexual abuse.
- To know the outcome of a sexual abuse or sexual harassment investigation.

**IMPORTANT DEFINITIONS**

**Confidentiality:** For the safety of all, information about the identity of a victim who reported sexual abuse or sexual harassment, and the facts of the report itself, are limited to those who “need to know.” This information will only be used to make decisions about the victim’s well-being and for law enforcement/investigative purposes. Information collected during medical exams is confidential.

**Consent:** Consent is when someone is willing and able to freely agree to be part of an activity. If someone does not agree or is unable to agree because they are asleep, unconscious, drugged, afraid, feeling threatened or don’t understand what’s going on, then they have not consented.

Because staff members have authority over you, you can never truly consent to sexual activity with a staff member even if they agree. It is **always** against the law for a staff member to engage in sexual activity with anyone under the care of DOC.

Consensual sexual activity between people under the care of DOC violates Administrative Code chapter DOC 303.

**Retaliation:** Harming someone because that person did or said something hurtful to you is considered retaliation. This may include threats of, or actual, physical or verbal harm after a victim (or third-party) reports an incident of sexual abuse or accusing someone of things they have not done. It may also include the limitation or removal of programming by a staff member after a victim (or third-party) reports an incident of sexual abuse.

**Sexual Abuse:** Sexual abuse by another person under the care of DOC is sexual activity that is not wanted or agreed to. It includes contact between the penis and the vulva or the penis and the anus, including penetration by a body part or object; contact between the mouth and the penis, vulva, or anus; and/or intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks.

Sexual abuse by a staff person includes ANY sexual activity. It includes contact between the penis and the vulva or the penis and the anus, including penetration of the anal or genital opening by a body part or object; contact between the mouth and the penis, vulva, or anus; contact between the mouth and any body part; intentional touching (that is unrelated to official duties) of the genitalia, anus, groin, breast, inner thigh or buttocks; any attempt, threat, or request to engage in the above activity; display of a staff person's genitalia, buttocks or breast; and/or voyeurism.

**Sexual Harassment:** Sexual harassment is repeated and unwanted sexual comments or gestures by a staff person or another person under the care of DOC. These comments or behaviors may be threatening, insulting, degrading or disrespectful. Sexual harassment may include requests for sexual favors, joking about sexual topics, remarks about someone's private body parts, and/or insults about someone's sexual orientation or gender identity.

### IF YOU ARE THE VICTIM OF SEXUAL ABUSE

After being sexually abused, it can be difficult to know what to do or feel. It is normal to have a lot of different feelings. It is important to know that this is not your fault and you are not alone. But, there are a few things you can do after being sexually abused to be safe.

- Get to a safe place.
- Even though you may want to clean up immediately after the abuse, consider waiting. It is important to save the evidence. Try not to use the bathroom, shower, wash, drink, brush your teeth, eat or change clothing.
- Report the abuse as soon as safely possible. Deciding to report sexual abuse is never easy. There is no time limit to report sexual abuse, however, sooner is better. You do not need to have evidence.
- You may dial #999 which will allow you to speak with the local advocacy organization. Your pin is not needed to make this call.

## REPORTING METHODS

**If you experience, witness or suspect sexual abuse or sexual harassment you can report in ANY of these ways:**

- Tell ANY staff person.
- Send a request / write to ANY staff person.
- Call the PREA reporting hotline. Dial #777, which will allow you to report to DOC. Your pin is not needed to call. This hotline is a message line and is only monitored during business hours. If you choose not to tell a staff member, there will be a delay in responding to your immediate needs. All hotline reports are sent back to the facility for review and action.
- Tell a family member, friend or outside support person; they may report on your behalf by telling any staff person or submitting a report at [www.doc.wi.gov](http://www.doc.wi.gov) (click on "Prison Rape Elimination Act").
- File a complaint.
- Contact local law enforcement.
- If you choose to remain anonymous, dial #888. Your pin is not needed to make this call. This is also a message line and only monitored during business hours. This hotline is monitored by an agency outside of DOC. However, the report will be sent back to the facility for review and action. The external agency does not respond or investigate. A staff member from your facility will follow-up with you.

## WHAT TO EXPECT AFTER REPORTING

- Every report of sexual abuse, sexual harassment or retaliation will be investigated.
- Victims, witnesses, and suspects will be interviewed.
- Law enforcement may be contacted to investigate the allegations.
- Those who experience sexual abuse will be offered emergency medical care.
- Those who experience sexual abuse will be offered confidential outside mental health crisis intervention.
- Those who experience sexual abuse, sexual harassment, and retaliation will be offered mental health counseling at the center.
- Those who experience or report sexual abuse or sexual harassment will be monitored for retaliation.

## PROPERTY

You are responsible for the property in your possession. This section contains only a portion of the rules regarding property. You may refer to the DAI 309.20.03 Inmate Personal Property and Clothing, available in the library, for further content and size limitations.

### PROPERTY REGULATIONS

- a. All personal property must be recorded on your property inventory form prior to possession.
- b. You may not exchange, trade, sell, loan, or give away any article of personal property.

- c. Alteration of state-owned or personal property is not permitted.
- d. All property items must be purchased from a DOC approved vendor.
- e. Clothing or property cannot be dropped off by family/friends.
- f. You may not purchase property via disbursement and have it sent to another location.
- g. In the event that you are transferred from the center to another institution, personal property must be in compliance with the receiving institution's property regulations. Disallowed items may be mailed out at your expense or be destroyed upon request. Only allowed property items will be transferred to the receiving institution.
- h. The Property Sergeant will process all packages received from the US Mail and UPS.
- i. The Property Sergeant will contact you when property is ready for pick-up.

#### **ITEMS RECEIVED THAT ARE NOT APPROVED**

Items received at the center and not approved must be returned to the retail outlet or mailed out at your expense within 30 days or it will be destroyed. Hazardous or dangerous items will not be stored by the center and must be disposed of immediately.

#### **DAMAGED OR ALTERED PROPERTY**

- a. The Property Sergeant controls all records of personal property.
- b. If you choose to dispose of or destroy any of personal property, you must have staff permission and complete a DOC-237.
- c. Lost or stolen property must be reported to staff. Staff will update the property inventory form.
- d. You must wait 90 days from the date the item was reported lost or stolen before being allowed to receive replacement items.

#### **MONETARY SPENDING LIMITS**

- a. The cost of all individual or combination electronic items may not exceed \$350 in value.
- b. The cost of all other individual items may not exceed \$75 each in value.

#### **HOBBY**

- a. You must register with the property staff to participate in music or a hobby.
- b. You can only be registered for two hobbies at one time.
- c. The volume of musical instruments must not be high enough that it can be heard in the hallway.
- d. All craft items must fit inside the craft box and all finished craft items must be sent out through Property.
- e. All hobby items must be ordered from the approved DOC hobby catalog.
- f. Staff may determine an item as finished.

## **RECREATION**

#### **WORKOUT ROOM**

- a. You must sign-up for use of the equipment during available times.
- b. The lights must remain on in the room at all times when occupied.
- c. You are not allowed to put your feet on furniture or walls.
- d. Do not move equipment.



- e. Eating is not allowed.
- f. If you are signed up for the workout room, you are expected to be active.
- g. Any equipment used must be sanitized when finished.
- h. You may use the equipment, subject to any medical restrictions you may have.
- i. Noise from talking, radio, and the TV all must be kept at a low level. Headphones should be used whenever possible.
- j. Shoes are required unless you are on a yoga-style mat.

## OUTDOOR RECREATION

Hours of use:

8:00 a.m. to 10:45 a.m.

12:15 p.m. to 3:30 p.m.

5:30 p.m. to 9:00 p.m. or dusk/outdoor lights turn on.

- a. Outside recreation will be permitted based on environmental conditions.
- b. There is absolutely no contact with the public; this includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object.
- c. You are not to go beyond the fence that surrounds the recreation field / walking track.
- d. You are not allowed to touch or lean on fences around the facility.
- e. You are to stay on the walking track, except for authorized smudging and lawn maintenance.
- f. You are to sit at picnic tables in a normal fashion, no sitting on top of the tables, lying on top of the tables, or straddling the bench of the table.
- g. The walking track and outdoor recreation area are closed for the night when the outside lights come on.
- h. Do not leave the center grounds for any reason without permission.
- i. The walking track is closed during visiting hours/Sunday Smudging
- j. You must wear shoes when outdoors.
- k. Sunbathing is not allowed. Lying or "Laying out" on the ground or grass is not permitted.
- l. Pants or shorts may not be rolled up.
- m. At no time is your midriff is to be exposed (front or back).
- n. The waist line of pants and shorts will be worn at or above the waist.
- o. The entire area shall be cleared of snow prior to use.
- p. Items allowed outside include a pad of paper and pencil, tablet, musical instrument, a cup or water bottle for drinking, playing cards, book/magazine, dominoes or crocheting project.

## REENTRY

Reentry vision statement is promote public safety and offender success from admission to custody through reentry and supervision in the community.

The public is best served if you are not only held accountable for your actions, but also have the opportunity to become a law abiding and successful member of the community when released. The goals of reentry are crime reduction, fewer new crime victims, reduced state and local criminal justice costs, and safer families and communities. To accomplish these goals, reentry programs at the facilities are made available to you for

participation, such as, but not limited to, obtaining ID and vital documents, establishing portfolios, release planning, and Job searching.

The Department's reentry initiative means that we engage you as early as possible and challenge you, motivate you, and encourage you to change. Effective reentry also includes quality risk assessment and strong supervision practices proportionate to the level of risk to the public safety. We also focus on key factors that help you succeed and become law abiding citizens-including employment, alcohol and drug treatment, housing, and positive support from families and organizations.

## RELEASE PROCEDURES

The Social Worker will coordinate authorized release with the Division of Community Corrections Agent and with you.

Prior to release the following will occur:

- a. You will need to provide release plan information to your Social Worker.
- b. You must sign your Rules of Supervision.
- c. You will be informed of the date of their release.
- d. About 14 days prior to release you will receive an initial close-out check. Inmate bank account may be closed 4-6 weeks after your release.
- e. Release clothing may be purchased within 30 days of release or ERP graduation.
- f. You may have release clothing sent in 2 weeks prior. Clothing will be held until release.
- g. You may be permitted to have a set of clothes brought in to wear on the morning of your release.
- h. You will be given a ride to the Greyhound bus on the day of release (if needed).
- i. Those taking the Greyhound bus home are only allowed to bring one box with them on the bus. You will need to mail out remaining property. The Property Sergeant will help you pack and mail property. Sergeants will help pack the remaining property the night before release.
- j. You will have your picture taken prior to release.
- k. On the day of release staff will give you your release check and personal property (if applicable: ID, driver's license, birth certificate).

## RELIGIOUS PROGRAMMING

Religious practices must comply with DAI 309.61.01 Religious Beliefs and Practices.

MWCC does not employ a Chaplain. You may contact the Superintendent with your questions. Volunteers assist with a variety of services and studies. Check the center bulletin boards for religious services and times. You are not allowed to lead or conduct a religious service or study group.

## TELEPHONE PROCEDURES

You may only communicate using approved methods. Use or possession of a cellular phone or unauthorized telecommunication device and using any communication device located at a worksite is strictly prohibited. A Social Worker may authorize special or emergency calls. A flat fee of \$5 per call may be charged based on the specific circumstances.

Phones are provided for use and are subject to the following rules:

- a. All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
- b. Century Link administers the pre-paid accounts for family and friends for the phone service provider. You, your family or friends may set up the account.
- c. Call length is limited to 15 minutes. Consecutive phone calls are not allowed. You are allowed one call and then must step away from the phones and wait 15 minutes and an available phone to make another call.
- d. When staff announce that the floor is closed you must terminate the call and return to your assigned area. You may not stand in line for the phone.

Phones are open:

- 4:00 a.m. to 6:00 a.m.
- 7:00 a.m. until 10:45 a.m.
- 12:15 p.m. to 3:30 p.m.
- 4:00 p.m. to 4:30 p.m.
- 5:30 p.m. to 9:00 p.m.
- 9:45 p.m. to 10:15 p.m.
- 10:45 p.m. to 11:45 p.m. (weekends/holidays)

### RESTRICTIONS

- a. You are not allowed to make back to back phone calls.
- b. You are not allowed to make three-way phone calls.
- c. You are not allowed to make calls during mealtimes.
- d. You are not allowed to make harassing or nuisance calls.
- e. You are not allowed to have a calling card or to have calling card numbers in your possession.
- f. You are not allowed to make third party calls.

### ATTORNEY TELEPHONE CALLS

Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded.

All attorney calls not placed through the collect call system must be coordinated through the Office Operations Associates.

## VISITING REGULATIONS

The Department of Corrections encourages visitation of your family and loved ones to maintain close and constructive family and personal relationships and support. Visiting lists and visiting procedures are regulated by the Administrative Code 309.12 and DAI 309.06.01 Visiting.

### VISITING HOURS

**6:00 PM to 9:00 PM – Tuesday**

**1:00 PM to 4:30 PM – Saturday, Sunday and Holidays**

Note: Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours

### HOLIDAY VISITS

MWCC recognizes the following holidays for visiting purposes:

- |                          |                             |
|--------------------------|-----------------------------|
| • New Year's Day         | January 1st                 |
| • Martin Luther King Day | Third Monday in January     |
| • Memorial Day           | Last Monday in May          |
| • Independence Day       | July 4th                    |
| • Labor Day              | First Monday in September   |
| • Thanksgiving Day       | Fourth Thursday in November |
| • Christmas Eve          | December 24th               |
| • Christmas Day          | December 25th               |
| • New Year's Eve         | December 31 <sup>st</sup>   |

If a holiday falls on a Tuesday there will not be evening visits.

### VISITOR QUESTIONNAIRE

- You are responsible for mailing the Visitor Questionnaire (form DOC-21AA) to a proposed visitor.
- The Visitor Questionnaire must be returned to the center through the mail; the forms may not be dropped off. Forms mailed directly to you will not be accepted.
- You will be notified when a visitor has been added or removed from your visiting list.
- Visitor lists approved at Taycheedah Correctional Institution and Robert E. Ellsworth Correctional Center follow you to Milwaukee Women's Correctional Center upon transfer.

### VISITING REGULATIONS

- You are allowed three visits per week, Monday through Sunday.
- You are allowed 4 visitors during the visit.
- Visits may be shortened due to time and space availability. The first visit started will also be the first visit terminated.

- d. All visitors must be placed on your visiting list prior to visiting.
- e. Visitors entering must successfully clear the metal detector before being allowed access into the visiting area. A visitor will only be given 3 attempts to pass the metal detector. Use of a hand held metal detector is only for visitors who have prior approval for such an accommodation based on a medical condition.
- f. A visitor may be denied entry if the visitor appears to be under the influence of alcohol or other substance.
- g. Visitors age 16 and older must have photo identification. Visitor's name on their ID card must match the name on your visiting list. Acceptable forms of identification are: valid state driver's license, valid passport or visa, valid Department of Transportation ID, valid military ID, and valid tribal ID (if it provides photo).
- h. All visitors should arrive at the same time, additional visitors may not be allowed to join a visit already in progress.
- i. An adult must accompany any visitor under the age of 18.
- j. Visitors who leave the visiting area may not re-enter the building on that given day.
- k. No personal property (including cellular phones, pagers, PDA's, electronic devices, watches or cameras) are allowed in the center except for baby supplies as noted below and a maximum of \$20 in cash per person for the vending machines.
- l. Purses, wallets and diaper bags are not permitted inside the center. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a clear plastic bag.
- m. Items are not permitted to be passed or received during a visit without prior authorization from staff.
- n. Packages, paperwork and containers are not allowed during visits without prior authorization from the Captain/Superintendent and, when authorized, will be inspected by security staff.
- o. No property items, money orders, or certified checks may be brought in on visits.
- p. You will be allowed to embrace and kiss your visitor once at the beginning and once at the end of the visit. No other touching is allowed.
- q. Your significant other is required to sit directly across the table from you if only one visitor.
- r. Both hands must remain above the table and feet off the chairs at all times.
- s. Children who are five or under may be permitted to be held and/or sit on your lap, provided there are no risk factors as determined by facility staff.
- t. No personal mugs, cups or bowls are allowed on a visit.
- u. Parents are responsible for supervising their children during visits. Visiting children must be kept under control at all times. In the event staff observe children who are not under control, the visit will be terminated and those children may be temporarily suspended from visiting again.
- v. Visiting with another person's visitor is not allowed.
- w. Visitors are required to use the designated bathroom facilities. You are not to enter the visitor bathrooms for any reason.
- x. You are to use designated bathrooms with permission of staff.
- y. You may not return to your room without permission of the sergeant.
- z. All food items from the vending machine must be consumed during the visit.
- aa. Only the items provided by the vending company are available for use. The center does not provide plates, utensils or condiments.
- bb. Only visitors are allowed to go to the vending machines. You are not allowed to handle money.
- cc. A mother with child is permitted to breast-feed during visitation in the visiting room.
- dd. Changing of infant diapers is only allowed in the designated visitor bathroom.

- ee. You are responsible for cleaning off the table at the end of their visit.
- ff. The use of offensive, loud, or vulgar language will result in the termination of the visit.
- gg. You shall remain at the table at the end of a visit until the visitor has exited.

### **EXTENDED VISITS**

- a. A visit beyond the normal amount of time allowed, up to one hour based on availability.
- b. Requests for extended visits must be submitted on the DOC-1115 Special / Extended Visit to the Social Worker at least five working days in advance of the visiting day and specify the exact date of the visit. Exceptions may be approved by the Warden/Superintendent.
- c. Limited to three per calendar year.

### **SPECIAL VISITS**

- a. Utilized for a person not on your approved visitor list.
- b. The visitor lives a distance of 200 miles or a 4 hour drive from the center.
- c. Intended as a one-time visit only.
- d. Limited to three per calendar year.
- e. Individuals that will visit regularly must be added to your visitor list.
- f. Requests for special visits must be submitted on the DOC-1115 Special / Extended Visit to the Social Worker at least five working days in advance of the visiting day and specify the exact date of the visit. Exceptions may be approved by the Warden/Superintendent.
- g. You will be notified by the social worker of approval or denial of the request.

## **WORK RELEASE**

The primary goal of the Wisconsin Women's Correctional Center is to prepare you for release to the community. The objective for centers with work release is to help you gain employment that will allow you to develop good work habits, pay your obligations, and save money for release. A monitoring period is required prior to obtaining approval for work release. This allows us to monitor work habits and behavior to make an evaluation when placing you on work release. Remember, work release is a privilege. Amongst other criteria, the center staff evaluate the risk for placement in the community by considering the following: offense history, risk assessment, conduct history, length of sentence, and victim issues. The local job market, individual work skills, and willingness to work also play a vital role in your placement on work release.

### **WORK RELEASE AGREEMENT**

To participate in work release the work release coordinator will require you to sign the following:

- a. A DOC-372 Work Release Agreement form to indicate agreement with the rules, regulations and provisions listed.
- b. A DOC-371 Offender's Statement of Financial Obligations.

### **WORK RELEASE GUIDELINES**

- a. You must have a community custody classification to be eligible for work release.
- b. You will be reviewed for offsite activities.

- c. The Superintendent must grant final approval for participation unless your case requires Warden's approval.
- d. You must sign and follow all work rules of the employer.
- e. Being approved for the work release program does not guarantee a work release job.
- f. To the degree possible, the Work Release Sergeant will attempt to match your skills to available jobs.
- g. The Work Release Sergeant and Employment Support Specialist (ESS) will assist you in arranging job interviews; you may not make appointments without the consent of the Work Release Sergeant or ESS.
- h. Going off grounds for interviews is subject to center staff and transportation availability.
- i. You must sign in and out whenever leaving for work or returning from it.
- j. You are required to show up at the vestibule and ready to leave five minutes before your scheduled departure time.
- k. When returning from any off-grounds activities or events, you are not permitted to bring any items back to the center. Additionally, you are not allowed to take any personal items from the center to your worksite without prior approval of the Work Release Sergeant.
- l. Prior to work release, you will be required to work at a minimum a center job.
- m. You may not terminate your employment without the prior approval of the Work Release Sergeant.
- n. If you are terminated from your job for just cause you will receive a conduct report and be placed in voluntary unassigned status for 90 days. You will be required to work a center job prior to receiving work release.

#### **REQUIRED IDENTIFICATION FOR WORK**

Two forms of identification are required by federal law and may include the following:

- Birth Certificate
- Driver's License
- State ID
- Social Security Card

If needed, the Work Release Sergeant or the Employment Support Specialist will assist you in obtaining these.

#### **WORK RELEASE CLOTHING/EQUIPMENT**

- a. You must provide your own clothing for work release.
- b. The work release coordinator may assist you in ordering clothing.
- c. State issued clothing, jackets, and boots are not authorized for work release once you are given the opportunity to purchase clothing.
- d. Equipment purchased for work release must be kept at the job site.

#### **Work Release Accounts**

Work Release funds are available only to you while you are in active work release status. Work Release funds may only be used for job related expenses, court obligations, and court ordered child support.

**DAI Handbook References – General Population**

Accounts (funds)  
Reform Act (PLRA)]

28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation  
38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to  
Deductions from Veterans Administration Benefits)  
Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release  
payments  
Wisconsin Statutes s. 301.31 – Wages to prisoners  
Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers  
Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners  
Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to  
prison  
Wisconsin Statutes s. 303.065(5) – Work Release Deductions  
Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation,  
parole, and extended supervision  
Wisconsin Statutes Ch. 767 – Actions Affecting the Family  
Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act  
Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges  
Wisconsin Statutes s. 973.042 – Child Pornography Surcharge  
Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge  
Wisconsin Statutes s. 973.045 – Crime Victim Witness  
Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge  
Wisconsin Statutes s. 973.05 – Fines  
Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments  
Wisconsin Statutes s. 973.06 – Costs  
Wisconsin Statutes s. 973.20 – Restitution  
1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)  
Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of  
Income Standard  
Wisconsin Administrative Code Ch. DOC 303 – Discipline  
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates  
Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen  
purpose.  
Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness  
assistance surcharge  
Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds  
Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests  
for disbursements of inmate account funds  
Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints  
Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-  
payment Charges  
Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release



	Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee
2017 WI Act 89 Requests	Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities. Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
ADA	Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u> , Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235) Code of Federal Regulations, <u>28 CFR Part 35</u> , Nondiscrimination on the Basis of Disability in State and Local Government Services
Canteen	Wisconsin Statutes s. 301.27(2) – Vending Stands Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients Wisconsin Administrative Code s. 309.20 – Personal Property Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose Wisconsin Administrative Code s. 309.52 – Canteen Wisconsin Administrative Code s. 316.04 – Copayment
Classification Corrections Compact	Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate  Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Compensation (I/M)	Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Complaints (I/M)	WI Administrative Code 303 – Discipline WI Administrative Code 310 – Complaint Procedures
Contraband	Wisconsin Administrative Code Ch. DOC 303 - Discipline

Count	Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program
DNA Collection	Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014
HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Hygiene/Hair	Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	Wisconsin Administrative Code s. DOC 309.55 – Compensation

---

	Wisconsin Administrative Code Ch. DOC 316 – Copayment
LEP	Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104
Law Library	Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix) Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying Wisconsin Administrative Code s. DOC 309.155 – Legal Services
Legal Loans Probationers	Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and  Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases) Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports) Wisconsin Statutes s. 809.62 – Rule (Petition for review) Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment) Wisconsin Statutes s. 974.06 – Post Conviction Procedure Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for Post Conviction DNA testing for certain evidence) Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail Wisconsin Administrative Code s. DOC 309.155 – Legal Services Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures
Library Public Law 101-336	American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) –  American Library Association (ALA) – Library Bill of Rights American Library Association (ALA) – Freedom to Read Statement

---

	<p>American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p>
Mail	<p>Wis. Stat. §19.31</p> <p>Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband</p> <p>Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail</p> <p>Wisconsin Administrative Code s. DOC 303.72 – Major penalties</p> <p>Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying</p>
Marriages	<p>Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministrations</p> <p>Wisconsin Statutes Ch. 765 – Marriage</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Administrative Code s. DOC 309.06 – Visitation</p> <p>Wisconsin Administrative Code s. DOC 309.08 – Visiting List</p> <p>Wisconsin Administrative Code s. DOC 309.10 – Special Visits</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices</p>
Meals	<p>Wisconsin Administrative Code s. DOC 309.23 – Food</p> <p>Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids</p>
Medications	<p>66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140</p> <p>Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training</p> <p>Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02</p>
Name Changes (I/M)	<p>Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles</p>
Notary Services	<p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Statutes s. 20.919 – Notary public</p>

	<p>Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property</p> <p>Wisconsin Statutes s. 706.07 – Uniform law on notarial acts</p> <p>Wisconsin Statutes s. 782.04 – Petition; contents</p> <p>Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages</p>
Observation Placements	<p>Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act</p> <p>Wisconsin Administrative Code Ch. DOC 311 – Observation Status</p>
Phone Calls Incl. Atty and International	<p>Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls</p> <p>Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys</p> <p>Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval</p>
PREA	<p>34 U.S.C. §30301 Prison Rape Elimination Act of 2003.</p> <p>28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape</p>
Programming	<p>Wisconsin State Statutes s. 301.03 General Corrections authority</p> <p>Wisconsin Administrative Code s. 302.13 - Program Need Assignment</p> <p>Wisconsin Administrative Code s. 302.14 – Program Enrollment</p>
Property	<p>Wisconsin Administrative Code s. DOC 309.02(16) – Pornography</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.40 – Clothing</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying</p>
PSU Access	<p>Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation</p>
Religious Practices, institutionalized Property and Diets	<p>Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of persons</p> <p>Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers</p> <p>Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations</p> <p>Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code s. DOC 303.35 – False names and titles</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p>

	<p>Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail          Wisconsin Administrative Code s. DOC 309.05 – Publications          Wisconsin Administrative Code s. DOC 309.10 – Special Visits          Wisconsin Administrative Code s. DOC 309.20 – Personal Property          Wisconsin Administrative Code s. DOC 309.23 – Food          Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice          Wisconsin Administrative Code s. DOC 309.23 – Food</p>
Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches	<p>Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution          Wisconsin Administrative Code s. 306.17 – Search of Inmates          Wisconsin Administrative Code s. 309.20 – Personal Property  <u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34          U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape</p>
Sex Offender Notification	<p>Wisconsin Statutes s. 301.45 – Sex Offender Regulations          Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law</p>
Social Media Use (I/M)	<p>Wisconsin Administrative Code s. 303.28 – Disobeying Orders          Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication</p>
Urinalysis Testing	<p>Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs          Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs          Criminal Justice Drug Testing Act May 1990          Wisconsin Administrative Code Ch. DOC 303 – Discipline          Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates          Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings</p>
Work Assignments	<p>Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates          Wisconsin Administrative Code Ch. DOC 313 – Prison Industries</p>
Visiting	<p>Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate          Wisconsin Administrative Code s. 306.18 – Search of Visitors          Wisconsin Administrative Code s. 309.02 – Definitions          Wisconsin Administrative Code s. 309.06 – Visitation          Wisconsin Administrative Code s. 309.07 – Conduct During Visits</p>

Wisconsin Administrative Code s. 309.08 – Visiting List  
 Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates  
 Wisconsin Administrative Code s. 309.10 – Special Visits  
 Wisconsin Administrative Code s. 309.11 – No-Contact Visiting  
 Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges

Voting

Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors  
 Wisconsin State Statute 301.03(3a) – General Corrections Authority  
 Wisconsin State Statute 973.09(4m) - Probation  
 Wisconsin State Statute 973.176(2) - Voting  
 2005 Wisconsin Act 451 – Relating to Administration of Elections

**DAI Handbook References – Additional References for Minimum Security Facilities**

Community Service and Release Provisions

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Offsite Authorization

Wisconsin Statutes s. 303.065(2m) – Work release plan for prison inmates  
 Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions  
 Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Project Crew and Release Provisions

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence  
 Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Work and Study Release

Wisconsin Statutes s. 303.065 – Work Release Plan for Prison Inmates  
 Wisconsin Administrative Code s. DOC 303.72 – Major penalties  
 Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition  
 Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing  
 Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses  
 Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds  
 Wisconsin Administrative Code s. DOC 309.52 – Canteen  
 Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release

Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

**DAI Handbook References – Additional References for Restrictive Housing Unit Handbooks**

Controlled Separation	Wisconsin Administrative Code s. 303.72 – Controlled separation
Disciplinary Separation	Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation
Protective Confinement and Release Provisions	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence  Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use Wisconsin Administrative Code s. DOC 303.73 – Major Penalty: Disciplinary Separation Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement
Restrictions/Sec Precautions	Wisconsin Administrative Code 303 – Inmate Discipline
RHU Meal Restrictions	Wisconsin Statutes s. 301.33 – Freedom of Worship: religious ministrations Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice
Temporary Lock Up	Wisconsin Administrative Code s.303.10 – Temporary lock up: use