

OSHKOSH CORRECTIONAL INSTITUTION

INMATE HANDBOOK

REVISED 01/01/2018

INTRODUCTION

Welcome to Oshkosh Correctional Institution (OSCI), a medium-security adult correctional institution.

The physical structure here is different from that of maximum-security, minimum-security, and other medium-security institutions. Therefore, it is each inmate's responsibility to read this handbook carefully to become aware of basic procedures.

OSCI offers many opportunities for education, programming, work, spiritual guidance, counseling, and other services. Each inmate's motivation to participate in these services will capitalize on taking advantage of time and resources provided with a focus on positive change and successful reentry into the community.

NOTE: Additional policies and procedures affecting inmates are available for review in the institution Library. As policies and procedures change, or are updated, if conflict arises between that policy or procedure and what is stated in this handbook, alert your unit staff to the discretion. Updated DAI policies will override this handbook.

Judy P. Smith, Warden
Effective 01/01/18

LIMITED ENGLISH PROFICIENCY (LEP) (Refer to DAI Policy 300.00.61)

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

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o supervisión, acceso a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ni por política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran. Si Usted necesita ayuda con el idioma Inglés por favor notifique al miembro de personal mas cercano.

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TRUST, RESPECT, AND PERSONAL RESPONSIBILITY

All people want to be treated with dignity and respect. It is the expectation that each individual shows respect for others, inmate or staff. Inappropriate comments can be considered offensive by other people. Any derogatory comments, remarks or profanity including but not limited to age, race, creed, color, handicap, marital status, gender, national origin, ancestry, sexual orientation or religion may result in disciplinary actions.

Inmates do not choose cellmates or units; however it is expected of each inmate to respect staff, other inmates, property and feelings. No one in an institution should have to fear for his property or safety. Failure to show responsibility for the safety of others may result in disciplinary action.

RECEPTION AND ORIENTATION

X-Building is a temporary housing assignment. The normal stay in X-Building is 8 to 10 weeks. During this time inmates are required to participate in a week long orientation. Until you have completed orientation you are only allowed to go to outdoor recreation at the appropriate times and to other areas of the institution under staff direction. While in orientation you will hear about opportunities this institution has to offer, such as, programs, work, school and vocational programs. You will meet various staff from various departments and inmates from different areas to educate you on processes at OSCI. Upon completion of orientation and according to institutional needs, you will be moved to a regular housing unit. Generally inmates are moved based on how long they have been housed in X-Building, but inmates who work or go to school will likely move before any inmate that is unassigned. Other exceptions may be made for inmates that require special medical care or are enrolled in a program. X-Building staff will not take housing unit or roommate requests. Inmates placed into Restrictive Housing (RHU) will delay their timeframe for moving off of X-Building. Institution handbooks are available on each housing unit and the institution library. Inmates are responsible to review OSCI handbooks and DAI/OSCI policies and procedures and are to understand that it is your responsibility to know the rules and follow them. Each inmate will be issued an alarm clock. Inmates are responsible for their clock's condition and to return it to property when transferring or leaving OSCI. Each inmate is responsible for waking up on time and is expected to complete housekeeping duties before leaving the living unit. Being tardy or absent from school, counts, or work may result in loss of pay and/or disciplinary action. Special alarm clocks are available for inmates with a documented ADA requirement. Inmate account transfers are automatic, unless you are coming from a County Jail, in which inmates may see a delay with monies transferring.

INMATE PERSONAL PROPERTY:

Inmates who are transferred generally receive their property in a timely fashion. If you have an overabundance of personal property, Property Room staff must schedule around workload demands. Inmates who are transferred from a minimum facility will see a delay in obtaining their personal property. If you are a temporary hold or if you have not been PRC'd to OSCI, you will not get personal property. Property Room staff must get Supervisory approval to give out property to any inmate arriving from a minimum. Unit staff does not control what the Property Room can do, but may be able to answer questions relating to your property, but unit staff cannot get you your property quicker.

MULTI-DISCIPLINARY MANAGEMENT

OSCI operates under "Multi-Disciplinary Management" or "Team Concept", which means the institution population is divided into smaller, more manageable living units to help improve safety, security and communication between inmates and staff. By employing this concept, it improves the delivery of correctional services to inmates. Each unit has a team of multi-disciplinary staff assigned to work with inmates. Most of the unit team members have offices on the unit. Staff assigned to the team may include, but are not limited to:

- **Corrections Unit Supervisor:** Has responsibility for the overall functioning of the living unit and is both the administrator and supervisor of the unit team.
- **Security Supervisors:** Captain and/or lieutenant assigned to the living unit to assist the Unit Supervisor in supervising the staff and operation of the unit.
- **Social Worker:** The social worker is directly responsible for case management and social service matters within the unit. Submit an interview request to see your social worker, or see them during scheduled open office hours.
- **Correctional Staff:** Sergeants and officers are primarily responsible for the security of the unit. They will also be involved in the program operation of the unit and are an integral part of the unit team. They should be seen as the first staff person to assist inmates in resolving any issues or problems.
- **Psychological Services Unit (PSU) Staff:** Each unit has a PSU staff assigned, some PSU staff are shared between units. PSU staff are also members of the treatment team and provide clinical monitoring as well as crisis intervention. In order to be seen by Psych. Services, an inmate must submit a “green slip” or Psychological Service Request (DOC-3035B). More details are noted in the Psychological Services Unit (PSU) section in the handbook.
- **Other Department Representatives:** There are other representatives who may be requested to participate with the unit team in a liaison/advisory capacity.

CHAIN OF COMMAND

All members of the unit team are willing to assist inmates or give direction with any problems, issues, or questions. Keep in mind that most issues or problems should be dealt with or resolved by direct unit staff first. Inmates are encouraged and expected to use the chain-of-command (e.g. for a housing unit issue, talk to the Unit Officer/Unit Sergeant, then the Unit Manager, etc.) when attempting to resolve issues or get questions answered. This process will lead to an appropriate response in a more timely and efficient manner.

Inmates are expected to wait a reasonable amount of time for a response, and to state the steps they have taken in attempting to resolve an issue. Failure to do so can lead to duplication of staff efforts, which will lead to a lengthier wait for a response.

By inmate’s taking the responsibility and initiative to attempt resolution informally of complaints or concerns, it is anticipated that inmates will better their communication and problem solving skills.

INTERVIEW/INFORMATION REQUESTS (DOC-761)

Utilize an Interview/Information Request form (DOC-761) to contact staff with any issues, questions and concerns. Be brief and specific about the information requested or reason to be seen. If the request is an emergency, seek out a staff member to assist immediately. If you do not get a response, it does NOT mean it was not received.

DAILY BULLETIN

Institution information can be found in the Daily Bulletin on Channel 4. For example, announcements, school cancellations, job openings, the daily menu, schedules are available for viewing on all living unit dayroom televisions and personal televisions in rooms. This information is also posted in the institution library.

INFORMATION BOARDS/RULE CHANGES

Information boards are located on each living unit where information such as rule changes, schedules, announcements, appointments, institution and unit information will be posted. These boards should be

consulted daily, as each inmate is responsible for knowing this information. Inmates may not remove any paper or tacks from the bulletin boards, nor post any materials without unit supervisor approval. Dry erase boards or chalkboards at the officer's station are available on each unit for staff to communicate with inmates and accommodate inmates with disabilities.

PROGRAMMING OPPORTUNITIES

Inmates housed at OSCI are typically assigned to this institution to participate in assigned program needs. Inmate names are immediately placed on the appropriate wait lists for programming upon admission to OSCI. Inmate enrollment for offense related programs is determined by the Program Providers utilizing the inmate's risk level, release date, and resource availability. When offered opportunity to participate in assigned A&E programming, inmates are encouraged to participate and complete the program for successful re-entry into the community. Per DAI 309.55.01 policy, inmates who refuse or are negatively removed from a work or full time paid program assignment shall be placed in voluntary unassigned (VUA) status and shall not be compensated for a minimum of 90 days.

PRIMARY TREATMENT PROGRAMS:

Residential AODA
Dual Diagnosis AODA
Anger Management
Domestic Violence Counseling
Thinking for a Change
Sex Offender Treatment (SO-2) & (SO-4)

INMATE WORK/PROGRAM ASSIGNMENT (Refer to DAI Policy 309.00.01 and DAI Policy 309.55.01)

Institution work assignments will be for two years or less. Inmates removed from an institution work assignment as a result of the two year limitations may not be reassigned to that department for two years.

Pay rates are determined per DAI 309.55.01. An inmate may work more than one assignment, but shall not be compensated for more than 40 hours per week. Overtime will not be paid. No inmate shall be compensated while out to court, adjustment segregation or disciplinary separation. Inmates enrolled in programs that do not allow the inmate to maintain a paid job shall be paid at a full-time Range 3A rate. Inmates working weekends and holidays will receive an additional .02 cents per hour.

Inmates assigned to a job are required to complete a probationary period of 60 days prior to applying for any other job. Staff may waive the 60-day requirement in considering an inmate for another job. Inmates attempting to quit a job without securing a different job/school assignment may be subject to disciplinary sanctions for refusing to work.

Inmates in involuntary unassigned (INVU) status may be used for institutional needs work.

Inmates who refuse or are negatively removed from a work or full time paid program assignment will be placed in voluntary unassigned (VUA) status and shall not be compensated for a minimum of 90 days. The Warden can waive the 90 days for an inmate negatively removed from a work assignment if a full time paid program assignment becomes available to the inmate in those 90 days of VUA.

After 90 days in VUA status, if the inmate requests a full time work or program assignment and the assignment is unavailable, they can be placed into INVU status. Inmates must submit a request to their social worker requesting a change in status and provide proof of actively looking for a work/program assignment.

Inmates housed at HSU, placed at an outside medical facility or approved for sick cell status by HSU will receive INVU pay. Inmates in lay-in status shall not be compensated. This appointment may be subject to co-pay. Inmates in sick cell status as a result of a work-related injury shall be compensated at the rate earned in previous status.

Monthly account statements and canteen statements will indicate wages placed in the inmate's account. Any pay discrepancies should first be discussed with the work/school supervisor or unit staff if unassigned. References to account balances should be addressed to the Business Office. Requests should include specific disputed amounts and the reason the inmate believes an error was made.

PRISON RAPE ELIMINATION ACT (PREA)-SEXUAL ABUSE and HARASSMENT OF INMATES
(Refer to Executive Directive 72 & Executive Directive 16A)

The Department of Corrections has zero tolerance for sexual abuse, sexual harassment and report-related retaliation in its facilities.

The Department of Corrections maintains a zero tolerance policy toward all sexual abuse and harassment of any inmate. All allegations of sexual abuse of inmates will be treated seriously. If any inmate has been the subject of any type of sexual abuse/harassment from any source, immediately report this and an investigation will be conducted. No disciplinary action shall be taken against the reporting inmate unless, as a result of the investigation, it is determined that the allegations were false or the inmate violated the Administrative Code.

Incidents can be reported in any of the following ways:

- Verbally report to any staff member.
- Write to any staff member.
- Call *777 on the inmate telephones. Call 888 on the inmate telephones
- Submit a DOC-400 Offender Complaint Form.
- Tell a family member, friend or outside support person
- Write to local law enforcement

For protection and prompt response, the best way to assure the situation is addressed quickly and confidentially is to notify a staff member immediately.

For additional information, refer to the POC-41: Sexual Abuse and Sexual Harassment Prevention and Intervention

AMERICANS WITH DISABILITIES ACT (ADA) (Refer to DAI Policy 300.00.35)

The Warden will appoint staff to serve as ADA Coordinator along with a back-up coordinator. Oshkosh Correctional Institution (OSCI) is committed to assuring compliance with the Americans with Disabilities Act. The Division of Adult Institutions (DAI) will ensure fair and equitable treatment of inmates and members of the public with disabilities who seek access to DAI services, programs or activities.

OSCI will provide reasonable accommodations and equitable and fair treatment to all inmates. Discrimination against any disabled individual is prohibited. Reasonable accommodations for qualified disabled individuals will be provided.

OSCI will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations and equal access to services as required affording equal opportunities to disabled individuals.

If you have a disability, you will be granted accommodations based upon identified needs by a health care professional on an individual basis, as no two situations are alike.

Inmates requesting ADA accommodations shall fill out a DOC-2530 "Reasonable Modification/Accommodation Request" and route it to the ADA Coordinator to be considered for accommodation. DOC-2530 forms are available in the institution library.

EMERGENCIES

The following actions are to be taken by inmates whenever these emergencies arise.

SEVERE WEATHER (IMMINENT TORNADOES)

When on the living unit, inmates will be notified by unit staff that a severe weather alert/drill has been implemented. Remain calm and follow staff directives. All inmates will return to their rooms/bunk areas and sit on the floor with heads protected by arms, covered with a blanket/coat if available and as time permits. Stay as far away from exterior windows and doors as possible. If inmates are in a program or work area, follow staff direction where to go during the emergency. All inmates will remain in the designated areas unless otherwise directed by staff.

FIRE

During a fire alarm or drill, inmates will exit their rooms, shut the doors behind them, and wait for instructions from the staff. Staff will conduct a sweep of the area to ensure all inmates have been notified and evacuated safely. If a fire occurs in an inmate's room, exit the room, shut the door, and notify unit staff immediately. If inmates are in a program or work area, staff will notify and direct inmates where to evacuate.

OTHER EMERGENCIES

Upon notification, all inmates will clear the dayroom immediately when directed by any staff and follow all directions given. Failure to do so immediately will result in disciplinary action.

No trips to the bathroom, water machine, or officer station area are to be made until authorization is given to return to normal activities. At all times, the instructions to clear the dayrooms are to be considered a direct order and responded to immediately. **All conversations will cease.**

Drills will be held occasionally to familiarize inmates with these emergency procedures. This is done to ensure the safety of everyone. However, all notifications or drills should be taken seriously. Many problems may be prevented by following emergency procedures (rules) and acting in a calm manner. All inmates shall review evacuation plans posted on living units.

SAFETY GUIDELINES

All inmates are expected to practice good living and working safety habits at all times. Being safety minded and knowing the conditions of the surrounding environment are important in preventing accidents.

General guidelines have been developed to promote a safe living environment at OSCI. When performing a work assignment in a particular area, it is important to be aware of specific work related safety guidelines and procedures.

- Follow all safety instructions posted in work areas and on equipment.
- Ask if unsure of the proper procedure. Questions to ask include:
What are potential problems?

How are problems recognized?
How can I protect myself and others?

- Operate only the equipment which you have been authorized and instructed to use by supervisory staff.
- Wear safety clothing when it is provided and required. Inmates on work assignments around machinery may be required to have head and facial hair suitably cropped or wear appropriate protective equipment if it is determined head or facial hair presents a safety hazard.
- Use the personal protection required for the activity, (eye, hand, ear, respiratory protection, etc.)
- Keep living and work area neat and orderly. Good housekeeping is essential to accident prevention.
- Keep aisles, passageways, and exits clear at all times.
- Only use tools after receiving authorization. Tools should only be used for the task for which designed, (e.g. do not use a wrench as a pry bar).
- When lifting heavy loads, keep the load close, bend knees, and never turn or twist. When in doubt, get help or divide the load. More back injuries are caused by improper lifting than heavy loads.
- Learn the location of all tornado shelters and know tornado procedures.
- Be familiar with the location and use of spill kits. Wipe up spills immediately to avoid slips and falls.
- Know fire evacuation procedures, location of fire extinguishers, and be familiar with all exits.
- Pick up anything on the floor because it could cause a fall.
- Keep to the outside on blind corners. Make sure you can see what is coming.
- Be watchful of opening and closing doors that are located in hallways.
- Do not run in any area unless participating in a sport.
- Always use ladders of adequate height or self-locking stools to access high shelves. Never use the top rung (or step) of a ladder. Never climb on chairs, boxes, or other furniture.
- Always follow vehicle safety procedures. When riding in vehicles, wear a seat belt.
- Never board a moving vehicle.
- Horseplay is prohibited and may result in discipline.
- Report unsafe conditions and practices to a staff member and/or work supervisor.
- Use recreation equipment as it was intended. Ensure proper use of weight lifting and other equipment.
- Do not wait to report an accident. Notify a staff member and/or work supervisor immediately for assistance when an accident occurs for completion of proper documentation.

STANDARD PRECAUTIONS (Refer to DAI Policy 300.00.28)

Standard precautions are based on the concept that ALL blood and body fluids are potential sources of infection. An individual cannot tell if a person is infected by how they look. Blood and other body fluids are potential sources of HIV, Hepatitis B and Hepatitis C infections.

Use the following precautions to protect yourself from becoming infected by someone else:

- Routinely wash hands thoroughly with soap and running water for at least 15 seconds
 - Before and after eating
 - After using the restroom
 - When hands are visibly soiled
 - After sneezing or coughing

Please advise friends and relatives of the OSCI street address for UPS deliveries as UPS will not deliver to a post office box. (Note: Any items received from a retail store must have the store's stamp or sticker – the return address cannot be handwritten or typed.) For packages inmates ship out via UPS, the inmate is responsible to ensure the address on the package and Disbursement Request (DOC-184) is correct. UPS will charge an additional fee (starting at \$12.00) to correct the address and this will be posted to inmate's regular account by the Business Office when the UPS invoice is received.

Incoming mail will be processed as timely as possible depending on the operational needs of the Institution. While the mail is being processed on the unit, there are to be no inmates at the officers' station. Inmates receiving mail will have their names marked on the inmate mail list which will be posted. Inmates are responsible for checking the mail list. If their name is marked, inmate may approach the officers' station to pick up mail at the units designated times.

Envelope Procedure

Envelopes will NOT be given to inmates. The following procedure will be used to deliver mail:

- Staff will confirm the identity of the inmate by visually inspecting the inmate's identification card and comparing it to the recipient marked on the envelope.
- Staff will remove the contents of the envelope; inspect the contents before giving it to the inmate.
- The envelope will immediately be placed in the shredder.

*This process does NOT include legal mail, and mail originating inside of this institution (ex. ICE, Business Office, Education, etc.).

Inmates cannot have any part of the envelope, including the return address. If an inmate wants the return address, they must bring a piece of paper and a writing utensil with them when they pick up their mail. The envelope will remain in staff's possession the entire time.

OUTGOING MAIL

Inmates may correspond with anyone in the community (unless someone is expressly denied) as long as the correspondence does not violate any institution rules, state or federal law. Inmates should place outgoing mail (including legal mail) in the unit mailboxes before 9:30 pm to be processed.

Outgoing mail to the community may be sealed. All outgoing mail may be subject to inspection. No foreign substance (i.e. prayer oil, perfume/cologne samples) is allowed on or in any part of the outgoing letter or envelope. Inmates must have their complete name, DOC number, institution name (**not abbreviated**), and return address on the envelope. Letters without this will not get mailed. All inmate outgoing mail will be stamped THIS LETTER HAS BEEN MAILED FROM THE WISCONSIN PRISON SYSTEM.

SAMPLE

Name/Number Oshkosh Correctional Institution PO Box 3310 Oshkosh, WI 54903	JOHN DOE 806 S. MILL DRIVE, APT. 1-A MILLTOWN, VA 12204-2921
-------------------------------------------------------------------------------------	--------------------------------------------------------------------

Outgoing letters must be in embossed #10 or stamped 6x9 envelopes; both are available through canteen or from the property catalogs. Free Chapel greeting cards and catalog purchased greeting cards must be sent out in a purchased 6x9 stamped envelope. Using a disbursement request (DOC-184) for postage is not allowed for any greeting cards. If additional postage for other mail is necessary, a disbursement request payable to "Oshkosh Correctional Institution – Postage" may be used in conjunction with the stamped envelope or embossed envelope. Disbursement requests may be used alone for postage for 9 x 12 envelopes, certified mail, registered overseas airmail, legal loan, or packages. If an inmate does not have sufficient funds to cover the additional postage, the items will be returned to the inmate.

Inmates must write to the mailroom to request the appropriate forms to send a letter by certified mail or by certified mail with return receipt. There is an additional charge for this service. Send the mail, the appropriate form provided by the mailroom and a disbursement request made payable to "Oshkosh Correctional Institution – Postage" to the mailroom. Certified mail must be placed in a larger size envelope. Note on the disbursement request that the mail is to be sent certified or certified with return receipt. Outgoing certified mail may be delayed due to postal regulations. Inmates should anticipate additional processing time when sending out certified mail.

There is no limit on the number of letters sent out or received. The limit on possession of personal letters/cards is 25, which is the inmate's responsibility to maintain. All mail sent and received must be processed through the United States Postal Service (USPS). No mail is to go out or come into the institution through other inmates, staff or visitors. All mail must be processed through the Institution Mailroom. OSCI does not accept "Postage Due" mail so advise correspondents to have the correct postage on their letters. Faxes will not be accepted.

If outgoing correspondence is denied, the inmate will be notified via DOC-243, Notice of Non-Delivery of Mail/Publication. If incoming correspondence is denied, the intended receiver will be notified via DOC-243. All mail (including legal mail) in an inmate's room may be inspected. Disputes can be made through the Inmate Complaint Review System (ICRS).

INMATE-TO-INMATE MAIL

Inmate-to-inmate mail or mail to any federal, state or county jail facility must be submitted for mailing unsealed. Inmates may send and receive letters, post cards, and signed greeting cards to and from other inmates – sending and receiving photos (including photocopies of photos) is prohibited. If the envelope is submitted sealed, it may be opened or returned to the sender. In order to properly identify inmate-to-inmate mail, the mailing address on the envelope must contain the receiving inmate's full name, number, full name of the institution, and the institution address. Envelopes without this information may be returned to the sending inmate. If unidentifiable, the envelope will be destroyed.

Incoming and outgoing mail will be read if the correspondence is between inmates. If the contents reflect communication concerning joint legal proceedings, staff will not read further and it shall be submitted for delivery. Mail with an inmate notation on the envelope or contents indicating "legal mail" will be reviewed by staff to verify the claim of "legal mail" by reading a portion of the correspondence.

MOVEMENT

Movement is authorized by scheduled activities, all-call announcements, or staff direction.

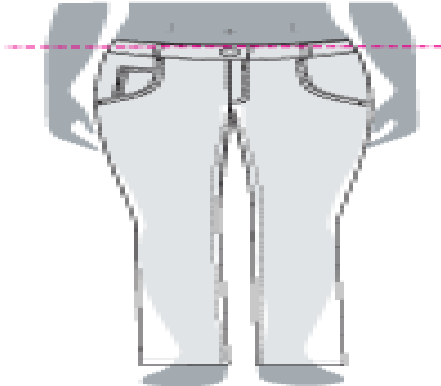
- Inmates must sign in and out **legibly** with first name, last name, room number and specific area/department destination from living unit (Example: If an inmate is going to the Library, sign out Library, not B building.) Do NOT put any additional marks or writings next to your name, cell number, the destination or the time.

- Sign out when actually leaving the unit – **not ahead of time** and sign back in immediately upon return to the unit. Inmates are to leave the unit no earlier than ten (10) minutes prior to the scheduled start time of assignment/program. (Ex. 9:00 am school class; leaving before 8:50 am is unacceptable) Inmates may only sign in and out for themselves. Do not skip lines when signing in and out.
- All non-essential inmate movement to any destination will stop twenty (20) minutes prior to any standing count (7:30 am, 12:25 pm, 4:40 pm and 9:45 pm). There will be exceptions to this rule, with staff approval ONLY.
- Inmates are only allowed to sign out for one activity/location at a time.
- Report only to the area indicated on the unit destination sign out log unless directed by staff. There is to be no loitering. Inmates must utilize the paved walkways. Like the rules of the road, inmates are to walk on the right side of the walkways/hallways- leaving the middle available for vehicle traffic and staff responding to incidents. Inmates may not cross or go onto the recreation field unless signed out to the recreation field. Inmates must enter and exit the rec fields using the closest paved walkway to their housing unit. When recreation fields close, inmates are to report directly back to their housing unit. Running in buildings, on sidewalks or paved walkways is not permitted.
- When reporting to B-Building, with the exception of the School Hallway, all inmates must report to Movement Officer Station (MOS) to check in. All group activities in B-Building will be announced over the all-call. Inmates are NOT allowed to sign out/leave for B-Building activities before the all-call announcement is made.
- Upon arrival to work, school or recreation, report directly to the work supervisor or to the classroom. If arriving late or other than scheduled times, check in with staff at the school office or the work supervisor. Being tardy, absent, or leaving early will be recorded and may result in warnings or discipline.
- Refusal to attend work, school, program assignment or activity may result in disciplinary action.
- Inmates have ten (10) minutes to report back to housing unit following the end of assignment/activity.
- Do not sign out to go to an unscheduled activity (such as non-scheduled meeting with a staff member, HSU, the property room, school, etc.) without proper authorization or first being called for by staff. If an emergency exists, a staff member may call to determine if an immediate appointment is possible.
- Inmates must remain at any activity until it ends. For scheduled appointments, visits or emergencies, a staff member may give permission to leave before the end of an activity. If leaving early from B-Building, check in with MOS or school officer, to notify the unit of the early return.
- Interference in any manner with staff responding to emergency situations will not be tolerated and may result in disciplinary action. Interference includes, but is not limited to: remarks, gestures, yelling, obstructing, or disobeying orders.

DRESS CODE

1. All inmates are responsible for apparel and conduct. Any type of exhibitionist behavior will not be tolerated!
2. Inmates are expected to wear appropriate clothing based on weather conditions.
3. State-issued green shirt, t-shirt and pants will be worn while in B-building, while attending any unit programming or staff appointments, for all off-ground activities and when transferring to another institution. Shoe laces are to be tied and shirts are to be tucked in. (Inmates working in B-Building will wear state-issued work clothes.)
4. Inmates reporting to HSU will be required to wear state-issued green pants or personal jeans with a shirt (either state or personal shirt/t-shirt), or state issued work clothing. No shorts or sweatpants are allowed.

5. All state/personal clothing must be appropriately sized and worn as it was intended to be worn. No baggy or oversized clothing is permitted.
6. Pants are to be worn with the waist band around the waist, at or just below the navel:



7. Between the hours of 8:00 a.m. and 5:30 p.m. (unless on sick cell) all inmates must be fully dressed in pants/shorts and shirt/t-shirt.
8. Prior to 8:00 a.m. or after 5:30 p.m. inmates may go from their rooms directly to and from the bathroom wearing a knee-length bathrobe or full pajamas (top and bottoms). Bare chests are unacceptable.
9. Shirts being worn must be buttoned, except for the top two buttons. The only exception is when on the recreation yard or in the lounging area. Collars on shirts will remain down and may not be tucked inside shirts.
10. Inmates who wish to go shirtless outside must sign out for the recreation yard and wear a sleeved shirt out to the recreation field (not the sidewalk) before removing it. The shirt must be put back on before leaving the recreation field. Sleeveless t-shirts and tank tops can only be worn as undergarments or for recreational purposes.
11. Hats, caps, gloves, and/or spring and winter coats may not be worn on the living units, with the exception of entrance and exit of the unit. When in program areas, the visiting room, training kitchen or school these items are to be left in school lockers and not be worn inside. Hats, caps, gloves, and sunglasses may not be put on until an inmate is exiting the building and must be removed prior to entering.
12. Winter coats, knit hats, gloves, scarves, thermal underwear are not allowed to be worn from Memorial Day to Labor Day. Staff discretion will be used for unseasonable cold weather and for inmates that have a documented need from HSU.
13. Work clothes are not to be worn when not in work status. Work issued hoods and hats will be allowed only during work hours. Work clothes are not to be worn in unit dayrooms prior to or upon return from work. Inmates assigned to maintenance, laundry, work crews, or horticulture will wear their issued work hats/caps at all times when in work status.
14. Thermal underwear is to be worn as undergarments only and may not be exposed as an outer garment. Thermal underwear pants will only be worn under long pants, not to be exposed under shorts. Thermal underwear tops may be only worn under other shirts. The sleeves of the thermal underwear may be exposed from the wrist to the short sleeve. A sleeved shirt must be worn while on the unit. Muscle shirts or tanktops will not be permitted in the dayroom.
15. Handkerchiefs are not to be worn or displayed as outer garments.
16. Hairnets may not be worn while in B-Building, except by those inmates working in the training kitchen.
17. Religious head coverings may be worn in cell or at religious service only.
18. Inmates will be permitted to wear religious emblems, appropriate to their designated religious preference, under their clothing at all times within the facility. Catholic rosaries and Buddhist or Muslim prayer beads are not religious emblems and cannot be worn.

19. Curlers and/or plastic transparent, cosmetic caps are only permitted in an inmate's cell or the bathroom. Inmates are not permitted to wear them in the dayroom, or during work or meals.
20. Shower caps may only be worn in the shower or in an inmate's room.
21. Du-rags will only be worn in an inmate's room.
22. A spring jacket may be worn under a winter jacket except in the visiting room. Jackets are not to be worn in place of a shirt or t-shirt.
23. Socks must be worn with all footwear except to and from the bathroom.
24. Shower shoes/thongs may only be worn to and from the bathroom. (Shower shoes partially cover the foot, leaving the toes and/or heel exposed.)
25. Slippers may be worn in the living unit at any time. (Slippers cover the entire foot with socks including the toes and heels.) They cannot be worn outside.
26. Shoelaces must be tied properly at all times.
27. Tennis shoes for recreation will be carried to the gym for use in that area.
28. Sweatpants may only be worn on the living units or for recreation.
29. Pant legs are not to be rolled up or tucked into socks or footwear.
30. Shorts may be worn on the living unit or for recreation.
31. Weightlifting gloves can only be worn at the gym or for self wheelchair use.

GROOMING/HAIRCUTS (Refer to DAI Policy 309.24.01)

Only the inmate barber will be allowed to trim/cut an inmate's hair. Inmates will be permitted to do personal grooming as long as appearance does not conflict with the institution's requirements for safety, identification, and hygiene. Inmates are **NOT** allowed to perform personal grooming on another inmate. The following standards have been established relative to inmate grooming:

- All inmates are expected to maintain an appropriate level of personal hygiene. Medical staff may authorize cutting hair when there is evidence of unsanitary care to warrant such action.
- Braiding, twisting and styling of head hair is permitted. Staff may require braided hair to be unbraided for personal searches. Braided hair will be unbraided when entering TLU status in Restrictive Housing (RHU).
- Braiding, twisting, styling of another inmate's hair may be permitted **ONLY** with unit staff approval.
- Any hairstyle or cut which indicates an affiliation with an unauthorized/unsanctioned group or activity is forbidden.
- No partially shaved heads are allowed. If any portion of the hair is shaved to the skin, the entire head must be shaved.
- An inmate is allowed to maintain their own, already shaved head. To be clear, if an inmate does not already have a shaved head, they must have their head shaved by the barbershop.
- Variations in the length of hair must be tapered gradually so that no obvious lines are created. The length of hair must be the same right to left-symmetrical.
- One part, running from front to back, will be allowed to be cut in hair. Other designs and/or lines will not be permitted to be cut or shaved into hair.
- No dying or bleaching of hair is allowed.
- Inmates on work assignments around machinery may be required to have head/facial hair suitably cut or wear appropriate protective equipment.
- Inmates assigned to food preparation and serving areas are required to wear hairnets or other suitable hair coverings.
- New intake inmates who have haircuts that do not meet OSCI rules will have hair cut to comply with standards.
- Fingernails may not extend past the finger tip.
- New identification photographs will be required for any inmate whose physical appearance changes during confinement as a result of change in hairstyle, including length of hair or facial hair.

- Security director/designee will determine the appropriateness of questionable haircuts/braiding and whether the hair needs to be changed.

IDENTIFICATION CARDS (Refer to DAI Policy 306.00.06)

All inmates are required to wear ID cards inside of a plastic holder around their neck with the photo visible (not upside down) outside of their outermost garment. Lanyard's are NOT allowed to be draped over the back of the neck, or worn in any manner where their head is not through the center of the lanyard. All inmates will place their head through the center of the lanyard to achieve the desired goal of displaying their ID cards. Room keys may be kept on the lanyard. Inmates are required to display their ID cards at all times with the following exceptions:

- In Restrictive Housing (RHU), control, observation, or TLU status. The ID card will be secured by the RHU property officer.
- Showering.
- In cell or bunk area.
- Actively engaged in assigned work activity, recreational or recognized religious activities that prevent the wearing of ID card. Inmates are responsible for security of ID card and are expected to wear it to and from these activities.
- Inmates released to law enforcement for court appearances will turn ID cards and keys into the Unit Sergeant prior to leaving their living unit.
- As approved by the security director/designee.

Inmates shall clearly display ID cards with photo facing forward and produce them for staff when requested. ID cards shall be worn when inmates are transported off-site by DOC staff. Replacement lanyards will be available from staff. There will be a \$3.00 replacement fee for lost or damaged ID cards and \$1.00 replacement fee for a beaded lanyard and/or plastic ID holder. Altering of ID cards in anyway or putting anything else in or on the plastic ID holder is strictly prohibited.

The beaded lanyards provided at OSCI are latex free and hypo-allergenic and are not subject to cause skin irritations. Inmates living on the West side will be required to wear a blue lanyard. East side inmates will be required to wear white lanyards and the North side inmates will be required to wear black lanyards. Misuse or possession of incorrect colored lanyard may be subject to discipline.

Work assignment supervisors will determine if inmates are required to display cards while working.

LIBRARY/LAW LIBRARY (Refer to DAI Policy 309.05.01 & DAI Policy 309.15.01)

The OSCI general library collection consists of non-fiction, fiction, popular paperbacks, reference materials, and newspapers. **Inmates will be issued a handout containing library rules during inmate orientation. Inmates must sign an acknowledgement of the rules in order to check out library materials.**

The law library is operated in conjunction with the general library and legal resources are available through electronic media. Law Library access, services, and materials are detailed in DAI 309.15.01. An audio version of the DOC-303 in Spanish is available in the library for inmate use. If a housing unit is scheduled for two law library periods in a row, inmates may choose to attend either one or both.

Inmates requesting additional law library time must contact the institution librarian. Inmates must be within one month of a court case deadline and must show proof of that deadline.

Electronic devices such as VCRs, CD players, CD-ROMs, computers, and typewriters are available for use in the library. Interlibrary loans are also available. Inmates must keep in mind the use of this equipment and service is a privilege, which is not mandated by Administrative Code.

UNIT LIBRARIES

- Each unit will have a designated area as a unit library.
- Donating items to unit libraries is **STRICTLY PROHIBITED**.
- Books and other reading material will have labels identifying it as belonging to a particular unit. Books and other materials taken from the unit library must be checked out.
- A list of all books located on the unit will be maintained by a unit worker.
- Books will be rotated on a regular basis.
- No magazines will be allowed in unit library.

PHOTOCOPIES

Photocopy requests may be dropped off at the Library during regularly scheduled periods by General Population inmates only. Complete Photocopy Request, DOC-1874, and a Disbursement Request, DOC-184, with detailed instructions for copying, including the number of copies. Photocopy requests will not be processed until paperwork is complete. The cost of photocopies is \$0.15 per page (double-sided copying and side by side copying constitutes two pages).

Restrictive Housing Unit (RHU) inmates may send photo copy requests to the library through institution mail only. Requests from RHU inmates must contain Request for Legal Materials (DOC-1576) or Request to Purchase Copies of Legal Materials (DOC-1576A) with a signed Disbursement Request (DOC-184).

Inmates must have money in their account at the time of the request, or an approved legal loan. Inmates should allow sufficient time to receive copies. Every effort will be made to process material to be copied in an efficient and timely manner. However, institution needs may dictate that inmates return at a later period to pick-up copies. Photocopies sent from RHU will be returned within five (5) working days of receipt of request.

Only legal materials, complaint materials (ICRS), current educational/approved academic course work materials, personal medical documents, reentry materials and institution menus will be accepted for copy requests. Inmates cannot submit requests or purchase photocopies for other inmates. Excessive amounts of copying, which are unnecessary to meet legal needs or educational course work needs, will not be permitted. Additional restrictions are imposed upon copies purchased through the use of a legal loan. Refer to DAI Policy 309.51.01 Legal Loans for allowable photocopies funded via legal loans.

- Material that is deemed by staff to be derogatory, offensive, or in conflict with rules of the Department of Corrections will not be copied.
- Inmates with confidential documents may submit an Interview/Information Request (DOC-761) to the librarian providing the reasoning for the confidential copy request. The librarian will respond with a date and time for the inmate to come to the library to have the copies made.

NOTARY PUBLIC SERVICES (Refer to DAI Policy 300.00.56)

Inmates requesting notary services should submit a DOC-761, Interview Request, to the OSCI Librarian. Inmate will receive notice upon scheduled with date and time to report to the Library. Typically OSCI Library notary time is approximately 3:25 p.m. (Monday – Friday), but is subject to change. Bring materials that need notarizing with black or blue pen to the appointment. Inmates in Restrictive Housing Unit (RHU) may submit a written request to the Librarian for notary services.

LEGAL MATERIALS (Refer to DAI Policy 309.04.01)

Inmates providing legal services to other inmates may only exchange legal paperwork through the U.S. Mail. Transfer by any other means may result in disciplinary action. The institution is not responsible for legal materials sent to another inmate. Compensation of any kind for the provision of such legal assistance is strictly prohibited. An inmate may only request photocopies of his **own** legal materials.

LEGAL SUPPLIES FOR INDIGENT INMATES (Refer to DAI Policy 309.51.01)

Indigent inmates can receive a legal loan, up to \$100 annually, for supplies, photocopies, and postage to allow them access to the courts for litigation related to their own cases. Disbursement requests (DOC-184) for additional postage must contain the full name and address of the recipient. Unit staff will verify the address on the disbursement matches the address on the envelope. Legal loans may not be used to pay for legal services, open records requests, federal or state filing fees, or personal use.

To request a legal loan, send an Interview/Information Request (DOC-761) to the Business Office. Inmates will receive and be required to sign the Loan Repayment Agreement form (DOC-1290) prior to the loan being approved. This must be done yearly or upon transfer. Funds deposited into the inmate's account will be used to repay the loan per DAI Policy 309.45.02. DAI Policy 309.51.01 will be used to determine eligibility.

Supplies will be limited to 8 ½" X 11" paper, 9" x 12" or 10" x 13" manila envelopes, #10 letter envelopes, carbon paper and pens. Quantities will be determined by staff. Envelopes will only be supplied providing the inmate is actually sending mail out using the legal loan.

CERTIFIED COPIES OF TRUST ACCOUNT

Inmates may submit a written request to the Business Office for a certified copy of inmate trust account. The request must state the number of copies needed along with a signed disbursement request (DOC-184) to cover the cost of copying. A certified copy of the last six months activity will be sent via institution mail. Please allow up to ten working days for processing. Additional photocopying of a certified copy of a trust account statement is prohibited.

CANTEEN (Refer to DAI Policy 309.52.01)

Canteen purchases are limited to a bi-weekly specified amount as indicated in policy. Refer to the regular account balance on the bi-weekly canteen statement to determine funds available for spending limit. Sufficient funds must be in your regular account to cover the canteen items purchased, overdrawn is not allowed.

The canteen schedule, prices and items carried are published and updated regularly and posted in the living units.

There will be limited off unit movement; there will be no recreation during canteen hours. Only a limited number of inmate jobs will be allowed to be off the unit during canteen. If an inmate did not purchase any canteen, that inmate will still be held to the same unit rules for the duration of the canteen process.

Normally, inmates will receive their canteen statement and order form (or bubble sheet) during the weekend prior to scheduled canteen. The canteen order form must be legibly completed by the inmate to include full name, DOC number and signature in black or blue ink or #2 pencil prior to depositing the order form into the Canteen Order boxes on the unit. The Commissary order form must be filled out and submitted by 12:00 a.m. on the Sunday evening/Monday morning prior to your canteen week. Days will be adjusted for short holiday weeks, watch for an announcement on the institution TV channel. The contracted Canteen ordering instructions, the Wisconsin Department of Corrections

Canteen Menu (price sheet) are provided by X-Building staff during inmate orientation. Additional instructions and Canteen Menus can be requested by sending a disbursement request (DOC-184) to the Business Office for \$0.15 cents per page/side.

The following procedures will be followed on canteen day:

1. Dayrooms will remain closed while canteen is being handed out. Bathroom use will only be allowed for toilet and hand washing use. No hygiene, no showers – plan accordingly.
2. There will be no talking or loitering in the dayrooms while canteen is being handed out.
3. Remain in your room until your tier is called. Inmates MUST report at the time they are called. You must have your inmate ID and the most current canteen account statement. You will return to your room promptly after receiving your bagged and bulk canteen items. Bulk items are not disputable once the inmate leaves the table with his order.
4. Canteen Account statements must be signed by the inmate in the presence of canteen staff. Canteen staff will collect the Canteen account statement when you are called to the table to pick up your canteen.
5. Inmates must check the canteen bag for holes or tears prior to leaving the table. If a hole is found you must notify staff immediately before leaving the table. It is each inmate's responsibility to immediately bring bag issues to the attention of canteen staff. The canteen staff will direct you to an area where your order can be reviewed with staff.
6. You will take your unopened bag to your room and verify your order is correct. **DO NOT OPEN** your bag until you are sure all items on your receipt are in your bag. If you cannot find all items on the receipt **DO NOT OPEN** the bag. Do not return to canteen area without staff authorization. After all canteen is handed out staff will announce that it is time for "discrepancies". At that time, you can return to the dayroom with your **UNOPENED** bag, take a seat in the waiting area, no talking, and staff will call you to the table to review your canteen order with you. If an error is found, staff will note the missing or damaged item(s) on your receipt. Staff will forward the receipt to the Business Office to refund your account. Refunds could take up to 4-6 weeks. If the bag is opened, there will be no reviewing of the order at that time or anytime.
7. Inmates may not order canteen more than once every two weeks. Inmates either OCO or OWO must write to canteen staff informing them they have returned to the institution. Canteen staff will deliver the canteen order within a week of receiving the information request.
8. With the exception of greeting cards, canteen items are to be purchased for the inmate's individual use and consumption only. Purchasing canteen items for other inmates is **STRICTLY PROHIBITED!** Purchased items are considered personal property.
9. No stockpiling of canteen items allowed; inmates must use items as intended and according to directions. The storage time limit for consumable (food & hygiene) items is two months or 60 days from the date of purchase receipt or by expiration date whichever is sooner. All other canteen items purchased have a possession limit, it is each inmates responsibility to know and stay within the limits. Canteen purchase receipts will be required to verify purchase dates, inmates should save all the canteen receipts until products are used. It is the inmate's responsibility to keep their canteen receipts to prove ownership.

10. If expired items are discovered, inmates should contact canteen staff in writing to facilitate a review and possibly an exchange or credit.

11. Failure to report to the dayroom to receive your canteen (i.e.: sleeping, etc.) will result in a written warning on your face card and you may be subject to discipline if this happens in the future. You should be aware of your canteen day and be ready when called.

12. Bags (both plastic and canvas) are not allowed to remain in inmate possession. They will be collected at the end of canteen with the collection of the unit's copy of your receipt.

FINANCIAL TRANSACTIONS

DISBURSEMENT REQUESTS (DOC-184)

The Disbursement Request (DOC-184) must be used for all money transactions for any item within or outside the institution. This includes requests to send money to private individuals. Inmates are not allowed to send money to other inmates.

- Disbursement requests must be filled out completely and legibly, signed legibly by inmate as well as staff in order to be processed.
- No transaction will be allowed that involves a time payment plan. Full payment is required before an order is placed.
- Order form must accompany the disbursement request. If an order form is not available, provide complete order information which will include the vendor or retail outlet address, phone number if available, a ship to address, complete detailed description of each item ordered required taxes and shipping charges.
- Money, not to exceed \$25, may be sent to one close family member on your visiting list once every 30 days. Such requests must be submitted to the social worker, who will verify the appropriateness of the request.
- Inmate wishing to send money to persons other than close family members or to send money in excess of \$25.00 to close family members on the visiting list must receive written approval from the unit supervisor. Inmates may be required to provide proof of need from intended receiving party.
- For UPS, photocopies, postage, phone calls, or other transactions within the institution, the "pay to" is the Oshkosh Correctional Institution (OSCI).
- Be specific with reason for request and items requested.
- It is the inmate's responsibility to ensure items ordered meet allowable property specifications.
- Submit completed disbursement requests to unit staff. Unit staff will verify inmate submitting disbursement request, legibly signing and initialing the request. The disbursement will not be given back to the inmate once it is signed and initialed by staff. Staff initials are only verifying inmate submitting request, not an approval of an item ordered by an inmate. The disbursement and all other paperwork will be placed in the unit mailbox by staff and forwarded to the proper department.
- Disbursement requests that do not follow the guidelines will be returned to the inmate for resubmission.

CRIME VICTIM AND WITNESS SURCHARGE/RELEASE ACCOUNT/DNA SURCHARGE (Refer to DAI Policy 309.45.02)

For those inmates who have not paid obligations for the Crime Victim and Witness Assistance and DNA Surcharge established by Wisconsin Statute, 973.045, 973.046, 973.042 and 973.20, the following procedures will be followed:

- Upon transfer to the first permanent placement and in all subsequent placements in a correctional institution, the Business Office shall deduct 50% of all receipts. The deductions will continue until

the surcharges are paid in full. Inmate Complaint Review System (ICRS) reimbursements and refund checks are not subject to the 50% deduction. Upon release, if money is available, these surcharges will be paid in full.

- Release account funds will be collected by the Business Office. 10% of the money received will be placed in the release account until the balance reaches \$5,500.00.

INMATE SAVINGS ACCOUNTS (Refer to DAI Policy 309.46.01)

Inmates have the option to open interest bearing savings accounts from inmate **regular** account and/or **release** account. Any interest accrued shall be credited to the inmate's specified savings account. Inmates need \$50 to initially open either savings account. New accounts require the inmate's signature and social security number on a signature card. A Disbursement Request (DOC-184) will be used for all savings account transactions. You must have your social security card in the property file to open an account.

Regular savings accounts withdrawals can be made once during the month. To make a withdrawal, complete a Disbursement Request (DOC-184). Minimum balance of \$50.00 is required to keep the account open.

Requests for savings account transactions must be sent to the Business Office prior to the 15th of the month for the transaction to take place during the current month. Disbursement requests received after the 15th of the month will be posted to the inmate's account during the next month.

Deposits can be submitted **once** during the month, around the 15th of the month. Be sure to include savings account number on Disbursement Request (DOC-184). Once the balance in the release savings account has reached \$5,500.00, no additional deposits are allowed. Any interest accrued shall be credited to the individual's account on a quarterly basis. All transactions for savings appear on the monthly inmate statement of account balances provided by the Business Office.

At the time an inmate is released from confinement, with the exception of discharges, his savings account shall be closed out per instructions on the Inmate Release Authorization Form (DOC-15). Discharged inmates shall receive their savings fund at the time of release.

Savings Bonds are no longer available for inmate purchase. Existing Savings Bonds being held at the Institution may be cashed as long as the bond has been held for the minimum amount of time required for the type of bond purchased. The Business Office retrieves the bond from the safe, obtains the inmate's signature endorsement, and forwards the bonds by certified mail return receipt to the US Treasury. The US Treasury sends a check in the name of the inmate to the Business Office. The principle and interest value of the bond are deposited in the inmate's regular account and the purchase price of the bond is removed from the inmate's bond account.

When an inmate is released from incarceration, savings bonds shall be given directly to the inmate upon release, unless different instructions are received from the parole agent.

INSTITUTION INITIATED DONATION OF FUNDS

Inmates may be allowed to donate money as an individual towards memorial fund or non-profit organizations (i.e., natural disaster, victim awareness, or OSCI inmate, etc.) **initiated by the institution**. Donations must be voluntary, may not exceed \$3 and will only be accepted for a designated period of time per notice. For further information, contact your social worker.

INDIVIDUAL DONATION OF FUNDS

Individual inmate donations may be allowed at any time to non-profit organizations with the approval of unit supervisor, not to exceed \$25.00.

DISCIPLINE (Refer to Administrative Code DOC 303)

Staff will choose to either give a warning or issue a conduct report for rule violations. Warnings and conduct reports will be recorded on the unit warning card. It is each inmate's responsibility to contact staff for clarification regarding start/stop dates and times for dispositions received.

ROOM CONFINEMENT

Room confinement is from 6:00 p.m. until 6:00 a.m. unless otherwise specified in the conduct report disposition.

During room confinement hours inmates are permitted to:

- Use the bathroom
- Use the telephone (with staff approval)
- Speak to an officer if an emergency exists
- Attend visits and religious services only (not study groups)
- Attend work, school, or program activities

During room confinement hours, inmates are not permitted to:

- Attend recreational or social activities
- Leave their cell door open
- Visit with other inmates

*Showers may only be used upon immediate return from work assignment.

LOSS OF PHONE

When on loss of phone, the affected inmate may not use the telephone. An inmate serving this sanction has no reason to be sitting in the chair in front of any telephone. Having another inmate place a call for you is STRICTLY PROHIBITED. In the event of an emergent situation, an inmate serving this sanction should approach the unit Social Worker, who may place a phone call for the affected inmate.

LOSS OF DAYROOM

- Inmates living in units with wet cells on loss of dayroom are NOT permitted to use the water machine during dayroom hours – only during meal times.
- When on loss of dayroom, the affected inmate may not engage in activities in any dayroom, including talking to other inmates to or from one destination to another.
- When on loss of dayroom, inmates are restricted from using the washer/dryer in unit laundry room. ONLY the Unit Supervisor may approve the use of laundry room facilities for inmates on loss of dayroom for more than 7 days to wash personal clothing. If approved, access will be limited by unit staff.
- With approval from unit security staff, an inmate on loss of dayroom may use only the water machine; not the hot water machine or get ice.
- Inmates on loss of dayroom are allowed to use the water/ice machine during meals or a declared heat advisory.

The only times the dayroom may be used while on loss of dayroom are as follows:

- Mealtimes
- Unit laundry exchange (not washers/dryers)
- Use of telephone (with unit staff approval)
- Shower times will be determined by unit staff

LOSS OF ROOM

The inmate is prohibited from being in assigned room on the living unit during the hours determined by the conduct report disposition, unless permission is granted by staff. The inmate will be permitted to move about the living unit and movement on and off the unit.

BUILDING CONFINEMENT

Inmates who are under this sanction may not leave the living unit. Inmates are confined to the living unit, with the following exceptions only:

- Assigned work duties
- Scheduled school hours/program hours
- Visits
- Religious services (1 per week) – this does **NOT** include bible studies or other fellowship activities
- Program Review Committee (PRC)
- Parole Commission
- Health Services appointment
- Law Library (with unit supervisor written approval during living unit library hours)
- Time sensitive issues should be addressed with unit staff
- Emergency situations as directed by staff

LOSS OF RECREATION

When under this sanction, inmates are prohibited from using the gym and the outside recreation field. Unless specifically mentioned, inmates may attend library, music, hobby, and pre-scheduled barbershop appointments.

LOSS OF CANTEEN

While on this sanction, inmates may only receive canteen items that was ordered prior to their sanction, and may not order any canteen items while on sanction. If an inmate has pending legal issues due prior to end of this sanction, a request to the Unit Supervisor must be made including evidence to support the request, prior to ordering of legal supplies through contracted commissary.

COUNTS

There are four (4) standing counts held each day: 7:30 a.m., 12:25 p.m., 4:40 p.m. and 9:45 p.m. Non-standing counts are held each day during third shift: 12:00 am and 3:00 am. All inmates will return to their assigned room at 11:40 p.m. for 12:00 am count, which takes place at 11:50 p.m.

The following announcement will be made prior to standing count time: "The time is now _____, time for standing count." Inmates will immediately stand in silence in their room, facing the closed door, dressed in appropriate dayroom attire. Inmates will remain standing until the unit staff announces that the living unit count is clear. Inmates must remain in their room/bunk area until the institution count has been cleared.

There is to be no inmate movement ten (10) minutes before any count time; including movement to the bathroom. To be clear, inmate bathrooms will be closed ten (10) minutes before EVERY count and will remain closed until every institution count has cleared. Plan accordingly. Medical emergencies should be directed to unit staff.

When called for a visit, movement to the visiting room must occur twenty (20) minutes prior to count. To be clear, inmates who are called for a visit must arrive in the visiting room 20 minutes prior to count.

An emergency count may be announced at any time and completed as a standing count. Inmates will return to their living units if on the recreation yard. Inmates at assigned work areas will be counted at those areas and will remain there until the count is cleared.

LIVING UNITS

ROOM KEYS

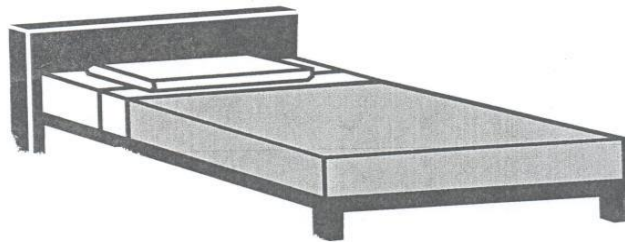
Inmates are responsible for and must maintain possession of their own assigned room key at all times. Room doors must be secured and locked at all times. If a room key is lost, a unit officer must be notified. A \$5.00 fee will be charged to replace the key. If an inmate's room key cracks or breaks accidentally, an officer must be notified immediately to avoid a charge.

GENERAL RULES

1. Please be considerate of others in the living unit. Singing, loud talking and noise is prohibited. Swearing, name calling or inappropriate comments are not proper behavior and may be subject to disciplinary actions. If you can be heard from more than five (5) feet away – you are too loud.
2. Visiting between inmates will be in the dayroom only, and only while seated at the same table.
3. Inmates are only allowed in their own assigned room. Entry of another inmate's quarters is strictly prohibited.
4. Inmates may not talk to another inmate on a different floor.
5. Inmates must have their hair braiding 100 % completed before engaging in any dayroom or outside activity.
6. No more than four inmates will be permitted at a table at one time. There will be no spectators standing next to the tables. No talking between tables.
7. No loitering in dayrooms; inmates must be seated facing forward at the table.
6. Personal items allowed in the dayroom are:
 - Cup
 - Bowl
 - Individual consumable food canteen items – limit of 5 items
 - Playing cards/Games (no ceramic dominoes) (Game mats must be utilized.)
 - Writing material
7. There is no exchanging, borrowing, selling, buying, trading or sharing of any canteen items. Pooling of canteen items for group consumption (i.e. hookup) is not allowed.
8. The use of the Kiosk is considered a dayroom activity, and may only be used by one inmate at a time when the dayroom is open. When dayrooms are closed, the Kiosks are also closed.
9. Furniture is to be used as it is intended. (Do not place feet on tables or chairs, no rocking back on the chairs or sitting on tables.) This also applies to the picnic tables outside. Furniture is not to be moved without staff's permission.
10. Headphones or earbuds must be used any time personal electronic equipment is turned on.
11. Electronics will not be stacked on boxes or footlockers. Do not tape electric cords, antennas or cables to the walls, windows, window sills, beds, stands/trays or ceilings. Security seals must be on all electronics, and be undisturbed. All electronics must be turned off when inmates are out of rooms. State issued television cables must remain in rooms and may not be removed when room changes are made.
12. Electronics are the **ONLY** items allowed to be kept on TV tray.
13. Each inmate is responsible for any damage and/or contraband in assigned room. Therefore, inspect the room thoroughly upon moving in and report any damage/contraband immediately to security staff.
14. Inmates assigned to a wet cell building will be living in a cell with a toilet and sink in the cell. Shower areas are available in a common area on the unit. Inmates assigned to a wet cell are

responsible for proper use of the wet cell. Inmates are expected to flush only human waste and toilet paper in the toilet and are not permitted to prevent or obstruct the drain mechanism for the sink.

15. Inmates who are placed on a wet cell unit may request to have the toilet hook pulled to ensure the toilet hook is clear of any foreign objects. It is the inmate's responsibility and the request must be done within the same shift when moved to the unit/cell. Inmates assigned to a wet cell will be held accountable for foreign objects that may be blocking or restricting the flushing system.
16. Items such as calendars, photos, greeting cards, postcards and tacks can only be placed on the bulletin board. No altered property items or completed hobby projects shall be displayed. All items on the bulletin board must fit within the frame of the bulletin board.
17. Rooms must be neat and orderly any time inmates are out of the room.
18. Beds must be made properly by 7:30 a.m. on weekdays and by 12:25 p.m. count on Saturdays, Sundays and holidays. Beds must remain properly made until 9:45 p.m. count is cleared.



19. Inmates wishing to nap or rest on their beds after they are made for the day can do so by lying on the top of their covers. Inmates are to straighten out their bed covering once they get back up. One blanket may be kept folded at the foot of the bed and used as covering during times bed is to be made. The blanket is to be folded back up and placed at the foot of the bed when not being used. The exception to the above procedure is inmates who are on sick cell. Any other exceptions (i.e. 3rd shift workers, etc.) must be approved by the unit supervisor.
20. Inmates being moved will take their issued sheets, blankets and pillow(s) with them.
21. Bedding, linens and state clothing are **NOT** to be washed or dried using the living unit washer and dryer.
22. Staff will have access to inmates' rooms at all times. Beds or other furniture may not block access to the windows or doors. No items may be placed on or in the windowsills. Windows are to be kept free of all obstructions. There is to be nothing hanging from the bars on the windows at all times. Items found in the window sill and/or window bars will be considered contraband and is subject to immediate confiscation with a conduct report.
23. Room doors must be kept closed and locked at all times. Propping room doors open at any time is not acceptable, and may result in disciplinary action.
24. All windows on the living unit will remain closed from approximately October 1st through May 1st.
25. Items such as white out, the stapler, paper clips, tape, typing paper, etc. will not be given out by staff for inmate use. The use of stapler or tape will be limited at the officer's station with staff discretion for work related benefit such as stapling an HSR and disbursement together.
26. No spitting.
27. Only hygiene items are allowed into the bathroom/shower areas. Personal cups and/or bowls are **NOT** considered hygiene items. Hygiene items include soap, toothpaste, toothbrush and toilet paper.
28. When the dayroom is closed, bathroom use is limited to toilet and hand-washing needs only.
29. Inmates using prayer oil must be considerate of others that may be sensitive to the oil by using only the amount necessary and as intended. If prayer oil is misused, inmates may be subject to

discipline in violation of DOC 303.38 Damage or alteration of property (fire risk on a light bulb, risk of respiratory problems from environmental exposure). This may result in loss of religious property privilege.

OUTSIDE SITTING AREAS

The areas outside the living units are to be utilized as outside sitting areas. Only inmates that have been identified by the Unit Multi-disciplinary Team and notified by the Unit Supervisor will be allowed to utilize the unit's outside sitting area – 10 inmates maximum per unit. Inmates must exchange room key for a red pass to be worn while utilizing this area. Inmates must be signed out to the specific unit sitting area, if inmate later chooses to go to the recreation field he must then resign out to that area. The outside sitting areas will be closed whenever the recreation yard is closed. When in the outside sitting area, inmates must be seated on the benches at all times (maximum of 3 inmates to a bench, 6 inmates to a picnic table). Shirts, pants/shorts and shoes are required. Inmates are only allowed to bring one beverage container with a beverage outside. It is an expectation that authorized inmates will be considerate and not monopolize the outside sitting area so other authorized inmates may use this area as well.

DAYROOM HOURS

Dayrooms are NOT considered open until staff announces “dayrooms are open” over unit all call.

Times listed are approximate and subject to change based on institution and unit needs. Refer to Housing Unit Handbook.

Every day:

8:00 am - 10:30 am
1:00 pm - 2:15 pm
2:45 pm - 4:00 pm (3:30 for P and V)
6:00 pm - 9:30 pm
10:30 pm - 11:40 pm

Fri/Sat/Holiday dayroom hours: After 12 a.m. count clears – 1:00 a.m. (with exception of X building closing at 11:30 p.m.)

All end dayrooms will be open at the times noted above until 9:30 p.m.
End dayrooms will NOT be open during 3rd shift (10:30 pm – 6:30 am).

During dayroom hours, applicable inmates are allowed to use the bathrooms, showers, hot water, and ice/water machines.

When the dayroom is closed for the night and during shift changes (6:00 AM – 6:30 AM, 2:15 PM – 2:45 PM, and 10:00 PM – 10:30 PM) bathroom use is limited to toilet and hand washing only.

5:30 AM – 6:00 AM, inmates are allowed to get hot water/ice and have the option of brushing teeth and face washing in the bathrooms. With staff permission, inmates may be allowed to shower before work starting at 5:30 AM, i.e.: Kitchen workers.

During meal times, the bathroom will ONLY be open for brushing teeth, hand washing and toilet use. Inmates may not shower or shave during this time.

Bathroom sinks or hot water machines are not to be used for washing or rinsing personal dishes/property.

CLEANLINESS AND ROOM SANITIZATION

The highest standard of cleanliness will be expected in the living units at all times. Good personal hygiene and room sanitation will reduce the risk and spread of infectious disease.

Weekly room inspections will be conducted by unit staff. Room sanitization is required when an inmate moves into a new room or as deemed necessary by unit staff. This entails cleaning all furnishings with a germicidal cleaner. Staff will inspect the room to verify and document completion. Inmates are **NOT** allowed to place any items outside of their room while cleaning their room – all property must remain in the room.

The following are guidelines that inmates will be expected to follow concerning housekeeping of rooms:

- Dust mop the entire floor.
- Empty wastebasket as needed.
- Follow recycling rules for waste and recyclable items.
- Surfaces such as desktop, bed frame, any ledge area and furniture should be kept dust- free at all times.
- Mirrors and window glass that is accessible should be clean.
- The use of baby powder and prayer oil as a room deodorizer is not allowed.
- Wardrobes should be organized with all clothing hung up properly and folded neatly.
- The bulletin board is the only place material is to be posted.

FOOTLOCKERS/STORAGE COMPARTMENTS

Footlockers or storage compartments are provided for inmates to keep items of value locked up. All medications, including over the counter (OTC) medications **MUST** be locked in these receptacles. A padlock will be attached. Inmates are not allowed to share padlock combination, footlockers, or storage compartments with others. Each inmate will use only one.

Two (2) electronic boxes are permitted as long as the inmate possesses that type of electronic item. The boxes do not need to be the original boxes. Boxes should be stored under the lower bunk and may be used for storage of personal property. The institution is not responsible for items not properly secured in provided storage receptacles. Under no circumstances are electronics boxes to be used as table, chairs, etc. **All other empty containers (those not containing the original contents) will be disposed of immediately.**

DOOR CARDS

Door name cards must remain on the room door, in the designated slot at all times. Inmates may not add to, deface, mark, or change the name card in any way. Only the incarcerated name will be used on the name card. If a new name card is needed, it is the responsibility of the inmate to immediately notify unit staff.

HOT WATER/ICE

Hot water and ice are available for use only during dayroom hours. Please take only the amount needed. Hot water will not be allowed during mealtimes. Pitchers or containers larger than 26 oz. are not to be brought to the ice/water or hot water machine. The hot water area is not to be used to prepare foods/canteen items. Hot water machines are not to be used for washing or rinsing personal dishes/property. Nothing may be poured down the drain of the water machine/fountain. Inmates are responsible to clean up area after use. Use of the hot water machine is a privilege, and is not mandated by Wisconsin Administrative Code. Inmates serving a disciplinary sanction for loss of dayroom and/or room confinement are not allowed to access hot water or ice (except meal time).

Every effort will be made to keep ice available; however, during a heat advisory it may be impossible to keep up with the demand. Staff may close the area down depending on unit operations or misuse of area.

SHOWERS

Showers are available daily and limited to 15 minutes in order to provide an opportunity for all inmates to shower. An inmate may only turn on the one (1) shower head being used; turning on multiple shower heads is prohibited. Inmates may only use the shower and bathroom facilities on the side of the building in which they live on. If you are unable to shower due to work or school schedule, contact unit staff for an alternate time. Showers are not to be used during meal times or while the dayrooms are closed. Inmates are expected to be done showering and out of the shower area when dayrooms close. Exceptions may be considered by unit staff if extraordinary conditions arise. Each inmate is responsible for cleaning up the shower area. Refer to unit handbook or unit schedule for any additional information regarding use of shower facilities.

Disabled showers and toilet stalls are only to be used by those inmates deemed by HSU as having a permanent or temporary disability.

BASIC HYGIENE PRODUCTS (Refer to DAI Policy 309.24.01)

Hygiene products are available for inmate purchase on canteen. Basic soap, toothpaste, toothbrush, and toilet paper will be available on the living units from staff during dayroom hours.

UNIT TELEVISIONS

Televisions are located in each dayroom and will be played at a volume set at staff discretion with closed caption. A program will be selected based upon viewer majority by inmates who do not own a personal television. Once a show has been chosen, it will remain on until it is over. The living unit staff will make the final decision when disputes occur.

UNIT LAUNDRY

Token-operated washing machines and dryers are available in the living units and must be used for your personal clothing only. The use of the laundry room is a privilege. Only one inmate is allowed in the laundry room at a time. Loitering or visiting in the laundry room is strictly prohibited. It is the responsibility of the inmates using the laundry room to keep it clean. Failure to do so may result in loss of laundry privileges. It is each inmate's responsibility to check the washers and dryers for cleanliness or items that may cause damage prior to placing any clothing in these machines. Washed/dried clothing will be removed from machines when the cycle is complete. OSCI is not responsible for damaged, lost, or stolen clothing washed in token-operated washers or dryers, except in the event of a machine malfunction. Do not overload washers or dryers! Bedding, linens and state clothing are **NOT** to be washed or dried in the living unit laundry rooms. Detergent and tokens can be purchased through canteen. The total limit on tokens is 30 at any given time. Inmates are responsible to notify property staff when leaving OSCI if additional tokens remain in the inmate's possession. Staff will verify number of tokens and forward to the Business Office for a refund credit for tokens personally purchased.

Regulations regarding the time and usage of these machines are noted in each unit handbook. Usage of the laundry room is considered a dayroom activity, and will only be open during dayroom hours up until 9:30 pm.

INSTITUTION LAUNDRY

Laundry slips must be completely filled out and laundry already sorted when reporting for laundry exchange. Slips are not to be filled out in the dining area or in the linen exchange line. When laundry is picked up, all rolls are to be checked before leaving the area. There will be no clothes issued or

exchanged after leaving the area. Missing items must be brought to the attention of the unit security staff – not the laundry worker. Each inmate is responsible for his own laundry. Any clothing left over 24 hours will be returned to the main laundry, unless inmate is out of the institution (court, hospital) as verified by staff. Inmate schedule conflicts with unit laundry/linen exchange must be reported to security staff prior to scheduled exchange time. See unit handbooks for information on linen exchange times.

BOARD GAMES

A variety of institution authorized board games are available for use on the units and may be checked out at the officer's station or unit library. Inmates are responsible for returning the game in the same condition as it was checked out. Board games are to be played in unit dayrooms only and played as intended, no combining or partial use of game pieces is allowed. Games can be played until 9:30 p.m. on weekdays and 11:30 p.m. on weekends/night before holidays. All game materials **MUST** be cleaned up before dayroom closes – leaving game materials set up for the next dayroom time is strictly prohibited. At the discretion of unit staff, the game or entire table may be told to discontinue play if the noise level is inappropriate. Slapping of dominoes, cards, or dice on tables is not permitted at any time. Only one deck of cards is allowed per table. No ceramic dominos are allowed in the dayroom. Game mats will be used at staff's discretion on tables when playing games and must be used when playing dominoes. Only inmates personally owned games may be taken to the outside recreation area. **DOC forms and paper memos should not be used for score sheets. Misuse of state forms or gambling may be subject to discipline.**

GAMBLING - MANUFACTURER'S/VENDOR'S COUPONS - SWEEPSTAKES

Gambling - Any inmate who is involved in gambling, gambles or possesses any gambling material is guilty of an offense. Examples of gambling materials include chips, extra cards, etc. "Gambles" includes betting money or anything of value on the outcome of all or any part of any game of skill or chance or an athletic contest or on the outcome of any event, or participation in any lottery or sweepstakes.

Manufacturers'/Vendors' Coupons - Inmates are not permitted to possess or use manufacturers'/vendors' coupons.

Sweepstakes - Participation in any type of sweepstakes, promotion, or any other type of activity which involves gaming or gambling, whether or not there is a cost to enter is not permitted.

PHOTO PROJECT

Photos will be taken each month on the housing unit with the exception of X building. Photos may be offered on X building at specific times of the year as determined by the Unit Supervisor. Inmates must submit the DOC-184 to 2nd shift staff prior to 5:30 pm. Unit staff will verify the funds in the inmate's account.

- Photos will be taken during the first 2 full weeks of the month opposite the scheduled canteen day.
- Inmates are allowed 2 photos and 2 poses. This does NOT mean a total of 4 photos.
- Photos will not be available in the Visit Room.

Photos will be taken in a designated spot on each housing unit. Group photos, obscenity and gang signs are prohibited. Only personally owned clothing/eyeglasses approved for wearing in the dayroom may be worn (no wearing someone else's property). Hats, sunglasses or any kind of prop (i.e. Christmas tree) are not allowed. Inmates must be seated properly in a chair, standing, or kneeling and facing the camera. No 3 point stance. Photos must be full body or from the waist up, no less. Photos of body parts will not be taken. Inmates are allowed to remove ID badge just prior to having a photo

taken. As soon as the photo is taken, inmates must put ID badge back on. If in doubt of what is appropriate, ask the Sergeant before having a photo taken. All photos taken will be reviewed by the Unit Manager for approval. Inmates will pay for any photograph that is not approved by the Unit Manager.

TELEPHONE CALLS (Refer to DAI Policy 309.39.01)

All telephone calls, except properly placed attorney calls, may be monitored and recorded.

All general population inmates are permitted **three (3)** twenty (20) minute phone calls each week. The phone call week begins Sunday and ends Saturday. Phone calls will be made during dayroom hours only. Phone calls cannot be made during meal times or when dayrooms are closed. The inmate phone system will give a warning indicating the call is near the 20 minute limit. All calls will be "collect" only and can be made from the designated telephones in each unit. Inmate telephone calls will be monitored. Calls may be placed **only** to persons on your approved visiting list. No 3-way calls or "call forwarding" is permitted. Inmates must use their own pin number when placing a call and may be subject to discipline if violations occur.

The first telephone call attempted at OSCI will record inmate's name. The name recorded will be saved and automatically be used for all further phone calls placed. When your name is recorded, please clearly state first and last name. If a mistake is made in recording the name, send a DOC-761 Interview/Information Request to Security Supervisors for correction.

Inmates will sign on the telephone log at each unit officer station with inmate name, room number, and time before attempting to make a call. Inmates will sign the telephone log when the call is ended noting the time and whether or not the call was completed. Staff will monitor the phone numbers contacted by inmates listed as active status in the Relatives/Associates list in WICS. Inmates may be subject to discipline if contacting inactive phone numbers.

If problems occur with the phone system, complete an "Inmate Telephone Trouble Report" and forward to Security Supervisor's office via institution mail. Reports are available at the officer's station.

EMERGENCY PHONE CALL

Emergency telephone calls may be permitted with prior approval of the unit supervisor, social worker, chaplains or a supervisor based upon extraordinary situations (for example, a seriously ill family member). Inmate must provide as much information as possible for staff to verify. Unit social worker should be the primary contact person for emergency calls. A fee may be charged.

ATTORNEY CALLS

Prior to requesting to make a collect call to an attorney through the Records Office, inmates must first submit a DOC-1631 Telephone Request Add/Delete form. This form is available from the unit social worker and should be submitted to the ICE office. After the form is processed, inmates will be sent a copy indicating whether the attorney has agreed to accept the calls. Until that verification is received, collect calls to the attorney are not allowed. If a DOC-1631 was completed and attorney approval was received at a previous institution, it is not necessary to submit again unless the attorney information has changed. It is the inmates' responsibility to add, delete, or update any changes in attorneys' addresses or phone numbers.

The inmate is encouraged to write to the attorney and have the attorney schedule the call through the Records Office. The attorney can call the institution and schedule the call based on their availability.

Another option is to submit a DOC-761 Interview Request to the Records Office. The Records Office will respond with a date to report to the MOS area to make the phone call. Attorney calls cannot be made from the living unit. Inmate calls to an attorney shall be made "collect". The Records Office staff will permit calls to attorneys for the following reasons:

- Allow an inmate to return a call from an attorney;
- When a statutory time limit would be missed and the inmate needs to convey information to the attorney;
- When it appears to staff that a call to an attorney is in the inmate's best interest;
- When an inmate is unable to write, or;
- When an emergency exists.

Attorney phone calls will be scheduled during normal institution business hours of 8:00 - 11:25 a.m. and 12:45 - 4:15 p.m. When an emergency exists and a legal call cannot be made during business hours, the Record's Office Supervisor may approve and arrange for the inmate's legal telephone call to be made at a later time according to staff availability.

Attorney phone calls for inmates housed in Restrictive Housing (RHU) will be coordinated through the RHU Program Assistant and will occur in RHU.

VIDEO PHONES (Refer to DAI Policy 300.00.35)

Video phones are available for deaf inmates whose primary language is American Sign Language. Inmates will be allowed three phone calls per week at a duration of one hour per phone call per American Disability Act guidelines. "Double calls" or back to back calls are not allowed.

INTERNATIONAL PHONE CALLS (Refer to DAI Policy 309.39.03)

Inmates may be allowed limited telephone calls to a close family member not residing in the U.S. All calls will be made and monitored through the assigned social worker. Calls will be limited to one telephone call, maximum of 10 minutes, one per month. International calls will not be allowed for inmates in Restrictive Housing Unit (RHU) status.

Inmate will be responsible for the total cost of the call including any additional fees unknown to the inmate and social worker at the time of the call. Inmates are advised to contact landlines to offset unknown cell phone charges that may be added to the international base rate. Upon receipt of the phone bill, the business office will compare the approximate cost noted on the completed DOC-184 Disbursement Request. If a balance is due, the business office will deduct that amount from the inmate's regular account. If an overcharge occurs, the business office may issue a refund.

RELIGIOUS ACTIVITIES (Refer to DAI Policy 309.61.01)

There are spiritual program activities for Native American, Catholic, Protestant, Eastern Religion, Pagan, Islamic and Jewish traditions. The chapel activities schedule is posted on the living units. Each inmate must sign out of the living unit before arriving at the location of the event. All inmates must be on time and must remain until the end of the activity. Inmates arriving late may be subject to discipline. All volunteer and Chaplain coordinated services will be announced by the control center. Inmates cannot sign out of the living unit prior to the all-call announcement for services.

Inmates are invited to participate in services of their religious preference. Special activities are arranged through the chapel and announcements are made at the appropriate time to sign up for activities. Inmates must submit an interview request to participate in any events, services, studies, or choir to the Chaplain's office. Inmates attending events whose name is not on the sign-in roster will be considered to be in an "unassigned area" and may be subject to discipline. If an inmate misses four

consecutive services or studies, the inmate will be removed from the roster. The inmate must then send an interview request to the chapel to request to be re-added. Inmates on building or room confinement will be allowed to attend worship services only; inmates in these statuses will not be allowed to attend any congregate meals, studies, or seminars.

Submit an interview request to see a Chaplain for counseling, institutional and sacramental matters. Pastoral visits will be arranged through the chaplain's office during business hours, Monday through Friday, as time and space permits. Group pastoral visits may be scheduled for smaller groups if religious volunteers are available. An inmate may request a pastoral visit with clergy. The Chaplain will notify the clergy of the request and schedule the visit if the clergy is willing. Chaplains also receive requests from clergy and visits are scheduled accordingly with the inmate.

Pastoral Visitation While in Segregation Status

1. Spiritual leaders/clergy will contact the Chaplain requesting to conduct a pastoral visit, no less than one week in advance, with an inmate in segregation status.
2. Pastoral visits while in segregation status will be conducted:
 - a. For a maximum of one hour per week. Any additional time requires approval of Warden/designee. These visits will be accommodated through tele-visiting only.
 - b. Monday/Wednesday 8:00-11:00 am
 - c. Tuesday/Thursday 1:00-2:30 pm
 - d. Friday 8:00-11:00 am and 1:00-2:30 pm
3. The Chaplain/designee will coordinate these visits with Segregation staff, Control Center, W-building security staff and Unit Supervisor, if necessary.

VISITING (Refer to DAI Policy 309.06.01, 309.06.02, 309.06.03)

VISITING LISTS

The process for adding a proposed visitor to a visiting list is as follows:

1. Obtain Visitor Questionnaire and instructions from living unit staff.
2. Mail the DOC-21AA Visitor Questionnaire, OSCI Visiting Guideline pamphlet, and DOC-2424 Visitor Request for Accommodation (if needed) to the proposed visitor using a personal embossed envelope.
3. The proposed visitor must return the form to the address listed on the form.
4. The visitor request will be processed according to the policy and inmate will be notified when a visitor has been added or denied placement on the visiting list. This process normally takes 6-8 weeks. Inmates will receive an updated copy of the visiting list if the visitor is approved or a letter stating why the proposed visitor was denied. It is the inmate's responsibility to notify approved visitors.
5. The approved visitors on the inmate's visit list are allowed to list more than one phone number for the inmate to call. For example, some visitors have listed home, cell, and work phone numbers. These are listed electronically in the inmate's Relative/Associate list section to be referred to by staff. Only one phone number appears on the printed visit list. The inmates are allowed to call the other phone numbers listed for the visitor if the visitor is listed as "Active" status in the Relative/Associate list.

Each person placed on the visiting list must remain on that list for six (6) months from the date of approval before you can remove them. Only visitors on your approved list shall be permitted to visit, exceptions are noted under "Special Visits." Inmates are responsible to contact Program Services in writing to remove a visitor or notify of address changes using DOC-884 Visitor Information Change.

It is the inmate's responsibility to maintain the visiting list at twelve (12) adult visitors. Children will not be counted against the limit of 12 visitors, but must be on the approved visiting list. Any minor who visits must have the written consent of the parent/guardian prior to visiting and must be accompanied by an adult who is on the approved visiting list unless the minor visitor is the legal spouse of the inmate. A minor will not be counted as an adult visitor until reaching their 18th birthday. If there are already 12 visitors on the list, inmates are required to remove one visitor to accommodate this addition.

If you are requesting a new visitor be added and you are at the limit of 12, you will be notified you must remove someone from your list. Upon notification, you must do so within 15 days. Failure to do so will result in the new application not being processed.

With the approval of the warden, an inmate may have more than 12 adult visitors on the visiting list if all visitors are close family members. "Close family member" means the inmate's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren, or siblings.

Extra OSCI Visiting guideline pamphlets are also available at the lobby and visiting room for visitors.

SPECIAL VISITS (Refer to DAI Policy 309.06.01 and DAI Policy 309.06.02)

A special visit request must be submitted to unit social worker for each occasion. Special visits may be requested for a family member or non-family member, not on your visiting list, who is traveling a great distance (minimum of 4 hours/200 miles) from the institution so that frequent visiting is impossible. Children will not typically be approved for a special visit. Requests for exceptions will be reviewed only under extraordinary circumstances and require approval of the unit supervisor. A special visit may be requested only twice a calendar year for the same visitor. Each approval may contain multiple visiting days. The special visit would also count as one of your three (3) allowable visits per week. The procedure for requesting approval of a special visit is as follows:

1. The name, address, date of birth, and date of visit of the proposed visitor must be submitted to your social worker no later than seven (7) working days prior to the date of the visit. Refer to DAI 309.61.02 for more information regarding visitors requiring special accommodations and completing DOC-2424.
2. A background check will be completed. The social worker will make a recommendation to the unit supervisor for approval/disapproval and inmate will be notified if the visit is approved or disapproved.
3. At the time of approved visit, the approved visitor(s) must provide the necessary identification, pass the metal detector and abide by all other entrance procedures. If not, entrance will not be allowed.

EXTENDED VISITING (Refer to DAI Policy 309.61.01)

Extra visiting time of one (1) hour may be requested for a visitor who is traveling a great distance (minimum of 4 hours/200 miles) or for exceptional reasons. Extra visiting time may be requested only twice a calendar year for the same visitor. Extra visiting time will not normally be approved for weekend (Saturday and Sunday) or holiday visiting. Requests must be submitted to unit social worker **seven (7) working days** prior to the proposed visit. The social worker will then make a recommendation to the unit supervisor for approval or disapproval.

Extra visiting days may be requested for a visitor on your visiting list who is traveling a great distance (minimum of 4 hours/200 miles) or for exceptional reasons. Extra visiting days may be requested only twice a year for the same visitor and will not normally be approved for weekend (Saturday and Sunday) or holiday visiting. Extra visiting days will not count towards your three (3) allowable visits per week. Requests must be submitted to your social worker **seven (7) working days** prior to proposed visit. The social worker will then make a recommendation to the unit supervisor for approval or disapproval.

VISITING INFORMATION FOR INMATES

1. The visiting week begins on Wednesday and ends the following Tuesday.
2. Visiting hours are:
 - a. Monday through Friday - 3:00 pm to 9:00 pm - 3 hour visits
 - b. Saturday, Sunday, and Holidays - 8:00 am to 4:00 pm - 2 hour visits
3. Inmates are permitted three (3) visits per week, but only one may be on a weekend/holiday. Inmates may receive only one visit on any single day.
4. All inmates must wear a properly fitting state issued green shirt, t-shirt, green pants, including state issued underwear and state issued socks in the visiting area. Inmates are not permitted to wear work clothing (i.e. hoods, gloves, etc.) or baseball caps in the visiting room. **Only state shoes are to be worn to a visit, unless personal shoes are deemed medically necessary.**
5. Inmates may bring only the following items to the visiting room with them. There will be no exceptions. Any other items will be returned by the inmate to his room prior to the visit starting. Outerwear is not to be worn while in the visiting room.
 - a. Room key
 - b. Brush or comb
 - c. Wedding ring
 - d. Handkerchief
 - e. Eyeglasses
 - f. Medical bracelet(s)
 - g. Only inhalers, nitro tablets, or other medications determined to be life saving are permitted in the visiting room. No other medications are permitted in the visiting room without the approval of the security director/designee. Medication will be kept at the officers' station.
 - h. Religious emblems

VISITING ROOM RULES

1. When going for a visit, inmate will approach the Movement Officer Station (MOS) and wait for approval to go to the visiting room. Upon receiving approval, inmates enter the shake down room to be pat/strip searched.
2. Upon entering the visiting room, report to the officers' desk and inform security staff of name, DOC number, and living unit.
3. Notify staff at the beginning of the visit if property needs to be sent out. There will be no exceptions. After property is signed for, it will be placed on the table by the officers' station. It cannot be opened in the visiting room. It is the visitor's responsibility to remember to take the package after the visit. If the visitor leaves this property in the visiting room, it will be sent back to the property room to be mailed out. Property will only be held for 30 days in the Visiting Room.
4. Outside visits are permitted adjacent to the main visiting area, staff permitting and at designated timeframe. Visits are not allowed between the pillars in the outside visiting area. All outside visits will take place by the tables and there will be no moving of tables without staff approval. Do not sit on the table tops or straddle the benches. No one is allowed to sit on the ground.
5. Inmates and visitors may not loiter under the outside awning. Inmates and visitors must be in plain view of the tower at all times.
6. There is **NO** strolling allowed, inside or out. Remain seated according to rules. Inmates are to remain seated unless approaching the officer's station.
7. Excessive displays of affection are not permitted. Inmates and their visitor(s) may embrace with a brief kiss at the beginning and end of each visit with visitor. No other physical contact will be allowed.
8. Once a visit starts, inmates will NOT have the opportunity to use the bathroom until the visit is over. If you CHOOSE to use the bathroom, your visit will be considered over.

9. Children of an inmate, who are age five (5) or under, may be held by the inmate during visits if the inmate is the child's father. Inappropriate behavior such as fondling of a child or bouncing a child on the inmate's lap will be cause to terminate the visit. Disciplinary action may follow a terminated visit.
10. Parents are responsible for the supervision of their children throughout the visit inside or outside. Children should not be left unattended. Any child leaving the visit room must be accompanied by an adult. Visits may be terminated due to unruly children.
11. Hands must remain above the table, and be visible to staff at all times.
12. While seated, all chairs will be squared up to the tables. Tables and chairs cannot be moved without staff approval. All inmates will sit across the table from their visitors, no straddling the seats. No rocking of chairs will be allowed.
13. One to one visits will be required to sit at the two person visit tables both inside and out.
14. Socializing or talking with other inmates or visitors is not allowed.
15. Inmates and visitors are responsible for cleaning area prior to the end of the visit. Chairs must be pushed all the way in.
16. Inmates must request a meal to be saved at the living unit before reporting to the visiting room, if the visit occurs during the meal hour.
17. Inmates are not allowed to handle money in the visiting room. All money brought in by visitors will remain with the visitor and the visitor will make all vending machine purchases and bring them to the table for the inmate. Inmates may not go near the vending machines and must remain at the assigned table when vending machine purchases are being made.
18. Inmates are allowed to purchase plants/flowers (if available) for their visitors and food from the training kitchen. All inmate purchases from the visiting room will be made by using a DOC-184 Disbursement Request from the inmate's account. The money must be in the inmate's account at the time of purchase. ONLY POSTED AMOUNTS CAN BE USED.
19. Orders for food will be placed with the restaurant workers and the Disbursement Request (DOC-184) will be verified by the visiting room officer prior to receiving services. Only authorized staff and inmates may enter the training kitchen area for any reason.
20. Upon completion of the visit, the inmate will remain seated at the table until the visitor(s) have left the visiting room. Once the visitor(s) have departed the visiting room, the inmate is responsible for cleaning the table and must report to the officers' station to report name, DOC number, and living unit, prior to leaving the visiting room.
21. At times it may become necessary to end a visit early to accommodate additional visitors due to space constraints.

RESTRICTIVE STATUS HOUSING (RHU) VISITS

Inmates housed in RHU will have visiting privileges. The visits will be no contact and held via the institution video visiting system. Inmates in any RHU status housed in W-Building will go to RHU for visits.

TLU	One hour per visit/3 per week
Adjustment Segregation	One hour per week
Disciplinary Separation	One hour per week
Program Segregation	One hour per week
Program W Building P3 Transition Status	One hour per week
Voluntary Confinement	Two hours per month
Control Status	None
Observation	One hour visit with Warden approval
Administrative Confinement	Three two-hour visits per month

NO CONTACT VISITS

The Warden, Security Director or adjustment committee may impose no contact visiting for security reasons or as a disposition on a conduct report. Inmates with a no contact visit restriction will go to the Restrictive Housing Unit (RHU) visiting area for the visit and the visitor will go to the visiting room. The visit will then be held via video and will be limited to one hour.

OFFICIAL VISITS

Public officers, clergy, and others in performance of professional duties may be permitted to visit as time and space availability allows. Visits will be scheduled during institution business hours: Monday through Friday, 8:00 - 11:25 a.m. and 12:45 - 4:25 p.m. Forty-eight (48) hour advance notice, not including weekends and holidays, is requested. Clergy visits must be arranged through the Chaplain's office. Other official visits must be arranged through the Records Office. Visits will be private, but under staff observation.

ATTORNEY/LEGAL VISITS

An **attorney/legal visit** is a visit by an attorney or attorney appointee.

- The attorney will contact the Record Office to request a visit with an inmate. The Record Office Supervisor shall approve and schedule the date and time.
- Visits will be scheduled during institution business hours: Monday through Friday, 8:00 - 11:25 a.m. and 12:45 - 4:25 p.m.
- Forty-eight (48) hour notice, not including weekends and holidays, is requested in order to process.
- Scheduling of visit rooms will be arranged by the Record Office.

LEISURE TIME ACTIVITIES (Refer to DAI Policy 309.36.01)

Inmates are encouraged to participate in exercise periods outside of cell that are offered. It is important for inmates' health to periodically walk around and/or to participate in other exercise activities. Extended periods of inactivity may cause serious health problems. Inmates at OSCI are provided with the following outside recreation activities; basketball, volleyball, horseshoes, softball, Frisbee, etc. on separated recreational fields for use by specific living unit. Inmates are also able to sunbathe, lay or sit on the grass, or sit at picnic tables in lounging areas as identified for each specific recreation field.

RECREATION FIELDS:

- Inmates residing on the following living units: C-Bldg., D-Bldg., E-Bldg., and K-Bldg. will only use the **West side** recreation field, and go to and from the recreation field as indicated on OSCI map.
- Inmates residing on the following living units: P-Bldg., Q-Bldg., and R-Bldg., will only use the **East side** recreation field, and go to and from the recreation field as indicated on OSCI map.
- Inmates residing on the following living units: X-Bldg., U-Bldg., V-Bldg., and W-Bldg. (general population inmates) will only use the **North side** recreation field, and go to and from the recreation field as indicated on OSCI map.
- All inmates are required to wear a designated colored lanyard for ID depending on housing unit assignment to identify specific recreation field.
- Inmates must sign out of their living unit to "recreation field" to use recreation field or recreation field lounging area.
- When heat or cold weather advisory (DAI 300.00.03) policy is in effect, activities will be cancelled or outdoor recreation will be modified or closed accordingly.

EQUIPMENT CHECKOUT:

- An inmate recreation worker will be assigned to check out and in equipment in each recreation field area. Each area has its own white recreation equipment box. All inmates and equipment must remain on assigned recreation field.
- Recreation boxes are normally open from May 1 until October 15, weather permitting.
- Inmates may sign out recreation equipment at the white recreation boxes. Equipment will be signed out on the "Equipment Check-out Sheet." Inmates must show ID. Loitering around recreation boxes is strictly prohibited.
- All equipment signed out must be returned by the inmate who signed it out.

Approved outside recreation field equipment:

- Softball bats
- Softballs
- Softball gloves
- Basketball (only 10 inmates max allowed per court)
- Volleyballs (only 12 inmates max allowed per court)
- Horseshoes (only 4 inmates max allowed per court/pit)
- Frisbees (only 4 inmates max allowed per Frisbee)
- Hacky sacks (only 6 inmates max allowed per hacky sack)
- Bocce ball (only 8 inmates max allowed per game)

GENERAL RULES OF CONDUCT

- All movement on the recreation field, other than going directly to an activity or returning to the unit, must be in counter-clockwise direction.
- Recreation field activities should only occur in designated recreation areas.
- Hacky sack activities are to occur in the Frisbee area of the recreation field.
- Any inmate in the basketball, volleyball or horseshoe spectator areas must face towards Tower 2 for west and east field, and Tower 6 for north field. When using the bleachers by the basketball courts, inmates must be seated. Inmates must sit in the correct way the bleachers were intended to be used. Inmates may not stand along side the bleachers or basketball courts.
- Groups or group movement of inmates may not exceed six (6) in number unless participating or being a spectator in an authorized group recreation activity.
- No dunking of balls, climbing on nets, rims, or backboard support system.
- No inmates are to monopolize the court areas.
- Anyone abusing recreation equipment will be sent back to the living unit and may be subject to discipline.
- Only authorized recreation field activities are allowed. For example, no football or soccer.
- Inmates may take a personal cup, personal musical instrument (without case), one book or one magazine or personal game to the recreation field. No unit games are to be taken out of the living units.
- No horse playing.
- No foul or abusive language.
- Only six (6) inmates to a table. All inmates must be seated.
- There is to be no loitering within **20 feet** of individual tables. See attached map for authorized areas for lounging only.
- There is to be no loitering between the track and planters on the west rec. field.
- No sitting or lying on the tops of tables and no lying on table seats.
- Tables and bleachers are **not** to be used for stretching or exercising.
- No damaging or defacing the picnic tables.
- Shoes must be worn at all times unless participating in sand volleyball.

- Shirts must be on prior to entering or leaving the recreation field.
- No retrieving water from water coolers on recreation fields without using a cup.
- Personal grooming of hair or beard is not allowed on recreation fields; this includes braiding.
- Inmates may only sit in the ball diamond bleachers when other inmates are playing or practicing ball. Practice or “warming up” shall only be performed on the ball field.
- Feeding or harassing of birds and/or any animals is strictly forbidden.

These are general guidelines. There may be times when staff will issue directions to inmates in addition to, or different from, the above cited rules. When this occurs, inmates are to follow the specific directions of staff.

FENCE REGULATIONS

Inmates are not allowed to go between the drift fence (the low fence in the recreation area) and the perimeter fence.

Work supervisors must approve inmates on a work detail required to be in this area or close to the perimeter fence where there is no drift fence. Work supervisors will notify the tower staff.

JOGGING

Track usage is for walkers and runners. Sit-ups, push-ups, or stretching is not allowed on the track, these must be done on the grass. Running on the grass next to the track is not allowed. Loitering is not permitted. The outer part of the track is to be used for walkers and the inner part for runners. Inmates are to be moving counter-clockwise on all tracks with the exception of blind inmates may walk clockwise.

HOBBY ACTIVITIES (Refer to DAI Policy 309.36.01)

The Recreation Department offers a variety of activities for inmates to participate in. These include music, hobby, and arts and crafts. Inmates must register with the Hobby Department to participate in the below listed hobbies prior to ordering hobby items, and may only be signed up for a maximum of two hobbies. Approved hobbies include:

- Music (limit one instrument: acoustic guitar, harmonica, keyboard)
- beading
- model making
- yarn
- latch hooking
- painting/drawing
- cross stitching
- ceramics

Musical instruments must be purchased from the vendor catalogs. All allowable musical accessories are listed in DAI Policy 309.36.01 available in the institution library.

Hobby activities may only be switched once every 90 days. Contact the Recreation Hobby Department to register for these activities or to obtain more information.

GYM PROCEDURES

1. Unit staff will announce when inmates can sign out for scheduled recreation after being contacted by recreation staff.
2. Inmates will enter the recreation area through the main gym doors.

3. Inmates may sign up for haircuts in the gym office during the first 10 minutes of scheduled gym period. Inmates signing up for a haircut are required to stay for scheduled recreation period.
4. Inmates will not be allowed to enter the gym after the recreation period starts.
5. All inmates signed out for the gym and who have entered the gym or locker room area are required to stay until that period is over (except visits or emergencies).
6. All clothing (coats, hats, greens, etc.) will be kept in lockers in the locker room.
7. Inmates will pick up gym clothes, tennis shoes, and any recreation equipment at the beginning of the period. After that, no equipment of any kind will be issued.
8. All inmates must be in complete gym attire, with tennis shoes properly worn and shoelaces properly tied, to be in the gymnasium area.
9. No lounging or loitering will be permitted in the gymnasium. All inmates present must be active participants with exception of intramural sport, if a spectator.
10. Gym will be closed during softball games.
11. No inmates are to monopolize the court areas or weight area, including individual workout machines.
12. Inmates caught abusing recreational equipment will be sent back to unit and may be subject to discipline.
13. No dunking of balls or climbing on nets, rims, or backboard support systems.
14. No dropping of the weights. Weight machines must be used as the manufacturer intended.
15. No spotting is allowed in weight area.
16. No horseplay or sparring is permitted.
17. No loud noise, foul or abusive language will be tolerated.
18. No food, drink or canteen products will be permitted into the gym area.
19. No inmates are permitted in the recreation office without staff permission or presence.
20. All inmates will be responsible for picking up and turning in all gym clothing, including picking up and disposing of towels to ensure laundering and availability.
21. No state-issued gym clothing leaves the gym area.
22. Eye guards must be worn at all times when playing handball. Prescription safety glasses may be worn upon written approval from the recreation leader.
23. Head coverings are not permitted in the gymnasium; only sweatbands are allowed to be worn.
24. Inmates assigned to work in the Recreation Department will be allowed in the laundry room and/or storage room. Other inmates entering these areas will be considered in an unassigned area and subject to discipline.
25. Inmates may sign up for the handball court one day in advance at the beginning or end of any scheduled gym period.
26. Inmates may sign up for only one period of court time in person and both inmates reserving the court must be present to use the court. No one else may sign up another inmate for the court.
27. State-issued footwear must be worn to and from the gym. Personal shoes must be carried to the gym from the living unit. State-issued or personal tennis shoes must be worn in all gymnasium areas.
28. Inmates may not re-enter the locker room area, except to use the restroom facility one at a time.
29. No cards, letters, photos, or any other personal property items are allowed in the gym, with the exception of recreation related items.
30. Inmates may wear their own personal gym clothing.
31. This is not a complete list of the rules and regulations governing activities in the gymnasium. Inmates must follow staff direction.

BARBERSHOP (Refer to DAI Policy 309.24.01)

The barbershop schedule is included in the weekly recreation schedule. Hair will be cut on an "appointment only" basis. Inmates may sign up for haircuts in the gym office during the first 10 minutes of scheduled gym period. Inmates are required to stay for scheduled recreation period. Appointments

must be during inmate's "open hours" if enrolled in a program assignment or "non-work hours" if assigned to work. Inmates are allowed a haircut once every 28 days. If an appointment is missed or scheduled before the 28 days, a new appointment may not be scheduled for 21 days from the date of the missed appointment. Inmates must write to cancel the scheduled haircut or request unit staff to call if the appointment will be missed. Inmates may not schedule their haircut during their unit's canteen time.

Barbershop services include and are limited to the following:

- Standard haircuts
- Beard removal and mustache removal
- Beard and mustache grooming
- Total hair removal from head and face
- Neck lines and forehead grooming

Hair must be clean and free of hair grease and gel to receive a haircut. Only those inmates scheduled for appointments may be in the barbershop. Inmates may not ask for, receive, offer, or barter for any form of payment regarding barber services.

If inmate is not satisfied with the haircut, this must be brought to the attention of either the recreation officer or the north support officer prior to leaving the building and arrangements may be made to have it re-cut. If the inmate leaves F building, the haircut will not be changed.

FOOD SERVICE

The Food Service Department's working hours are from 4:30 a.m. until 7:30 p.m. daily. Inmates requesting information from the Food Service staff should use a DOC-761 form.

MEALS

1. Only servery workers are allowed in housing unit serveries.
2. Menus and portions are determined by the Department of Corrections' nutritionists. Do not pressure servery workers for larger or different portions.
3. Food must be eaten in the dining room and may not be taken to inmates' rooms. An exception is one piece of whole fruit which may be taken to an inmate's room from the dining room which must be eaten within 24 hours. To be clear, each inmate may only possess 1 piece of fruit in their cell. Personal food is not to be stored in the living unit refrigerators in the servery.
4. The following are the **only** personal food items that can be brought into the dining area during any scheduled meal: (You may bring no more than 4 to each meal.)

- | | | |
|-----------------------|-----------------|----------------|
| • Jalapeno peppers | • Ketchup | • Mrs. Dash |
| • Louisiana hot sauce | • Mayo | • Onion powder |
| • Picante sauce | • Mustard | • Season salt |
| • Sweet and Low | • Garlic powder | • Honey |

5. Inmates may eat only when their section is scheduled to eat. Inmates may only go through the meal line once. Meal lines will be single-file and conversations will be kept to a low level. Once the line is complete, no additional inmates may join unless authorized by staff.
6. Inmates going through the meal line may not rinse or wash cups/glasses/utensils with hot water, cold water or milk.
7. Reserving of tables or chairs is not permitted. Once seated at a table, inmates may not move to another table. No personal cups or dishes will be used or taken into the dining room during meal times.

8. Only two (2) 8 oz. cups are to be used at each meal. The cups are to be used for milk or water only. One (1) milk per meal. When 4 oz. juice cup is served, inmates are allowed (1) juice up for a total of 3 cups on their tray.
9. Trading of food while in the food line or between tables is not permitted. Inmates may ONLY trade food with those seated at the same table. Inmates on a medical/religious diet are not allowed to trade/exchange food with anyone.
10. Due to the number of inmates needing to eat, a 20-minute time limit will be enforced and loitering is not permitted. Inmates will leave the dining room upon completion of eating, even if it has not been 20 minutes. It is expected inmates demonstrate self-control and respect for others by keeping voices and noise levels low.
11. The dining room area will be closed during specific times to allow servery workers to prepare the dining area for meals and to complete clean up after the meals.
12. Refer to each unit handbook for meal times and dining room hours.
13. Inmates who will not be on the living unit during meal times due to a visit, parole commission, and medical appointment may request that a meal be saved. It is the inmate's responsibility to request from staff that the meal is saved before the inmate leaves the living unit. The saved meal must be eaten immediately upon the inmate's return to the unit.
14. Inmates may not use state cups, utensils or dishes except at meal times or when authorized by staff. Milk machines will not be used between meals. Removal of the tops of the salt and pepper shakers is prohibited.

SPECIAL DIET PROCEDURES

MODIFIED DIETS (Refer to DAI Policy 500.30.24)

The institution procedure for modified medical/dental diets is described below:

1. The need for a modified diet shall be based upon a documented health need. Submit an HSR to HSU to request a modified diet.
2. A modified diet is a medical order that authorizes Food Service to make modifications to an inmate's diet for health purposes. The inmate can accept or refuse the diet, but the medical order will remain in the inmate's HSU file as long as Health Services believes it is necessary.
3. Refer to each living unit handbook for times scheduled for modified diets. If an inmate receives a bag, a supplement or anything different than what is served to the general population, the inmate is on a modified diet. Inmates on a modified diet may get different items or the portion size may be different than the standard menu.
4. When placed on a modified diet, no substitutions will be made.
5. Inmates are not allowed to trade, give away, substitute or eat off of the regular serving line when on a medical or any type of a special diet.
6. Submit an HSR to HSU to refuse a modified diet.

Special diets are designed to promote good health. It is in everyone's best interest to comply with the diet. This procedure helps to assure proper nutrition, eliminate waste, and ensure there are sufficient portions to feed everyone on the living unit. For that reason, the policy will be enforced and violations may be addressed through the disciplinary process.

RELIGIOUS DIETS (Refer to DAI Policy 309.61.03)

- Inmates must complete and submit a DOC-2167 to the Chaplain 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.
- Once approved, the religious diet is permanent and affects all meals until formally cancelled.

- An inmate may request that the religious diet be cancelled. Such requests will be made in writing to the Chaplain using DOC-761. An inmate must wait for a period of six months before requesting that the current diet be reinstated or before requesting that a new diet be approved.
- Inmates are not allowed to trade, give away, substitute or eat off of the regular serving line when on a religious diet.
- Inmates who violate the terms of the religious diet participation agreement, as outlined on the DOC-2167, twice in a six month period may be terminated from the program for no less than a period of six months.

Both Medical and Religious diet portions can and do change from meal to meal and day to day. For example; 4 tbsp. of peanut butter may be served for breakfast, but then only 2 or 3 tbsp. of peanut butter may be served for lunch.

TRAINING KITCHEN SERVICES

The training kitchen schedule is posted on living unit information boards.

Visiting Room Restaurant Program (New Beginnings Restaurant) - When the training kitchen is open during visiting hours, inmates are allowed to purchase food items from the restaurant menu for their family and friends. Inmates must complete a Disbursement Request (DOC-184) for the order. The money must be posted to the inmate's account prior to placing the order.

Cake Orders - Inmates may order a decorated cake to eat on a visit. Cake orders must be placed at least five days in advance of the visit. Orders must be completed on the appropriate form (available on each living unit) along with a Disbursement Request. Inmates must coordinate their visit with the restaurant's open hours. Cancellations must be made at least two days prior to the visit or inmate will not get a refund.

Unit Orders - Items available may include: Pizza, cheeseburgers, chicken wings or fried chicken will be delivered during evening hours to a different living unit each week. Inmates must complete the appropriate order form and a Disbursement Request (DOC-184). These orders must be submitted to the training kitchen and received one week in advance of delivery day. Refunds will only be given on orders canceled at least five (5) days prior to the scheduled delivery; this includes Restrictive Housing Unit (RHU) placements. The responsibility to cancel food orders due to RHU placement is that of the inmate placed in RHU. Specific rules for clean up and consumption are available in the living units. In the event of an inmate going out to court, or the hospital, and the unit order cannot be consumed, the inmate should request reimbursement through the Unit Manager.

RE-CLASSIFICATION COMMITTEE (RC) FORMERLY KNOWN AS THE PROGRAM REVIEW COMMITTEE (PRC) (Refer to DAI Policy 302.00.01)

OSCI Offender Classification staff are employed under the Bureau of Offender Classification and Movement (BOCM) located in Madison and are stationed here at OSCI. In accordance with DOC 302, BOCM conducts hearings on each inmate at least once every 12 months. At each hearing, BOCM staff re-evaluate custody, institution placement, and program assignments since your last PRC. System-wide issues such as population pressures are also considered.

Social workers can answer most classification related questions and are usually more accessible. Please submit an Interview/Information Request (DOC-761) to BOCM with questions regarding the classification process.

Types of Re-Classification Hearings

Scheduled hearings occur sometime during the month of an inmate's scheduled recall. BOCM can set scheduled recalls up to 12 months.

Early hearings are conducted on a case by case basis when significant changes occur affecting custody and/or placement. Examples (not all inclusive) are:

1. Pending charges are resolved,
2. Parole Commission endorses treatment and/or movement,
3. Treatment program is completed **which now affects custody and site**,
4. Due process referral resulting from negative institution adjustment
5. Termination from treatment program.

Prior to Re-Classification Hearings

An institution staff person will interview the inmate to discuss classification issues. Inmate may elect to appear or waive the appearance at the hearing or prior to the hearing. Classification staff encourages inmates to attend to address any concerns or questions for the committee. Inmates may be instructed to attend, even if the hearing is waived.

A written document is prepared for each re-classification hearing based on file information and the interview.

Many inmates at OSCI are interested in obtaining minimum custody. Inmates are encouraged to attend the hearing to discuss suitability for custody reduction.

Re-Classification Hearings

Notification of the re-classification hearing times is posted in the daily bulletin. Inmates who chose to attend the re-classification hearing are directed to bring their portfolio.

The committee is comprised of an OCS (chair) and institution representatives as designated by the Warden. Classification staff will work with the inmate to facilitate program involvement, transfer, and custody changes as deemed appropriate.

Following Re-Classification Hearings

After receiving classification documentation, inmates may request an Administrative Review of the Classification Decision, pursuant to DOC 302.18, by filing a current DOC-1292 Administrative Review of Classification Decision form within 10 days of receipt of the final decision. Administrative Reviews are based on erroneous information, **not** disagreement with custody and/or placement recommendation. Administrative Review forms (DOC-1292) are available on the living units.

Transfers

The speed of transfer will be affected by bed space availability. Transfer priorities are typically for security, medical, clinical, and program reasons. Typically transfers do not occur within 60 days of release.

Inmates are responsible to communicate issues/changes which could affect classification with unit social worker.

PAROLE COMMISSION HEARINGS

Parole hearings will be held in B-Building on a scheduled basis to report to Movement Officer Station (MOS). See Dress Code for additional information.

INMATE COMPLAINT REVIEW SYSTEM (ICRS) (Refer to Administrative Code 310, DAI Policy 310.00.01)

- Inmates have a right under Wisconsin Administrative Code Chapter 310 to raise concerns by filing a complaint using form DOC-400. Inmates are expected to try to resolve issues informally by following the chain of command before filing a formal ICRS complaint; this can often be less time consuming than filing a formal complaint. The only exception to following the chain of command includes confidential reporting of staff misconduct or any type of sexual misconduct to staff/supervisor or filing a formal complaint.
- After contacting appropriate staff, ensure the complaint is submitted within the 14 day calendar time limit. **DO NOT** wait for staff response before submitting the complaint. List any attempts to contact staff (who and when) in the complaint submission.
- Inmates may file a complaint using primary language only if English is not known.
- Complaints will be **returned** (not processed) if filing requirements are not met. The complaint may be resubmitted after following the direction provided by the ICE on the return letter.
- Before accepting a complaint for processing, the ICE may direct the inmate to attempt resolve of the complaint issue with appropriate staff.
- If an inmate's complaint is accepted and processed (entered into the ICRS), it may be **rejected based on Administrative Code 310**.
- **ONLY** after **exhausting** the appeal process for PRC hearings, disciplinary hearings, administrative confinement hearings or a denial of authorized leave, an inmate may use the ICRS to challenge **only the procedure** used in those situations.
- Complaints are limited to 1 per week, unless the complaints involve health or safety issues. The ICE may waive this limit for good cause.

ICRS Procedure

1. A legibly written DOC-400 form available on all housing units must be completed to file a complaint in ICRS. Please use dark pen or pencil. Do NOT highlight any portion of the DOC-400. Provide specific, concise details regarding the incident date of occurrence.
2. Lock boxes are available on every housing unit to confidentially submit the DOC-400 form no later than 14 **calendar** days after the date of incident. An ICE may use discretion to accept a complaint late, if there is justification included for good cause.
3. After the complaint is accepted, a receipt will be sent to the complainant within 10 **working** days of the date of receipt of the complaint.
4. ICE will use discretion in deciding the best method to conduct an impartial investigation of the complaint and either reject it based on Admin. Code 310 or make a recommendation to the Reviewing Authority. If the complaint is rejected, it may be appealed using form DOC-2182 to the Reviewing Authority within 10 **calendar** days. This can be placed in the ICE lockbox. The Reviewing Authority's decision on a rejected complaint is final.
5. The Reviewing Authority will issue a decision on the complaint. If the complainant does not receive the Reviewing Authority's decision within the 30 working days following the ICE's acknowledgement of receipt of the complaint, the complainant may appeal directly to the Corrections Complaint Examiner (CCE).
6. If the inmate is not satisfied with the Reviewing Authority's decision, an appeal may be filed by using form DOC-405. An appeal of a Reviewing Authority decision must be made by US Mail and it must be received by the CCE within 14 **calendar** days of the date the inmate received the Reviewing Authority's decision.
7. A receipt from the CCE will be issued within 5 working days after receiving an appeal.
8. The CCE investigates the appeal and makes a recommendation to the Office of the Secretary (OOS).

9. The OOS shall make a decision following receipt of the CCE's recommendation. The OOS may extend the time for making a decision for cause and must give written notice to the inmate.
10. If the inmate does not receive the OOS's written decision within 90 **working** days of the CCE's acknowledgement of receipt of the appeal, the inmate may consider the administrative remedies to be exhausted, unless the time has been extended by the OOS. The department shall implement an affirmed decision within 30 **working** days from the date of decision.
11. If an inmate's complaint is affirmed and it has not been implemented within 60 **working** days, the inmate may directly inform the decision-maker in writing of the failure to implement the decision.
12. Complaints filed with the ICRS are **confidential**. Persons working in the ICRS may reveal the identity of complainants and the nature of the complaint only to the extent necessary to investigate the complaint, implement the remedy, or in response to litigation. See sec. DOC 310.16, Wis. Adm. Code for exceptions to complaint confidentiality.

RECORDS

The Record Office is located in B-Building across from the library. Any questions about release date, sentence structure, court appearances, pending court cases/charges, detainers or Parole Commission appearances should be directed to the Record Office with an interview request.

Social service or legal file review requests should be directed to the Record Office and can be reviewed once every six (6) months. Exceptions must be approved by the Records Office Supervisor.

COURT APPEARANCES

Inmates must wear state-issued clothing when making off-grounds trips. State-issued clothing includes state shoes, socks, underwear, pants, shirts, and jacket. No personal clothing is to be worn. Inmates released to law enforcement for court appearances will turn in ID cards and keys to the Unit Sergeant prior to leaving the living unit. Items listed below are allowed subject to the rules in the county where the court is located. Inmates are not allowed to bring any personal property items back from court except items taken with them.

1. One religious pendant
2. Legal materials pertaining to that case (must have case number and can be carried by the inmate)
3. Glasses
4. One wedding ring
5. Other approved medical devices

Money up to \$10 will be allowed for off-grounds appearances that involve an overnight or more than one day. Arrangements for funds to be sent should be made by completing a disbursement request (DOC-184), getting Unit Manager approval and sending it to the Business Office as soon as the date of the off grounds is known. More than \$10 will be allowed for out-of-state trips.

PSYCHOLOGICAL SERVICES UNIT (PSU) (Refer to DAI Policy 500.30.11)

PSU services are offered in the following priority order:

- Crisis of a clinical nature
- Clinical evaluations for Re-Classification (PRC) and the Parole Commission
- Providing treatment groups
- Responding in writing, or by interview, to inmate requests.

Inmates coming in to the institution on medication for psychological needs will be monitored automatically by PSU. If an inmate is not on medications, requests to see the psychiatrist will be screened and referred by PSU staff.

The green Psychological Service Request (DOC-3035B) must be used when requesting services. Inmates are triaged and screened and responded to in the order of urgency. Please be aware there may often be time limitations and staff will focus on A&E identified treatment issues. Please be specific with written requests.

If an inmate is experiencing a clinical emergency requiring priority attention, please contact unit staff and request a PSU staff person be contacted.

Evaluations are requested only through a Re-Classification written referral and/or a referral from staff.

HEALTH SERVICES UNIT (HSU)

DENTAL SERVICES (Refer to DAI Policy 500.30.11 and DAI Policy 500.40.02)

OSCI Dental Clinic provides the same type of service to inmates that would be provided to the general public with the exception of cosmetic dentistry, bridgework, dental implants, and some forms of root canal treatment. Partial or full dentures can be provided for those patients who meet qualifying requirements. Dental services may be requested by using the yellow Dental Service Request (DOC-3392) and each dental procedure is subject to a co-pay charge. Dental services are available Monday through Friday.

MEDICAL SERVICES (Refer to DAI Policy 500.30.11)

Inmates shall communicate directly to the Health Services Unit (HSU) using the blue Health Service Request (DOC-3035) for any concerns or issues relating to a health issue or requesting to be seen. HSU is staffed 24 hours/7 days a week. Inmates are seen daily and prioritized by urgency of need. Medical emergencies should be directed immediately to any staff. HSU staff will determine what constitutes an emergency.

An inmate called to HSU for sick call must report. Upon arriving at HSU, an inmate can refuse treatment. The refusal of treatment must be made directly to a nurse or doctor, not security staff, for purposes of documentation.

MEDICATIONS (Refer to DAI Policy 500.00.02, 500.80.04 and 500.80.11)

Prescribed medications are two types: controlled and non-controlled.

Non-controlled medications will be kept in inmate's possession. All non-controlled medications must be locked in a footlocker/wardrobe except inhalers, EpiPens, or nitroglycerin which can be kept on person in a clear plastic pouch. Inmates are held responsible and may be subject to discipline if medications are not secured. Inmates will be responsible for following directions and self-administering the medication.

Controlled medications are kept at the officer's station and issued by unit staff. The inmate will be observed by security staff while taking medication. Only institution provided clear cups with water are to be used when receiving controlled medication. Personal cups/glasses may not be used. Inmates are responsible for reporting to the officer's station and requesting or refusing

the medication at the designated time. Medication will be dispensed approximately at the following times unless specifically prescribed otherwise:

- A.M. - Between 7:30 A.M. - 8:00 A.M. (After Count)
- Noon - Between 11:30 A.M. - 12:00 P.M.
- P.M. - Between 4:00 P.M. - 4:30 P.M.
- Bed - Between 9:00 P.M. - 9:30 P.M.

Inmates will order both types of medication refills in a timely manner using the white Medication Refill Requests (DOC-3035C). Inmates are directed to send refill slips seven to ten days before their medication runs out and to use the proper refill slip DOC 3035C. Inmates are also reminded if medications are designated for a monthly limit; these will not be filled prior to timeline. Please do not send multiple slips for the same medication within the next couple of days as it simply slows the process down. Try to send one refill slip for multiple medications when possible and to keep in mind the medication room is not staffed on weekends and holidays. If a medication outage occurs, inmates are responsible to inform unit staff to call HSU.

The officers' desk is restricted to only those inmates receiving medication during medication pass timeframes to respect the privacy of inmates and ensure accountability. Furthermore the noise level and movement must be kept to a minimum. All requests of staff must wait until all medication is distributed on the unit.

Inmates required to take medications at the Health Service Unit (HSU) must report to HSU during the following times.

- A.M. - Between 7:45 A.M. - 8:15 A.M.
- Noon - Between 11:30 A.M. - 12:00 P.M.
- P.M. - Between 3:30 P.M. - 4:00 P.M.
- HS - Between 7:45 P.M. - 8:15 P.M.

*Inmates are **NOT** allowed to wait outside of HSU. All inmate aides and those waiting to see HSU staff have to wait inside the building, in the waiting room.

Inmates are required to report to the delivery location to take or refuse their medications at the ordered time. If an inmate fails to comply with the medication schedule described above, **he may be issued the medication as determined by nursing staff**, and will be subject to discipline. At times HSU may be contacted for approval/denial. Refusal remains the right of the inmate, but the inmate is required to follow the distribution schedule when medications are requested. If the inmate knows he will be unavailable to receive the medication per the medication schedule, it will be the inmate's responsibility to make arrangements with the unit officer or HSU as to when to receive the medication.

Medications which are designated as **PRN** means they are to be made available "as needed" or within a designated time frame. This means that the medication may be requested and given with less frequency, but not more often, than prescribed. Within reason, these medications should be made available to inmates at times other than designated medication schedule distribution. (PRN Medications should typically be made available to the inmate within one hour of the request.)

Any pills found in an inmate's possession, out of pill "blister packages" will be considered contraband/misuse of medication and will be addressed through the disciplinary process. HSU may be notified if an inmate is frequently failing to take prescription medications.

Inmates who take medication that require an HS snack will be issued crackers on the living unit. Each inmate may request no more than 2 packages of individually wrapped saltine crackers, with HS medication administration, to be eaten in the day room and not taken back to room.

Certain medications may cause sensitivity to the sun and heat, a “sun allergy”, otherwise known as a photosensitivity. This “sun allergy” can affect the skin within several minutes of sun exposure and can look like a red rash; large, itchy hives; blotchy blisters, and even scaly patches. There are several ways to reduce the risk of “sun allergy” or photosensitivity:

- Avoid excessive sun exposure if possible.
- Protect your skin by wearing long sleeved shirt, pants, and a cap.
- Apply sunscreen of an SPF 15 or higher to all areas not covered by clothing. Sunscreen is available in canteen.

CO-PAY (Refer to DAI Policy 316.00.01)

All inmates will be charged \$7.50 medical co-pay for each inmate-initiated health/dental services request resulting in a face-to-face contact with a health care provider. Inmates will not be charged for appointments initiated by health care providers, for medical emergencies as decided by HSU, or for work related injuries as verified by staff. Follow-up examinations scheduled by HSU staff are not subject to co-pay. Referrals made by nurses and doctors to other facilities for follow-up health care are not subject to co-pay.

The ability to pay for health services is not a prerequisite to being seen and treated at HSU. Health care is provided regardless of the ability to pay. Payment is secured as inmate funds become available. Inmates should not refuse medical assessment due to co-pay charges. Nursing assessments are necessary to determine level of care and referral to provider. The charge may be disputed after the appointment by contacting the HSU managers in writing. Inmates are to wait until they receive a response before filing a complaint through the Inmate Complaint Review System (ICRS).

SPECIAL NEEDS COMMITTEE (Refer to BHS 300:07 Medical/Dental Restrictions/ Special Needs)

Submit an HSR addressed to the Special Needs Committee for new or existing special needs restrictions one month prior to expiration for review or renewal. Requests should be limited to only special needs items, i.e, do not combine questions regarding file reviews, medications, appointments, or other medical issues on the HSR.

PROTECTED HEALTH INFORMATION (Refer to DAI Policy 500.50.13, 500.50.14, 500.50.19)

An inmate must complete form DOC-1163A for any health information to be provided to family member(s) about their medical condition while in the care of the DOC or hospitalization.

A DOC-3335 must be completed if an inmate has medical records at a health care facility outside of the Department of Corrections.

A DOC-3484 must be completed for an inmate to challenge to amend or correct the personal health information (PHI) contained in his Health Care Record.

Forms can be obtained through HSU by submitting DOC-3035 to request each specific form.

MEDICAL FILE REVIEWS AND COPIES

Inmates who would like to review and obtain copies of their health care information must complete a Health Services Request (medical file), Dental Services Request (dental file) or a Psychological Services Request (psychological file) to request a file review or copies. Inmates will be required to sign an Authorization for Use and Disclosure of Protected Health Information form (DOC-1163A) to review the file. Inmates will be charged a copying fee for any requested copies. Inmates will be charged for each side of a page. A Disbursement Request (DOC-184) must be completed to pay for the copies.

Inmates may request one free copy of the results of medical tests ordered by DOC providers within 90 days of the availability of the results.

MEDICAL MODIFIED DIETS (Refer to DAI Policy 500.30.24)

- Inmates must complete and submit a HSR DOC-3035 and send it to HSU be considered for a modified medical diet order, unless upon transfer there is an Advanced Care Provider order already in place.
- A nursing appointment subject to co-pay for an assessment is needed before the request is reviewed by an Advanced Care Provider to determine the medical need for a modified medical diet order. If ordered, the modified diet is permanent and affects all meals until formally refused by the inmate and processed.
- The time an inmate with a modified diet eats may vary from living unit to living unit. If an inmate receives a tray, a bag, a supplement or anything different than what is served to the general population, this is a modified diet.
- Inmates receiving a modified medical diet are not allowed to eat from the regular serving line, trade, give away, or substitute food items.
- An inmate may refuse a modified medical diet. Such requests will be made in writing to HSU using a DOC-3035 HSR. Nursing staff will provide education on the consequences of refusing a modified medical diet.
- The refusal will be forwarded to Provider for review to determine the need to discontinue diet and then sent to Food Service to process.

LAY-IN STATUS (Refer to DAI Policy 309.55.02)

Inmates unable to attend school or work may request Lay-in status. Lay-in is a non-medical, non-paid status which simply indicates that the inmate has been excused from his work/school assignment for 24 hours. The 24 hours will start at the time of the work/school assignment start time. Lay-in can be authorized for illness, personal matters, or death of a close family member and will be at the discretion of a supervisor.

To request Lay-in, the inmate should report to the officer station at least one hour before start of his shift/class and explain the request. Unit staff will notify the assignment supervisor of the request. If the assignment supervisor allows Lay-in status, he/she will notify unit staff who will monitor the inmate.

Lay-in status will include room confinement for 24 hours. For example, if an inmate takes a lay-in from an 8:20 pm school class, that inmate will be considered in lay-in status until 8:20 pm the following evening. Inmates will only be allowed out of their room to use the bathroom, for meals or medication or as instructed by unit staff. Violations may result in a conduct report.

Inmates on lay-in due to illness are encouraged to submit a blue Health Services Request (DOC-3035) to obtain medical attention and may be required to work/attend school until seen by HSU and approved for Sick Cell. The supervisor has the discretion to require that an inmate submit a request. This is likely to occur if an inmate is on lay-in status for three straight days.

Inmates placed on lay-in remain in that status until the next work or program day at the discretion of the assignment supervisor. Inmates on lay-in will be on room confinement until the start of next work or program assignment. Additional lay-in time is handled on a day-by-day basis. No medical/psychological authorization is required for the inmate to return to his assignment unless the inmate has missed three or more days of work or the work supervisor believes the inmate is unfit for duty. On the third consecutive day an inmate is on Lay-in status, the assignment supervisor must contact HSU and the inmate must be seen by HSU the same day. Copayment will not apply per policy. HSU staff will determine sick cell status and activity level.

SICK CELL RESTRICTIONS

The following are medical restrictions that could be placed on inmates by HSU staff:

NO WORK - The inmate may not perform his assigned job duties.

NO SCHOOL - The inmate may not attend school, library, hobby, or music classes.

BED REST WITH BATHROOM PRIVLEDGES - The inmate must stay in his room except to use the bathroom, go to the officer station, and stand for count.

UNIT CONFINEMENT - Inmate may not leave the living unit for any reason unless exceptions are listed. The inmate may not attend any off-unit activities such as hobby, school, work, gym, music, track, rec field, library, canteen, or property. The inmate may go to appointments at HSU, religious activities or visits.

NO STRENUOUS SPORTS - The inmate may not participate in any of the following activities except as a spectator: baseball, jogging, basketball, volleyball, Frisbee, racquetball, ping-pong, horseshoes, or the weight room.

MEALS IN ROOM - This will require that the inmate eat all meals in his room.

NO VISITS - This restriction will be limited to cases involving a communicable disease. A social worker will contact the inmate's family in these cases.

HOSPITAL STAY

An inmate admitted to a hospital will be allowed the following personal property items only while at the hospital:

- One wedding ring
- One watch
- Dentures
- Glasses
- Other necessary medical devices
- Comb/small hair pick
- Stationary, envelopes, stamps, and pen/pencil (may be requested for extended stays)
- Approved legal materials, limit one bag (may be requested for extended stays)

ADVANCED DIRECTIVES FOR HEALTH CARE (Refer to DAI Policy 500.00.01)

Accidents and illness can occur at any time without warning. If an inmate becomes unable to make medical decisions for himself, there are advanced directives to be put in place ahead of time. Forms are available from HSU. Contact unit supervisor with questions.

EDUCATION PROGRAMS

OSCI's Valleyview School offers Academic and Career & Technical (CTE)/Vocational Programming as well as Correspondence Course opportunities, Guidance and Counseling, GED and TABE Testing, ESL/ELL (English as a Second Language/English Language Learners) instruction, and Personal Development classes.

Academic Programming consists of **Adult Basic Education (ABE)** aimed at addressing the needs of those inmates who do not have a high school diploma or its' equivalent. OSCI provides instruction in the areas of: reading & writing, mathematics, science, social studies, health, civics and employability. Classes are structured by subject as well as grade level as measured by the TABE test (Test of Adult Basic Education).

CTE/Vocational Programming available at OSCI includes the following Wisconsin Technical College System (WTCS) certified programs:

Building Maintenance & Construction: A 1 Year technical diploma through Moraine Park Technical College consisting of 22 credits in the areas of Basic Carpentry, Electrical, Plumbing, Blueprint Reading and Building Trades Safety. In addition, students learn student success, workplace success, Occupational Math and Communications.

Food Service Production: A 1 year technical diploma offered through OSCI Training Kitchen and consists of 28 credits in a variety of Culinary Arts, Food Production Skills, Restaurant Operations, Professionalism & Hospitality as well as Applied Communication, Mathematics and CPR/First Aid.

Horticulture Technician: A 1 year technical diploma consisting of 34 credits in the areas of plant identification, landscape design, integrated pest management, plant maintenance, planting and pruning, soils and fertilizers, turf management, equipment maintenance and operations as well as business operations. In addition, course work includes Applied Communications and Mathematics.

Institutional Food Production: A 10 credit certificate giving students a foundation in Quantity Food Production, Culinary Arts, Baking, Sanitation and hands-on experience in institutional kitchen operations. Program length is 4-5 months and prepares students for work as institutional kitchen workers as well as entry-level positions in the Food Service Industry.

Microsoft Office Suite: A 12 credit certificate program giving students essential computer skills used in today's business world. These skills are necessary for potential employees in almost any field in today's job market. Program is self-paced and typically takes student's 4-5 months to complete.

Practical Computer Skills: A 6 credit certificate program offering students basic computers skills, keyboarding, Business Correspondence and Editing as well as Employment Strategies. Upon completion, students will have essential skills required in any customer service environment. The program is self-paced and typically takes 3 months to complete.

Multi-Occupational Aide: A non-credit bearing certificate program giving students basic on the job training in a variety of areas as well as classroom instruction in Personal Development, Financial Literacy, Cognitive Structuring, Health, Communications and Conflict Resolution. Program takes 6 months to complete.

Braille Transcription: A 10 credit certificate program leading to Library of Congress certification in Braille Transcribing. This program not only gives students an opportunity to learn a skill that can provide valuable supplemental income upon release, but also provides inmates an opportunity to give something back to the community by providing Braille textbooks and materials to blind and visually impaired students throughout the country. Students typically complete the instruction portion and become certified in 12 months.

Dog Training: A 13 credit certificate in which students will explore the various dog behaviors related to the major breeds. Behaviors include those of social/environmental events, chronological age, and how reinforcement can modify any behavior. Methods of conditioning will be developed and practiced including developing a training plan, using proper terminology, which will be successfully executed and documented. Additional courses are, Applied Communications, Personal Leadership, Entrepreneurial Mindset, Animal Health and Wellness.

Dog Grooming: A 13 credit certificate in which students learn the terms associated with dog grooming. Identify and demonstrate proper use of tools and sanitation requirements. Assess all aspects of the dog's well-being before, during and after grooming and use critical thinking and problem solving to offer suggestions. Proper industry record keeping will also be explored and followed. Additional courses are, Applied Communications, Personal Leadership, Entrepreneurial Mindset, Animal Health and Wellness.

Correspondence courses are approved courses of instruction that allow an inmate the opportunity to participate in post-secondary educational opportunities through distance education. Most inmates enrolled in correspondence courses are taking courses in post-secondary/college level courses that will lead to either an Associate or Bachelors degree. Some correspondence courses may be taken that are not for college credit and may be considered more "personal development" than academic.

Guidance and counseling provides new inmates an orientation to educational programs, oversees the testing program at OSCI, reviews inmate education files, and interviews prospective students as to Educational and CTE/Vocational needs. In addition, the Guidance Counselor schedules students into school, maintains academic and vocational waiting lists and offers counseling on additional educational and vocational opportunities.

Personal Development (PD) opportunities include Financial Literacy, Parenting classes, Computer Literacy and a Father's Reading Program titled "Breaking Barriers with Books".

ESL/ELL (English as Second Language) classes are offered at OSCI and focus on those inmates who either have language barriers or need to improve their literacy level in English or their native language.

Questions regarding enrollment into any of the OSCI school programs should be addressed to "**Guidance Counselor**", **Education Department** using DOC-761 Interview Request. School rules will be discussed and provided to the inmate upon enrollment in school.

BUREAU OF CORRECTIONAL ENTERPRISES - BADGER STATE INDUSTRIES (BSI)

Inmates interested in applying for a job in BSI must fill out an application available at the officer's station or from assigned social worker. **An applicant must have a GED, HSED, or high school diploma.** Completed applications should be returned to the social worker for review and forward to BSI for processing. As job openings occur, BSI staff will interview applicants and explain job expectations and work rules. BSI is an equal opportunity employer.

LEGAL ASSISTANCE TO INSTITUTIONALIZED PERSONS PROJECT (LAIP)

LAIP is a clinical program of the University of Wisconsin Law School's Frank J. Remington Center. LAIP is an educational program in which students learn to practice law by assisting inmates under the supervision of clinical faculty. LAIP may provide free legal assistance to inmates in Wisconsin prisons on certain criminal and civil law issues. LAIP will interview and screen inmates for appropriateness.

LAIP will not provide representation on the following issues:

- prison disciplinary issues
- suits against the institution or staff (i.e. "conditions of confinement" suits)
- civil lawsuits seeking money damages against other parties.

To apply for this service, submit an interview request to Program Services.

VETERAN'S ACTIVITIES

Representatives from the Veteran's Administration and Winnebago County come to OSCI as schedule permits and will assist any veterans in areas regarding benefits, status, and other military service matters. The representatives can inform inmates about what services are available upon release for employment assistance, personal counseling, vocational training, etc.

Any veteran inmate wishing to see a representative from Veteran Affairs should submit an interview request to Program Services. A list is kept and inmates will be notified when the representative is available. Inmates may also write the Veteran's Affairs in Madison. This address is available in the library.

Close North housing unit is designated as the Veterans unit. The Veterans unit is a community of incarcerated veterans with a focus on continued support and service. Residents of this unit will be expected to maintain a positive attitude and demonstrate the ability to follow the rules of the institution.

This is a VOLUNTARY placement and all interested veterans will be considered and selected by the Veterans' Unit Steering Committee based on the following criteria:

- Institution conduct – NO Major CR's within the last 6 months, excessive minor CR's will be considered as well
- Attitude – willing to work with supportive services within the institution (HSU, PSU, Program providers)
- Institution Job – maintain placement in an institution job/school/program or willingness to participate in community service opportunities
- Community – willingness to assist others to support an esprit de corps type atmosphere

Placement on the Veterans' Unit is dependent on confirmation of Veteran Status.

HEATING SYSTEM

Each living unit is divided into zones with approximately four to five rooms contained in a zone; therefore, the rooms located in a zone will have the heating/cooling monitored as a group. The primary source of heat in the room comes in through the ceiling vent. A certain percentage of outside air is mixed with the recycled air in each zone and, if necessary, is pre-heated by a coil to the pre-set building temperature. Thus, the air blowing in each room may be only a few degrees warmer than the air temperature in the room. This blowing air coming into contact with skin may cause a cooling sensation. Do not cover any vents in the room as this interferes with the air exchange and heating system. Inmates may be subject to discipline if vents are covered.

The heating vents located on the wall are really a backup system. In situations where the outside air temperature drops dramatically or heat loss from each zone is significant, heated water is circulated to each zone to provide additional heat. If the room feels cool and the wall vents feel cold to the touch, this doesn't mean that the room is not being heated sufficiently. Remember, the primary heating source is the ceiling vent that may be blowing 74° air in the room and, as long as the air temperature of each zone is within one or two degrees of this pre-set temperature, the backup system will not kick in.

What can be done to keep comfortable?

- Keep windows/doors closed.
- Keep legs and arms covered.
- Use the layered approach in clothing; that is, wear a tee shirt, shirt, thermal in layers.
- If the air seems dry in the room, wet a towel prior to going to bed and drape it over a chair.

If the room is not maintaining a proper temperature, advise the security staff. Staff will take the temperature of the room. If the thermometer reads between 68-72 degrees, the room is within the normal temperature range. If the temperature is outside of that range, staff will submit a work order noting the building, room number, time and date taken and the temperature reading. Remember, a cool-to-the-touch heating surface is not necessarily an indicator that the heating system is not working properly.

ENERGY CONSERVATION

Energy conservation is everyone's business. All energy sources - oil, gas, and electricity are becoming increasingly expensive and in an institution the expense rests with all of us and with our families. Electronic equipment shall be turned off when not in room. All exterior doors are to remain closed. Windows may be opened in warm weather from May 1 to October 1. If there is an unseasonably warm day in the months from October 1 to May 1, a security supervisor or unit manager must be contacted for authorization to open windows. To save both gas and water, please limit the use of showers and flushing of toilets to the shortest reasonable time. Do not push the buttons more than absolutely necessary. Report any problems to unit staff immediately. Misuse of any of the above may result in disciplinary action.

RECYCLING

OSCI provides clearly marked receptacles into which all inmates are required to deposit recyclable material and other waste material. There are containers clearly marked for deposit of aluminum cans, plastic, paper, magazines and tin cans. It is the inmate's responsibility to dispose of recyclable items in the proper containers provided on the unit. Aluminum, plastic, and tin cans are not to be placed in the inmate's wastebasket in room. Inmates having newspapers, magazines or cardboard should deposit them in a designated area on the living unit. Containers are placed in a central location on the living unit, making them readily accessible to inmates.

PROPERTY (Refer to DAI Policy 309.20.03)

The Property Department is located in F-Building, across the hall from the gym. Inmates reporting to the Property Department must be dressed in state issued green shirt, pants and footwear, and be in possession of a property tag from unit staff.

ALLOWABLE PROPERTY

- Refer to above policy, and their attachments for allowable property items, conditions and limits.
- Inmates may only order from the approved vendor catalogs or institution canteen. Some allowable items that are not currently available through the catalogs or institution canteen **require pre-**

approval from Property Supervisor prior to ordering from other vendors. Examples of items that can be ordered through other vendors are: eye glasses, publications, specified hobby items and release clothing.

- If allowable hobby items are available through the catalogs, hobby or institution canteen, they **CANNOT** be purchased from another vendor.
- Calendars may only be purchased from the property vendor catalogs unless the inmate is a member of a religious umbrella group who has calendars unique to their faith. These calendars will be subject to review by the Institution Chaplain.
- No commercial photos or flyers will be allowed.
- Direct questions to property Sergeant.

VENDOR PROPERTY CATALOGS

1. The canteen property catalogs and order forms are available in the institution library and on each housing unit.
2. Inmates must complete the correct order form for the specific catalog to place an order.
3. The order form must be attached to the Disbursement Request (DOC-184) and sent to the Business Office using the unit mailbox. An envelope does not need to be sent.
4. Religious property ordered must match with inmate's designated religious preference.
5. Inmates must be registered for hobby and pre-approved by hobby staff prior to ordering hobby items.

OTHER APPROVED VENDORS

- Allowable property items not available through the catalogs or canteen may be ordered from other approved vendors. Examples include, but are not limited to, eye glasses, publications, certain religious items and release clothing. Orders will be processed in accordance with institution procedure.
- Property items must be new and shipped directly from approved vendors.
- Each package must have the vendor's printed stamped label clearly identifying the vendor's name and address. Handwritten and typed return addresses will not be accepted.
- Each package must also include a receipt clearly identifying the amount and the date of purchase. Handwritten receipts and return address labels are acceptable. **RECEIPTS MUST ACCOMPANY THE PROPERTY ITEM. RECEIPTS WILL NOT BE ACCEPTED AT A LATER DATE.**

STATE CLOTHING

OSCI requires all inmates to have in their possession one (1) set of state-issued clothing for transportation and work assignments. These are:

- | | |
|-------------------|----------------------------|
| 1 - Winter Coat | 1 - Summer Coat |
| 2 - Green Shirt | 1 - Pair of Green Trousers |
| 1 - Pair of Shoes | 1 - Pair of Socks |
| 1 - Underwear | 1 - T-shirt |
| 1 - Knit Cap | 1 - Pair of Gloves/Mittens |

Additional state clothing may be issued for certain work assignments as determined by individual departments.

PERSONAL CLOTHING

Inmates are responsible for the maintenance of personal clothing. OSCI will not reimburse inmates for personal clothing damaged as a result of wearing personal clothing on inmate assignments or activities.

GENERAL PROPERTY INFORMATION

1. Inmates are responsible for any items considered contraband that are found in their room.
2. Non-standard medical items must have security approval prior to personal ordering. These items may include, but are not limited to:
 - a. Vibrating alarm clocks.
 - b. Walkers.
 - c. Wheelchairs.
 - d. Long shoe horns.
 - e. Sock hooks
3. Inmates are responsible for recording name and DOC number on all personal property.
4. Inmates must retain all Property Receipt/Disposition forms (DOC-237) to verify ownership. It is an inmate's responsibility to maintain all receipts as proof of ownership, including all canteen receipts.
5. The destroying of any property/clothing item must be coordinated through the Property Sergeant to ensure the property inventories are kept up to date. A Property Receipt/Disposition (DOC-237) form must be completed by property staff.
6. All inmate personal property, excluding electronic equipment, typewriters, fans, shall be stored in receptacles provided by the institution (i.e. wardrobes, footlockers).
7. Property items received, but not approved, must be returned to the retail outlet from which they were received or forwarded via UPS to a person on the inmate's visiting list (at the inmate's expense).
8. All hobby items purchased must have prior approval of hobby staff.
9. The cost of individual or combination electronic items or musical instruments may not exceed \$350.00 in value. The cost of prescription eyeglass frames shall not exceed \$125.00. The cost of all other property/clothing items may not exceed \$75.00 in value.
10. Any questions regarding allowable, lost, stolen, or damaged property, or to send property items out should be submitted to property staff on an Interview/Information Request (DOC-761).
11. Electronic items being held for receipt of headphones will only be held for 30 days.
12. Any defective shoes returned for exchange after 30 days of receipt will count as a separate transaction.
13. Fantasy role playing games and associated materials will not be permitted, i.e. Dungeons and Dragons, Magic: The Gathering, World of Warcraft and others determined by Security Director or designee.
14. No personal property will be carried to other areas of the institution unless permitted in the handbook or with staff authorization. Example: Personal items allowed on recreation field or personal items taken to property department

PROPERTY/CLOTHING – CONTRABAND

Contraband property received either upon admission to OSCI or from outside sources will be handled in accordance with Wisconsin Administrative Code DOC 303.10.

The inmate will have three (3) choices to pick from when disposing of contraband:

1. Ship contraband item out at the inmate's expense.
2. Send item out on a visit to approved visitor within a 30-day period. The following items ONLY may be sent :
 - Electronic items (including guitars and keyboards)
 - Wedding band
 - Completed Hobby Projects
 - Completed Education Projects
 - New property items received, but not allowed at the institution, that cost over \$30.00
3. If item is not picked up within the 30 day period, the item will be disposed of by sending out or destroying. Once an item is placed out on a visit, it will remain there for the entire 30 day period or until it leaves the institution
4. Item may be destroyed. Some items may require a fee for disposal. This fee shall be at the inmate's expense.

HOLD FOR ICRS

Inmates have the option of filing an inmate complaint within 14 days after an item is reviewed by property/mailroom staff. It is the inmate's responsibility to notify mailroom/property staff by completing and returning DOC-243 or directly informing property staff to hold the item for complaint review. The item will be held in the ICE Office until a decision is made by the Warden when a formal complaint is filed. Anything that is a health or safety risk will not be held.

PERSONAL PROPERTY – SAFEGUARDING

The institution is not responsible for personal property/clothing, which becomes misplaced, lost or stolen (DOC 309.20). Inmates are directed to keep personal property, clothing and medication secured. Loaning or giving personal property to anyone else is strictly prohibited. Inmates are responsible for recording name and DOC number on all personal property.

LOST OR STOLEN PROPERTY/CLOTHING

Inmates must report lost or stolen property items in writing to property room staff using DOC-761 and verbally to living unit staff immediately. A 90-day waiting period will be enforced before item can be replaced based on notification to property staff. This includes any personal property disposed of due to a conduct report.

DAMAGED OR WORN PROPERTY

Property items that are broken, altered or worn to the extent of being nearly or completely unserviceable will be classified as contraband and disposed of in accordance with DOC 303.09.

REPAIR OF PROPERTY

Institutions have the option of determining which property items may be sent for repair under warranty to the manufacturer or to an approved retail outlet for items not covered by warranty. Repair of property will be at the inmate's expense. Property items replaced by the manufacturer under warranty may be an equivalent product and must meet current specifications. Please contact Property staff for more specific information.

PROPERTY SENT BY COMMERCIAL CARRIER

Property items will be sent out via designated commercial carrier for tracking and insurance purposes. United Parcel Service (UPS) is the designated commercial carrier for Oshkosh Correctional Institution (OSCI).

Only items of nominal value that do not require a DOC-237, such as photographs, magazines, completed hobby drawings, excess cards and letters, which fit in a standard #10 envelope or a manila envelope purchased in canteen and provided by the inmate, may be sent out through the U.S. Mail.

CONSUMABLES AND HYGIENE PRODUCTS ON TRANSFER

Consumables include, but are not limited to candy, cookies, crackers, chips, drink mixes, gum, soup mixes, deodorant, shampoo, toothpaste, etc.

- Opened containers: Edible products that have been opened are not allowed. Liquid and hygiene products that have been opened are allowed provided they are clear and in their original factory container that is clear or translucent allowing staff to view through the product.
- Unopened containers: Edible and hygiene products that have not been opened (factory sealed) are allowed. In addition, liquid or hygiene products which are clear and in their original factory container that is clear or translucent allowing staff to view through the product.

RINGS

- Only married or widowed inmates are allowed to possess a personal wedding ring.
- A copy of marriage certificate/license must be provided for proof prior to ring issued.
- Refer to DAI 309.20.03 Inmate Personal Property policy for ring specifications.

MEDICAL ALERT MEDALLION OR BRACELET

The HSU shall determine and approve the wearing of the medical alert medallion and bracelet. It shall be worn at all times. Refer to DAI 309.20.03 Inmate Personal Property policy for specifications.

PRESCRIPTION EYEGLASSES (REFER TO DAI POLICY 500.30.35)

- Prescription eyeglass frames may not exceed \$125.00 (excluding the cost of lenses).
- Tinted lenses are not allowed unless documented medical approval is provided.
- Photo chromatic/Transitional lenses are allowed.
- HSU approval is limited to verifying the inmate requires prescription glasses and requirements for tints. HSU approval is not required for reading glasses.
- Fashion glasses without prescription lenses are not permitted.
- Frames are subject to Security concerns. Frames with exposed logos or writing may not be allowed. Multi-colored frames may not be allowed.
- Frames and lenses shall be ordered together from the same vendor.
- Limit two (2) personal or combination of (1) personal and one (1) state pair of glasses. Over-the-counter reading eyeglasses are counted towards this limit.
- Per DAI Policy 500.30.35, inmates shall not be issued state eyeglasses if they already have a pair of personal eyeglasses in their possession or if they choose to purchase a pair of personal eyeglasses.
- Eyeglass cases shall be permitted for each pair of glasses.
- Eyeglass cases shall be soft sided. However, rigid, clear cases shall be allowed as long as they do not contain a metal hinge.
- Additional personal prescription glasses may be approved when determined medically necessary.
- Contact lenses are not permitted unless medically necessary and approved.
- Cleaning cloths are allowed when they are received with the glasses.

PERSONAL PHOTOGRAPHS

1. Personal photographs are restricted to a combined limit of fifty (50).

2. Personal photographs include images on single thickness film, digital photos and images reproduced utilizing a computer scanner and printer.
3. Photographs which have been digitally altered by changing the background or any other part of the photo are not allowed.
4. Photographs are required to be square or rectangular in shape.
5. Personal photos shall not require a DOC-237 to be completed. The number of photos shall be recorded on DOC-236 whenever an inventory is completed.
6. Multiple digital photos are permitted on an 8 ½ "x 11" standard sheet of paper (limit of 8 sheets and each sheet shall count as one photo).
7. Self-developing double thickness Polaroid pictures are only allowed from DOC facility photo projects.
8. Possession upon transfer of Polaroid pictures taken by facilities providing a photo service shall be regulated by the receiving facility.
9. Security Threat Group-related photographs that include, but are not limited to; the display of gang related colors, signs, insignias etc. are not allowed.
10. Photos that pose a threat to facility security and/or the rehabilitative interests of the inmate are not permitted.
11. Commercially produced photo books containing personal photographs shall be allowed but limited to 25 pages and be no larger than 8 ½" x 11."
 - a. The number of photographs in these books shall not count toward the allowable limit of 50 single photos, and is not considered a publication.
 - b. Inmates shall be allowed to possess one photo book or one photo album.
 - c. The photos contained in a photo book shall be evaluated the same as a personal photo for purposes of review and denial.
12. Personal photographs that include nudity, human excretion and sexual behavior as described in DOC Administrative Code 309 are not allowed.
13. Reproduced photos of family, relatives, friends or other personal photos are not considered commercially published photographs.
14. Commercially published photos/pamphlets are not allowed.
15. Laminated photographs and other laminated materials are not allowed.

PUBLICATIONS

Publications include newspapers, magazines, catalogs, pamphlets and books.

- Publications must be received directly from publishers, approved retail outlets or other recognized commercial sources and shall not exceed 11" x 14." Subscriptions must be paid for in full prior to receiving any issues, no credit purchases will be accepted.
- Publications, other than subscriptions, require cash register receipts from retail outlets.
- Inmates may not receive or possess clippings from newspapers or other publications as they are considered altered property.
- Inmates shall write their full name and DOC number on the inside cover of all allowable publications they are issued.
- Books and publications received directly from State Representatives and other elected officials shall be reviewed on a case by case basis and may be allowed in accordance with DOC Administrative Code 309.05.
- Publications shall be reviewed in accordance with DOC Administrative Code 309.04 and 309.05. The current year reviewed publications list is available in the institution library.
- Posters, CDs and other non-allowed property items may be removed from a publication if the integrity of the publication shall not be affected by removal of the item. Inmates shall dispose of the non-allowable item per facility procedure. Pages of disallowed content may not be removed.
- Denial of magazines and books shall be documented by title utilizing DOC-243 with copies provided to the inmate, sender, and Security Director/designee, if a publication is denied for reasons stated under

DOC Administrative Code 309.05(2). When multiple inmates receive the same publication, a list of all inmates shall be included with a single DOC-243 to the sender of the publication.

- When a sender's address does not appear on the shipping label of a magazine, a search for the mailing address in the publication shall occur. The institution may also utilize an Internet search to secure a return address to send the DOC-243. When a sender return address cannot be located, staff shall document in the sender section of the DOC-243, No Return Address Located.
- Non-allowable publications shall be disposed of in accordance with DAI Policy 309.04.01 and facility procedure.
 - Non-allowable publications shall be recorded by title on a DOC-243. If the inmate returns the publication to the sender, a copy of the DOC-243 shall be included. Postage applied shall be at the inmate's expense.
 - If the inmate requests to appeal the publication's denial, it shall be held pending ICE review.
- Disposable publications such as newspapers, magazines, catalogs and pamphlets, do not require a property receipt or record but count toward the total of publications in the inmate's possession.
- Allowable publications for which an inmate does not have a subscription for, shall require the completion of a DOC-237 as these items are not considered disposable property.
- Publications that are part of an approved educational correspondence course in accordance with DAI Policy 300.00.26 may be approved, in advance, by the designated educational staff. "Used" condition publications shall be allowed only when used for an approved educational correspondence course.
- Maps that may compromise the security of the facility, safety of the public or safety of staff shall not be permitted. Atlases and/or individual maps shall be no larger than 11" x 14".
- Combined possession limit of twenty five (25) books and/or publications.
- Restrictive Housing Unit (RHU):
 - A minimum limit of four (4) personal publications shall be allowed in RHU.
 - Religious text is considered a personal publication.
 - Personal books allowed in RHU shall be soft cover only.
 - Inmates shall be permitted to exchange personal books from their stored personal property a minimum of every 30 days.
 - Personal books shall be in addition to any books RHU inmates are allowed from the facility's RHU library cart.
 - Magazines and newspapers may be permitted in RHU. When permitted, facilities shall develop procedures for distribution.
 - Publications that contain contraband, or pose a security risk in RHU shall not be delivered.

ANTENNAS

Each inmate is allowed one antenna for a TV and one for a radio. Antennas must come with the electronic item or be purchased from the vendor catalog. One wire antenna is allowed for radios only. Antenna's CANNOT be taped or applied to walls, windows, window sills or ceilings.

PROPERTY DONATIONS

Inmates wanting to donate any item to OSCI must notify the Property Department. Inmates may not order items specifically for the purpose of donations. Inmates arriving at OSCI with property that is not allowed and do not want to send it out may donate property to OSCI.

Property Department will fill out a Property Receipt/Disposition Form (DOC-237) and send a copy of it to the Corrections Program Supervisor. The Corrections Program Supervisor will identify what department area can best use the donated item. If no institution area is appropriate to receive the donation, an outside agency or non-profit organization may receive the donated item.

RELEASE TO THE COMMUNITY

PRE-RELEASE CURRICULUM (Refer to DAI Policy 300.00.14)

OSCI offers voluntary Pre-Release workshops to assist inmates with transitioning back into their communities. Staff and community members facilitate workshops targeting topics to include Housing, Financial Literacy, Employability Skills, and Interpersonal Relationships. Inmates may submit a request to the Reentry Social Worker to be placed on the waiting list for these workshops and will be enrolled based upon release date. Additional information about the reentry workshops and other resources will be posted in the daily bulletin. Participation will be documented in COMPAS to better prepare for release and build case plans for PRC.

There are Reentry Binders available in the library for inmates to review material which had previously been available in the Pre-release curriculum. The Reentry section in the library also holds community resource binders, and books covering topics such as resume writing and job readiness.

INMATE PORTFOLIO (Refer to DAI Policy 300.00.15)

A blue portfolio has been issued to all inmates in DAI to keep important documents including certificates, credentials, checklists, letters, resumes, and pictures of projects. You are responsible for the portfolio and its contents. Portfolios should only be used to store material related to release planning and identified on the Portfolio Checklist (DOC-2399). Inmates are expected to bring their portfolio to Classification and Parole Hearings to share with staff. If you need a new portfolio, please submit a request to the Reentry Social Worker. Inmates who have already received a portfolio will be charged a fee to receive a new one.

RELEASE CLOTHING (Refer to DAI 309.45.02 Appendix A)

Inmates who have personal clothing in their property will wear these items upon release. Release clothing may be sent to the institution no more than 30 days prior to your scheduled release date to be stored in property. Family/friends may also bring release clothes on the day of release for you to change into. If you don't have personal clothing in your property and you are unable to get release clothes from family/friends, contact your social worker. Release clothing will consist of one pair of pants, socks, underwear, shoes, a T-shirt, shirt/sweatshirt and one jacket. The unit supervisor may approve up to \$150 from your Release Account to purchase clothing up to 90 days prior to release. Allowed clothing for release will be stored in Property up to 30 days prior to release and any additional or non-allowed items will be returned at the inmate's expense. The unit supervisor may approve additional specific items based on individual needs for release and will notify Property prior to receipt of the item.

CHECK OUT PROCEDURE

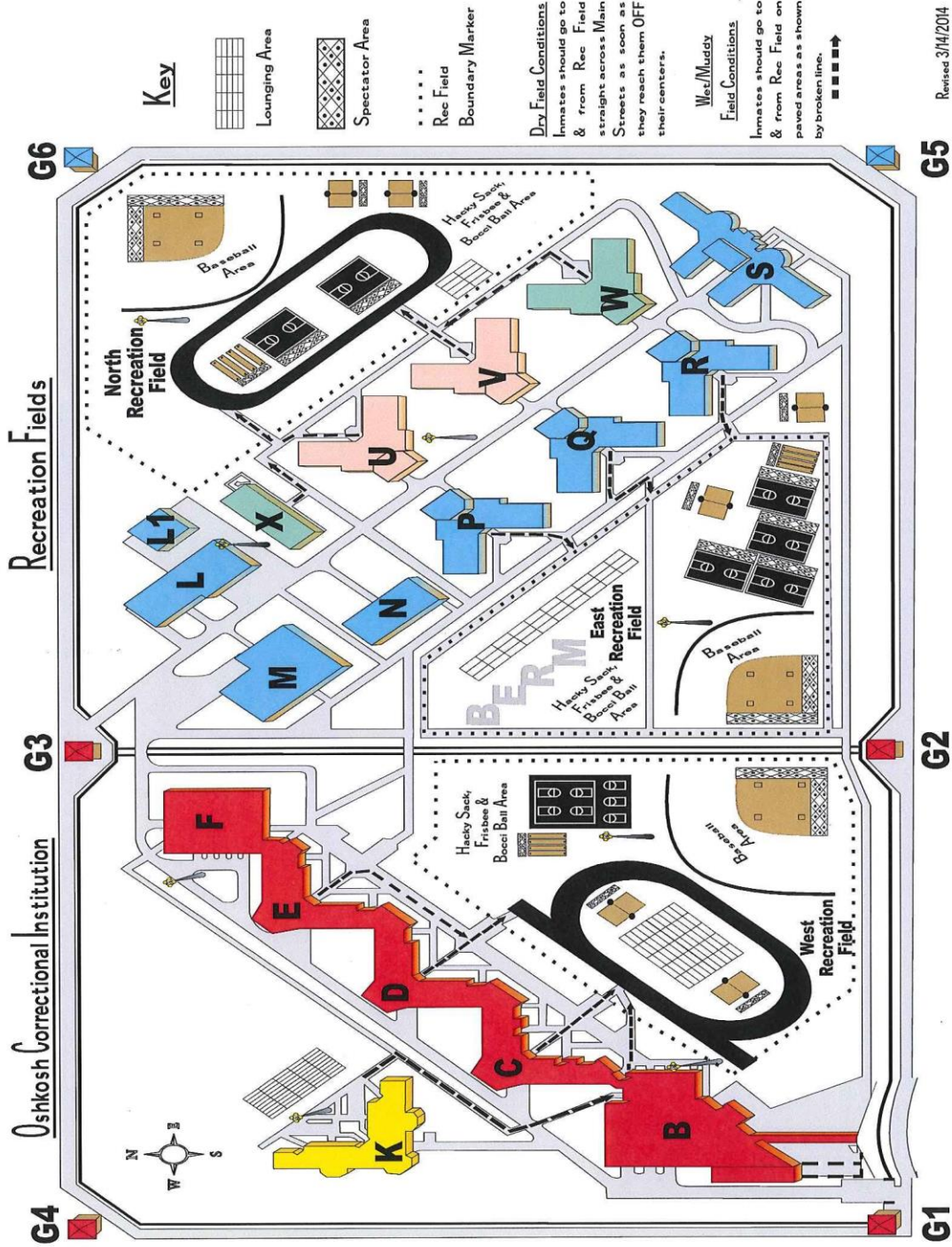
All personal property will be inventoried and packed the day prior to release. This does not include essential hygiene items that are needed prior to departure. All state-issued clothing, state-owned materials (books, textbooks) must be returned to the proper area (school, library) during the checkout process.

Inmate photo will be taken before release as required by law. All inmates currently incarcerated for a felony conviction in Wisconsin are required to submit DNA. Prior to release, DNA will be verified and if not submitted arrangements will be made to obtain. Release funds will be provided to the inmate in the form of a check on the day of release as approved by agent.

Please inform family or friends, release will occur during normal business hours of 8:00 a.m. - 4:30 p.m., Monday through Friday, excluding holidays. Family or friends will not be allowed in the lobby prior to 8:00 a.m.

INSTITUTION MAP

See next page.



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