



WWCS

**ROBERT E. ELLSWORTH
CORRECTIONAL CENTER
INMATE HANDBOOK
FEBRUARY 2021**

A Spanish version of the Inmate Handbook is available upon request to staff.

Una versión española del manual del interno esta disponible a peticion para proveer de personal.

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ORIENTATION TO REECC

Robert E. Ellsworth Correctional Center (REECC) has a standardized orientation/intake process that encompasses facility expectations and the code of conduct for the individuals residing at REECC. You will be given a preliminary orientation on your day of arrival and a more comprehensive orientation will be scheduled. You must attend the first scheduled comprehensive session after your arrival. Bring your handbook with you.

Special notices, policy changes, memos, etc., are posted on the unit binders in the day rooms. It is your responsibility to review the binders on a daily basis.

You Are Expected To:

- ❖ Address all non-uniformed staff by Mr., Mrs., or Ms. All uniformed shall be addressed by their title Officer, Sergeant or Captain. You are not allowed to address staff by their first names.
- ❖ Treat your peers and the staff with dignity and respect.
- ❖ Address your treatment needs, participate in facility programs and activities.
- ❖ Maintain a positive attitude.
- ❖ Complete your work assignments to the best of your ability, in a timely manner, with a positive approach.
- ❖ Take care of the facility buildings, contents and property. Keep the facility clean and in good order.
- ❖ Follow the Department of Corrections (DOC) Administrative Rules, facility rules, policies and procedures, and staff directions.

Robert E. Ellsworth Correctional Center
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INTRODUCTION

Welcome to the Wisconsin Women's Correctional System (WWCS). Our goal is to provide a safe and secure environment with programs and activities to assist in your reentry to the community.

You have been placed in minimum custody and are expected to demonstrate your ability to comply with rules and expectations. REECC staff are here to help you learn and will monitor your behavior to ensure compliance with rules, promote public safety, and hold you accountable for the decisions you make. You are expected to be an active participant in case planning, which begins upon your arrival at REECC.

Your past decisions have impacted many lives and have created many obligations and liabilities for you. You have a personal responsibility to victims and to the community for the crimes that you have committed. It is expected that you practice good decision-making skills while at REECC and during your assignment in the community, if you receive one. You are expected to respect yourself and those in authority, as well as others and their property. You are expected to work hard and comply with rules.

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

You are required to follow direction given to you by staff. If you disagree, you may request to discuss the issue following the identified chain of command located in this handbook or you may file a complaint using form DOC-400. There is zero tolerance for profanity and aggression toward individuals with whom you come in contact. This behavior may result in a conduct report and/or transfer to a higher security facility.

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

AFFORDABLE HEALTH CARE ACT (ACA) COMPLIANCE

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

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

Social Worker/Treatment Specialist will provide information about health care system changes and health coverage options through pre-release programming or reentry planning.

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

The ACA application process will allow persons that are releasing the opportunity to access mental health, substance use disorder, and medical treatment and other covered services as needed after release.

ACCOUNTS

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

REG	Regular Account	REL	Release Fund
RS	Release Savings	WR	Work Release
WRS	Work Release Savings	SAV	Savings

Opening an Interest-Bearing Savings Account:

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

Transferring Between Accounts:

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

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

Closing An Interest-Bearing Savings Account:

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

Child Support:

In accordance with Wisconsin Administrative Code Ch. DCF150-Child Support Percentage of Income.

If you are approved for work release, you must complete a DOC-371 Offender's Statement of Financial Obligations form to verify you understand your obligations. If deductions are currently being withheld from your account by WWCS and you gain employment through the Work Release Program, your employer may also receive an order to withhold child support from your work release payroll check. Deductions will be taken per the court orders by both the work release employer and WWCS until a termination order is received in the WWCS Business Office. It is your responsibility to contact the Child Support Agency to have them issue a termination order for the WWCS deduction. Please have them fax it to the WWCS Business Office at (920) 929-2070. Make sure they have your name and DOC # listed on the order.

Disbursement Requests (DOC-184):

To complete or submit a disbursement request:

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

Authorization/Approval:

In accordance with WI Administrative Code DOC 309.48 Procedure for Inmate Requests for Disbursement of Account Funds.

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

Processing Your Request:

The WWCS Business Office reviews your request to determine if your request is allowable and if you have sufficient funds for the purchase.

You will receive the yellow copy of the disbursement request for your records.

Types of Requests:

Support Requests: Up to \$25 may be mailed to one close family member once per month. Make the request payable to the family and include an addressed, pre-stamped envelope. "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the inmate's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings.

The Superintendent/designee must approve a request to send more than \$25 to a close family member. Provide an explanation for the increased amount along with the disbursement request.

Copies: The cost for copies is \$0.15 per page. Submit an interview request to designated facility staff to request copies. Photos: The cost for photographs is \$2.00 per photograph.

For any other type of disbursement request, ask facility staff for assistance in completing the form.

Payroll:

Division of Adult Institution (DAI) policy 309.00.01 Inmate Work Placement & 309.55.01 Inmate Compensation Plan:

Facility payroll is processed bi-weekly. You will be paid for the number of expected hours of work for your work assignment. If you find any discrepancies after reviewing the trust account statement, write to the Office

Operations Associate Staff stating what the discrepancy is. The information will be verified and corrected if needed.

Room, Board and transportation:

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

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

Release Information:

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

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

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

Bus Tickets:

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

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

In accordance with DAI Policy 300.00.35 – Americans with Disabilities Act (ADA), and ADA Act of 1990, as amended. DAI will ensure fair and equitable treatment of individuals in our care and members of the public with disabilities who seek access to DAI services, programs or activities. The facility’s ADA Coordinators are listed on the Contact List which is posted in your unit. To request consideration for accommodation under the ADA, submit Interview/Information Request form to request Reasonable Modification Accommodation Request (DOC 2530) to the ADA Coordinator.

CANTEEN

In accordance with DAI Policy 309.52.01 Inmate Canteen

Every two weeks you will receive a Trust Account Statement showing the balances in your accounts and all transactions processed for that time period. You must order according to this balance, no exceptions! If you order more than your posted amount, the order will be filled until all funds are exhausted. If you disagree with your posted balance, you must still order according to what is posted. You shall send a request slip to the Office Operations Associate to rectify errors. Items purchased through canteen cannot be sent out on visits or through the mail.

You may spend the maximum bi-weekly amount. Canteen will be distributed by the Canteen Sergeant on Fridays. A menu is provided. Replacement menus will cost \$.30. There will be no substitutions for items. Do not come down for canteen unless you hear your unit called. Do not ask other staff to call canteen to inquire about

your order. Inspect your order in your room being sure to not open the bag. If there is a problem upon inspection of your order, notify the Canteen Sergeant immediately. Once your bag has been opened, any concerns you have about your canteen will not be addressed. The Canteen Sergeant will notify the vendor and the Business Office to correct the problem. The canteen staff may have additional rules that you must abide by that are not printed here. You will be notified of the canteen process.

CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, complete a DOC-761 Interview/Information Request form. The forms are located on each unit. You must state exactly why you need to see the staff person or state your question exactly. Please only use the space provided. Your request will be answered as soon as time permits. Please remember staff has 10 working days to provide you an answer.

Do not send the same request to more than one staff member at any one time. Wait for your reply. Follow the chain of command. Do not write to the Superintendent or Captain unless you have attempted to resolve your issue with the appropriate staff. We encourage you to ask questions of our staff and to do so in an appropriate manner via an interview request form. Simply fold your Interview/Information Request form, do not staple, clip, tape or adhere the form in any way.

Concern	1 st Level	2 nd Level	3 rd Level
Accounts	Office Operations Associate	Program Supervisor	WWCS Inmate Accounts
Americans with Disabilities Act	ADA Coordinators	Superintendent	WWCS CMSD
SUD & Other Programs	Social Worker	Program Supervisor or Treatment Specialist	Superintendent
Canteen	A1 C.O./Sgt.	Food Service Manager	WWCS Business Office
Dental	Nurse/Dental staff	Health Services Manager	Superintendent
Emergency Contact Forms	Social Worker	Program Supervisor	Superintendent
Education	Teacher	Program Supervisor	Superintendent
Food Services	Food Service Leader	Food Service Manager	Superintendent
Health Services	Nurse	Health Services Manager	Superintendent
Hobbies	Property/Hobby/Recreation C.O.	Captain	Security Director
Housing Unit Issues	Unit Security Staff	Captain	Security Director
Interstate Compact	Social Worker	Program Supervisor	Superintendent
Jobs – (Facility)	Individual Work Supervisor	Captain	Security Director
Laundry	A1 C.O./Sgt.	Captain	Security Director
Legal Loans	Office Operations Associate	Program Supervisor	WWCS Business Office
Mail	Mail Property officer, Office Operations Associate	Sergeant	Captain
Medical Co-Pay	Nurse	Health Services Manager	Superintendent
Notary Services	Social Worker	Program Supervisor	Superintendent
Open Records Request	Superintendent	N/A	N/A
Parole	Social Worker	Program Supervisor	Superintendent
PREA Compliance Manager	Captain	Superintendent	N/A
Program Review Committee	Social Worker/Classification Specialist	Program Supervisor	Superintendent
Property / UPS	Property Officer	Captain	Security Director
Psychological Services	PSU	Program Supervisor	Superintendent
Records	Social Worker	Program Supervisor	Superintendent
Recreation	Recreation Officer	Captain	Security Director
Reentry	Social Worker	Program Supervisor	Superintendent
Religious Issues	Social Worker/Chaplain	Program Supervisor	Superintendent
School	Teacher	Program Supervisor	Superintendent
Sentencing Information	Social Worker	WWCS Records Office	WWCS Deputy Warden
Social Security Card	Work Release Coordinator, Employment Services Specialist, Social Worker	Captain/Corrections Program Supervisor	Superintendent
Unit Problem	Unit Security Staff	Captain	Security Director
Veterans Affairs	Social Worker	Program Supervisor	Superintendent
Visiting Information	Social Worker	Captain	Superintendent
Work Release	Work Release Coordinator	Captain	Superintendent

COMMUNITY SERVICE

Facility community service projects are a way for you to help the community. Community agency requests are approved by the Captain or Superintendent. Facility community service projects are voluntary, and you will sign up with facility staff. Facility staff may assist you in documenting the hours completed. You are responsible to contact the court for recognition of the hours you completed. You may not participate in facility community service projects that conflict with your education, program or work schedules.

COMPLAINT PROCEDURE

In accordance with WI Administrative Code Ch. 310-Inmate Complaints

The Inmate Complaint Review System (ICRS) provides you a formal grievance process regarding rules, living conditions, and staff actions. You shall attempt to resolve the issue yourself using the chain of command before filing a formal complaint. DOC-400 Inmate Complaint forms are available on each housing unit. Each housing unit has a locked complaint mailbox labeled "ICI's". You are to place your completed complaints in the "ICI" box. Only Complaints that are placed in this box will be processed. Complaints must be submitted within 14 days of the event that is causing the complaint. Do not attempt to send a complaint to any specific staff member or your complaint will be returned to you.

The ICRS may be used to seek a change of any facility policy or practice except:

- ❖ A finding of guilt or an imposed conduct report disposition.
- ❖ A decision of the Program Review Committee or Staffing Committee.
- ❖ A decision of the Parole Commission acting in any capacity;
- ❖ The denial of a request for an authorized leave as provided in Administrative Code DOC-326.
- ❖ A decision on a challenge to an offender's record.

All of the above exceptions have an appeal process which must be utilized rather than going through the ICRS.

The ICRS may be used to challenge the procedures used by the Due Process Committee or hearing officer, by a Program Review or Staffing Committee, or by a decision maker acting on a request for authorized leave, but not the decision itself.

Section 801.02(7), Wis. Stats., requires that you exhaust the complaint process prior to filing suit in state court against the DOC or a DOC employee.

The Captains act as the Institution Complaint Examiners (ICE) in the WWCS Centers. The ICE will make an impartial investigation of the complaint using whatever sources are deemed important. The investigator makes a detailed report to the Superintendent, along with a recommendation. The Superintendent reviews the recommendation of the ICE and makes a decision. You will receive a copy of the Superintendent's decision and information regarding the steps taken by the ICE.

The Inmate Complaint Examiner (ICE) picks up complaints at least two times per week. Within 72 hours of receiving a completed complaint form, the Inmate Complaint Examiner will issue notice to you that the complaint has been received. If this notice is not received, you should contact the ICE.

You are to be as brief and succinct as possible and are only allowed to address issue in each complaint. If the ICE needs more information you will be contacted for an interview. Only one complaint per week may be filed.

If you disagree with the Superintendent's decision, you may file a DOC-405 Inmate Complaint Appeal form with the Corrections Complaint Examiner (CCE). The directions to file an appeal are on the form, available on each unit or from the ICE.

COUNTS

A formal count is a count taken at specific times during each 24-hour period. Standing counts require inmates to stand in a pre-designated area at a specified time. REECC has six formal counts throughout the day.

Formal counts occur at the following times:

2:30 a.m.	Non-standing
4:00 a.m.	Non-standing
6:15 a.m.	Standing
10:45 a.m.	Standing
3:45 p.m.	Standing
9:15 p.m.	Standing
10:30 p.m.	Non-standing

Stand in front of your bunk with room light on, visible, until count is clear.

Count is announced via the "all call" system. You must return to your room or the designated area until it is announced that count is "clear". This includes if you are working on facility grounds unless otherwise directed by a supervisor or a Sergeant/Officer.

Everyone is expected to be at count on time. The only exception for missing standing count is due to your work schedule. You are required to report to your housing unit staff to request to sleep through a formal standing count due to your work schedule for each daily occurrence. There is no blanket exceptions due to the changes in schedules. This applies to all formal standing counts. If you are awake during the formal standing count, you must stand.

All housing unit dayrooms, TV rooms, restrooms etc. are closed during count." No movement or talking is allowed and all electronics must be turned off. Any time you are sleeping during counts (including 3rd shift counts) staff must always be able to see flesh body movement. Do not cover completely up. When sleeping you will be directed to have your head located closest to the door of the room.

For those who are in an assigned area off of their units during formal count (kitchen, visiting, work crews, etc.) will cease movement and will be counted by staff supervising the area. When the kitchen officer clears the kitchen count kitchen workers may move within the kitchen area only. They are not allowed on the loading dock or dock area, dining room or in the basement until the count is cleared via the "all call" system or announced by staff.

Emergency counts:

Emergency counts are conducted at times other than those specified for formal, standing, or census counts to ensure the immediate accountability of all persons in our care.

When an emergency count is announced, you are to report to your room, immediately close the door and turn on the lights. You are not to come out of your room or designated area for any reason until it is announced that the count is clear.

DRESS CODE

General Regulations:

Note: During a heat advisory some of these rules may be suspended-please see the heat advisory policy to determine which ones.

1. You must wear your ID badge visible and properly around your neck at all times except:
 - ❖ in the shower
 - ❖ in your room
 - ❖ while engaging in recreational activity
 - ❖ when attending a court appearance out of the center
 - ❖ While at project crew or work release (You must have your ID in your possession at the project crew or work release site.)

2. You are responsible for the cost of replacing lost, stolen, or damaged cards or cords. Cords or lanyards provided for use with identification cards issued by work release sites are not to be used for your State-issued ID.
3. You must wear all clothing items in the manner in which they are designed to be worn. Sleeves not rolled up and pants and shorts not rolled up
4. You will not be allowed to order or receive any shirts or pants which are larger than necessary. See Clothing Sizing guidelines in the handbook page.
5. You must wear properly-sized clothing: pants at or above the waist and shoes tied.
6. While sleeping, you must be clothed in pajamas, and/or nightgowns with panties. Your head must be on the end of the bed that is closest to the door
7. You must be fully dressed (shirt, pants, bras, underwear, shoes and socks) when leaving your room and going to other areas in the facility. The only exception is when going to or from the shower when robes over your pajamas and undergarments and shower shoes will be permitted.
 - ❖ Undergarments are defined as bra, panties, and long underwear tops and bottoms.
 - ❖ Your undergarments must be completely covered when outside of your room with the exception of your arms (long underwear tops).
 - ❖ If you wear long underwear (tops and bottoms) you must wear a shirt and pants over the top.
 - ❖ Shirts with buttons shall have all buttons buttoned with the exception of the top button.
8. You will NOT be allowed to wear coats, hats, caps, scarves, bags, visors, or other headgear or sunglasses anywhere inside the facility, except for the following:
 - ❖ Do-rags will only be worn in your room, with the exception of to/from the bathroom during nighttime sleep hours.
 - ❖ Curlers and plastic bags are only permitted in your room.

Clothing Size Guidelines:

Pants: The waist size shall be no more than two inches greater than your actual waist as measured at your hips. The inseam shall be no greater than the measurement from your groin area to the floor. Pants waist line will be worn at or above the waist.

Shirts: Sweatshirts, shirts, and t-shirts are sized based on your chest and/or neck measurements. Chest size is measured just below your armpits.

Administration, Education, Treatment, Health Services And Visiting:

You shall be properly dressed when entering the Administration, Education, Treatment, Health Services and Visiting areas. Proper attire includes your ID, State-issued green shirt tucked in to your pants, bra, underwear, State-issued green pants, socks, and shoes or boots. If you do not come with the proper attire, you will be sent back to your room to change. Sweatshirts are personal property items and are not to be worn over or under greens.

Dining Room:

You shall be properly dressed when entering the Dining Room. Proper attire includes your ID, State-issued green shirt tucked in to your pants, sweatshirt or tee shirt, bra, underwear, State-issued green pants, sweatpants or jeans, socks, and shoes or boots. If you do not come with the proper attire, you will be sent back to your room to change.

Off Site ACTIVIES, AND OFF SITE Medical And Dental:

You must wear your ID, State-issued greens (shirt and pants) and state issued shoes or boots when offsite

DUTY TO REPORT ILLEGAL ACTIVITY
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WWCS wants to provide you with a safe place to live. We also want to provide a safe place for the staff and the public. It is your responsibility to help provide a safe environment.

If you see or hear of any illegal activity, you are required to report what you saw or heard to staff. If you do not report the illegal activity, you may receive a Conduct Report and/or be referred for prosecution.

EDUCATION

School hours will be posted in the education department and housing units.

Education Programs: Education/Vocational Programs are assigned during A&E.

Adult Basic Education (ABE): An educational program for those who do not have a high school diploma or equivalent. ABE is available for all units. Completion occurs when the scores go above the 6th grade on the TABE exam in math and reading.

General Education Development (GED): An educational program for those who do not have a high school diploma or equivalent. GED is available for all units. Completion occurs when exams are passed in 5 subjects – Reading/Language Arts, Math, Science, Social Studies and Civics

High School Equivalency Diploma (HSED): An educational program that includes all the GED requirements and 2 additional courses – Health and Employability.

Vocational: Courses are available for those who have a high school diploma or equivalent with approval of staff and fulfillment of program requirements. Vocational is available for all units except individuals in Earned Release Program (ERP).

Computer Application Certificate Program (Vocational): This is a six month certification program offered through Gateway Technical College. Enrollment requirements are a high school diploma or HSED, 6th grade equivalency on TABE – math and reading, vocational requirement from ATE/RRC. Those without a vocation requirement will be considered based on space availability.

Second Chance Pell Grant Program: The Second Chance Pell Pilot Program allows select institutions to offer post-secondary education to incarcerated individuals using funds available through Federal Financial Aid (FAFSA). MATC is offering distance learning in partnership with the Wisconsin Department of Corrections. Second Chance Pell Grant program is available to all units except individuals in Earned Release Program (ERP). Students who have completed or working to complete the CNC program are not eligible for this program.

Eligibility criteria includes ...

- ❖ Proof of high school completion - diploma or equivalent (HSED, GED, etc.)
- ❖ Not have previously been awarded a Bachelors, Graduate, or Professional Degree
- ❖ No sex offenses with involuntary civil commitment (Chapter 980) after incarceration (HEA section 401 (b)(6)*)
- ❖ Not in “*Default*” on federal student loans or grants

Priority will be given to students who...

- ❖ Are within 2-5 years of mandatory release
- ❖ Positive conduct report history (zero majors in last year/ zero minors in last 6 months)

CNC Certificate:

Computer Numerical Control (also **CNC**) is the automated control of machining tools (drills, boring tools, lathes) by means of a computer. In partnership with Gateway Technical College. CNC program is not available to current or previous Second Chance Pell Grant students.

Eligibility criteria includes ...

- ❖ Proof of high school completion - diploma or equivalent (HSED, GED, etc.)
- ❖ Must be or obtain Minimum Community Custody security level before the program starts.
- ❖ TABE and Accuplacer Test Scores will be considered for all applicants.

Priority will be given to students who...

- ❖ Have a positive conduct report history
- ❖ Are at least one year to Mandatory Release date.

College Correspondence: An open-ended degree credit course work by correspondence. College Correspondence is available to all units except individuals in Earned Release Program (ERP) who have a high school diploma or equivalent. Courses must be nationally accredited to be considered. The student is responsible for all costs related to correspondence courses. Enrollment requires staff and supervisor approval. All coursework is to be completed without the use of state property except for the proctoring of tests. Contact Education staff for more details.

Education Rules:

- ❖ Students are required to attend all scheduled classes
- ❖ Students must be on time for classes. Punctuality is important. Students are to arrive no more than five (5) minutes prior to the scheduled start time of class.
- ❖ Students are required to make appropriate progress in their subject matter and complete all assignments to their level of ability. There are no acceptable excuses for missing or incomplete assignments.
- ❖ Students are to behave appropriately in class. Vulgar, abusive and loud disruptive language is prohibited.
- ❖ Cheating in any manner will not be tolerated and students may be subject to disciplinary action.
- ❖ Students are expected to participate in class discussions.
- ❖ Students are to treat all books issued with respect. Students are not to write notes or marks in any education books. If a book is defaced, the student will be required to pay the replacement cost.
- ❖ Students are not allowed to have or possess any food or drink in the classroom.

EMERGENCY PROCEDURES

Fire Alarms:

1. If the fire alarm goes off, do not exit the building until directed to do so by staff.
2. If directed to evacuate, you must immediately leave the building by the nearest exit.
 - a. Exit locations are posted throughout the facility.
 - b. You are to assemble outside the building as follows:
 - i. Assemble in your unit recreation area.
 - ii. Remain in this position until you receive further instructions from staff
 - iii. No talking
 - iv. Follow all staff instructions.
 - v. An emergency count will be taken.
 - vi. Do not go back into the building until directed to do so by staff.

Power Failure:

In the case of a power failure, follow staff directions.

Tornado Procedure:

When a tornado warning is announced by staff, IMMEDIATELY proceed to the basement storage area. Staff will give you further instruction as needed. Do not leave the assigned area until directed to do so by staff.

When a tornado warning is issued while driving/riding in a facility vehicle, take immediate cover. The driver should attempt to contact the facility with the assigned cell phone.

If you are at work release, follow the directions of your worksite's emergency procedures.

Other Emergencies:

The on-duty staff will determine when an emergency exists. Follow all instructions and directions given by staff.

Drills:

Drills will be held to familiarize you with emergency procedures and reporting locations. All drills should be taken seriously and directions followed as if it is a real event.

ESCAPE RISK

Any unauthorized leave from the facility or assigned off-grounds function is an escape. It is a felony punishable by up to five years' incarceration consecutive to your present sentence and a fine of \$10,000.

Leaving the facility or worksite without permission, failure to return from your work release or other off-grounds placement as scheduled, or failure to return from any off grounds activity is an escape. If you escape, appropriate action will be taken to obtain your arrest, and you will be referred for prosecution.

FACILITY JOB ASSIGNMENTS

Facility jobs are necessary to maintain facility operations. Facility staff will determine, hire and schedule for job assignments. Available work assignments will be posted on the bulletin boards in the housing units describing the job duties and requirements of the job and the assigned pay range. Anyone may apply to these positions by filling out an Interview Request form and submitting it to the staff member listed on the job posting.

All persons living in the center, including those on work release, may be assigned to a facility job assignment.

Work is supervised and inspected by staff.

Be sure to read the job description and ask staff if you have any questions.

Changing/Quitting Jobs:

Refer to REECC's Facility Procedure attached to DAI Policy Number 309.00.01.

HEALTH SERVICES/SICK CELL AND LAY-IN

Access to Medical, Mental Health and Dental Services

The Health service unit at REECC employs a Nurse Manager, Medical Program Assistant, Advanced Care Providers (Physician/Nurse Practitioner), Psychiatrist, Registered Nurses, and, Licensed Practical Nurses.

The health service unit is staffed Monday through Friday from 6am to 10:30pm and from 6am to 2pm on weekends and holidays. DOC nursing staff are on call during hours that HSU staff are not on site.

Upon arrival at REECC the Health service staff will review medical records/health transfer summaries and medications. Prescribed medications which are sent to REECC will be checked by the nurses to verify that the medication is current and correct. Once checked, medications will be sent to the housing unit; "Keep on Person" medications and supplies will be given back to you -- to take as prescribed unless the order is no longer active or the items have expired. Controlled" medications and supplies will be placed in the locked medication cart and distributed by an officer.

All appointments in the HSU are scheduled. If you elect not to be seen, you must still to report to HSU, inform staff that you do not want to be seen and sign a refusal, indicating a reason if you so choose to disclose it. This is mandatory. You may receive notice of some appointments; if you need to change your appointment, you need to contact HSU before your scheduled appointment time. Do not come to HSU unless you are called to HSU.

Access to care for Emergencies:

Notify any staff member of a medical emergency immediately.

Access to Care for Health Concerns:

Complete a Health Services Request (HSR) and Copayment Disbursement Authorization form, DOC-3035. All forms must be signed at the time they are written. Fold the form as noted in the Health Service Request section and place in the facility HSU box. Health Service Request forms are available on each housing unit as is an HSU mailbox; requests are picked up and processed daily.

Copayment:

Per WI Administrative Code Ch. 316.00.01, a copayment of \$7.50 is charged for requests, written or verbal as defined below, that result in face-to-face contact with nursing staff. If you have a question about a copayment, you may write the HSU Manager for review. Healthcare is not based on ability to pay a copayment and you will

be seen regardless of funds in your account. You should never delay or ignore medical concerns based on funding.

You are not charged for written responses, medication refills, medical record review, medical emergencies (as determined by HSU staff), mental health concerns, or work-related injuries or identified pandemic concerns.

If you are injured at a non-DOC work-related injuries must be reported to your work supervisor at the time of injury. Upon return to the Facility, you must report the injury to the Work Release Coordinator.

Health Professional Referral:

When you submit a HSR, the nurse will assess and treat you based on Bureau of Health Services nursing protocols. If the RN determines you need to see an Advanced Care Provider, an appointment will be scheduled with the physician or nurse practitioner.

Nursing staff will triage your Dental and PSU Requests before they are routed to those department providers for review and response. Nursing staff may call you for an assessment if the providers are not on site. This appointment is only to treat urgent needs until the appropriate providers are onsite. If HSU staff feels that you need to be seen, you will not be charged for this. The appropriate staff will be notified of the nursing assessment on their next business day.

Referrals to an outside provider are determined by the physician or nurse practitioner. All referrals are reviewed by the BHS Medical Director or a Medical Supervisor for approval. Appointments are scheduled by the outside clinic when they have an available open appointment time. If you need to be seen off site, dates and locations of appointments will not be disclosed to you. You will see a member of the HSU upon your return to the institution. All recommendations by an outside provider are reviewed by a DOC physician or nurse practitioner. DOC providers will consider your medical necessity as well as organizational policies prior to implementing recommendations made by outside providers.

Medication And Refill Process:

All medication must be kept in the original container and locked in your footlocker or drawer.

Medications may never be sold, loaned, traded, mixed, altered with other products, purchased from, or given to another inmate under any circumstances. All inmates must use medications by following the prescriber's and pharmacist's orders/instructions.

To request a refill of your medication, complete a DOC-3035C Medication/Medical Supply Refill Request form. Please note that you may request up to 6 medications on one refill slip. Place the form in the HSU mailbox on your housing unit. You will receive notice of the status of your refill request within seven days Do not send additional requests for the same refills as this slows the process down and may result in a delay of getting medications to you and others. Do not request medications greater than 7 days in advance, HSU staff will not be able to fill your request. You are responsible for ordering refills of your controlled medications; if you are not sure how many medications you have left, ask the security staff on your unit.

Over-the-counter (OTC) medications must be purchased from canteen. Caution should be taken if purchasing items already prescribed to you by a provider- if uncertain -please notify HSU to ensure you are following safe practices.

Dental Services:

The Dental Services Unit is within the Health Services unit. It is staffed by a physician and dental assistant/hygienist 2-3 days per week. To request an appointment with dental, you must complete a yellow Dental Service Request DOC 3035 and submit it to the HSU mailbox that is on your unit.

If you were on a dental list for cleaning, cavities, or other treatments at TCI, you will be on a list here. All appointment lists are arranged by priority of dental need and order of request. A copay applies to all dental appointments and services.

Access to Medical Records:

To view your medical record or receive photocopies of medical records, you must submit a DOC-3035 Health Services Request and Copayment Disbursement Authorization form to HSU. You must note on the request form if you want to view your medical record or receive copies. A fee of \$.15 per page will be assessed for copies of

your medical records. You will be required to complete a DOC-1163A Authorization for Use and Disclosure of Protected Health Information form before you can receive copies of your medical record.

Upon a request to view your medical record, an appointment will be made within 30 business days. You may take notes while you view your record. You are not allowed to remove anything from or make changes to your medical record at that time. Record reviews are only granted once every 6 months.

After your release, you or your primary care provider can request your records from the Department of Corrections by sending a release of information to:

Taycheedah Correctional Institution
Attn: Inactive Central Medical Records
751 County Road K
PO Box 1947
Fond du Lac, WI 54936-1947

Sick Cell And Lay-In:

Lay-In: A non-paid status indicating you have been excused from your work or program assignment by designated staff until the next day. If on lay-in, you will be on room confinement until the start of your next work or program assignment. On the third day of Lay-in status, the work supervisor or housing unit staff will contact HSU for a Sick Call appointment and assessment. HSU staff on-site will be contacted if your illness/condition is getting worse, or to safeguard the health of the staff due to the potential risk(s) associated to prevent and minimize the concern(s) of the spread of a communicable disease.

Sick Cell: A paid status at an involuntary unassigned rate. Sick cell status must be designated by Health Service staff. HSU will determine directions regarding activities for sick cell which will be communicated per form DOC-3332B Medical Restrictions/ Special Needs.

Any illness that prevents you from reporting to your work or program assignment must be reported to your work or program supervisor or your housing unit security staff by 7:30 a.m.

If you are on work release, you must notify security staff a minimum of 1½ hours prior to the scheduled start of your shift. In the event you become ill less than 1½ hours prior to the start of your shift, you will notify a security staff member immediately to ensure the employer is provided adequate notice.

Those in a sick cell or lay-in status will be required to adhere to the following rules:

1. You must remain in your room with the door closed or at your assigned bed.
2. Unless excused by Health Services, staff will determine if you will report to the dining room or receive an in-room tray.
3. You will only be allowed to leave your room, or assigned bed, to use the washroom, shower, attend meals (if applicable), in the event of an emergency, or due to change in medical status.
4. You will participate in the formal counts unless medically excused by HSU personnel.
5. If it is medically determined you have an illness that requires for you to adhere to the recommendations of Centers for Disease Control (CDC) and the WI Department of Health Services (DHS) Communicable Disease, Department of Corrections and the Local Health Department guidelines and protocols, your activities and visitation may be restricted for your safety, as well as the safety of the entire facility.
6. Sick cell may only be extended on a day-to-day basis with the approval of a health care professional.
7. If you are placed into a sick cell status, you will remain in that status until cleared by Health Services.
8. If you are placed in sick cell status as a result of an injury sustained in a facility job-related accident, you shall be compensated at the rate you were earning in your facility job.

HOUSING RULES AND GUIDELINES

An important part of everyday living consists of how you look, your personal hygiene, and the condition of your living area.

Room Assignments/Living Quarters:

- ❖ A Sergeant/Officer will assign you to a room upon your arrival. You are not permitted to select your own roommate.
- ❖ You may not move to another bed in your room unless you've been assigned a different bed by staff.
- ❖ Room changes will be limited to security and program needs only. Inability to get along with your roommate is not sufficient cause for a room change
- ❖ Room change requests should be directed to the Captain assigned to the housing unit.
- ❖ Treat your roommates with courtesy and respect.
- ❖ The room door must be closed and locked at all times, whether you are inside or outside of the room.
- ❖ You are responsible for any damage and/or contraband in your room. Therefore, anytime you are assigned a new room, inspect your room as soon as you move in and report damage/contraband to a Sergeant/Officer immediately. If you do not report it, you will be held responsible.
- ❖ One locker will be provided to you. A padlock will be provided for the footlocker. You will be charged \$10 for replacement of a lost or damaged padlock.
- ❖ Anytime you are assigned a new room, you are responsible for fully cleaning the room you are vacating before you move. You must take all your bedding with you, including sheets, blankets, pillowcases, and towels. Leave the pillow and mattress.
- ❖ Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the window of your door.
- ❖ The closet curtain must remain open when not in use as a dressing area.
- ❖ Room/furniture layouts are standardized. You may not rearrange the furniture in your room.
- ❖ Rooms must be kept clean at all times.
- ❖ Do not place anything in front, behind or near the door that interferes with opening and closing of the door.
- ❖ The room door must be locked at all times, whether you are inside or outside of the room.
- ❖ Room doors will remain closed.
- ❖ Do not tamper with the door lock. Do not put any object in the door or the door jamb for any reason. Nothing should prevent the door from latching properly.
- ❖ Do not tamper with the smoke detector for any reason. Covering the smoke detector's sensors is prohibited.
- ❖ The bulletin boards/painted wall frames in your room are used to display photos of family and friends, cards, calendar and schedules.
- ❖ Posters and cutouts from magazines are contraband and will be removed by staff.
- ❖ Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, footlockers, wall lockers, or blinds, by any method.
- ❖ Cords, string or other material may not be strung across the ceiling, floors, or walls.
- ❖ Talking to someone outside of your window is not allowed.
- ❖ Do not place anything on the windowsill.
- ❖ Mattresses are not to be folded.
- ❖ You may not sit on your roommate's bed.
- ❖ Do not place items in the window sill or window area
- ❖ Window screens must remain intact.
- ❖ Rooms and room doors are not to be decorated at any time.

Room Key:

- ❖ You will be issued one room key.
- ❖ If you lose, damage or break your room key, or leave the facility upon release with your room key, you will be charged \$5.00 for a replacement key.
- ❖ Inspect your key frequently for damage or cracks.

- ❖ You must turn your key in to the Sergeant/Officer when you leave the facility and pick it up upon returning.
- ❖ You must turn in your room key when assigned to a new room.

Storage:

- ❖ Shoes are to be stored under the bottom bunk, in the closet, wall closet or in the footlocker.
- ❖ All property, state or personal, must be stored in the wall closet or footlocker other than your radio, alarm clock, fan, and TV.
- ❖ Footlocker or wall closet doors must be closed at all times when not in use.
- ❖ Footlockers may not be lined with any material (newspaper, towels, etc.).
- ❖ Padlocks must be secured to footlockers or drawers at all times.

Inside The Facility:

This is a State Correctional Facility if any staff member directs you to do something you will do it. You will follow staff directives. If you believe the staff directive is not appropriate you are to comply with the order & seek clarification from a Captain at a later time.

- ❖ Touching one another is prohibited.
- ❖ The Administrative Hallway is off limits to inmates, unless specifically authorized by staff.
- ❖ Only staff may identify persons and authorize entry into the building.
- ❖ Do not loiter in front of Control or in the hallways for any reason.
- ❖ Do not remain in or enter the dining room, visiting room, health services or kitchen at any time without permission.
- ❖ You may only enter the hallway of your assigned room.
- ❖ Do not prop open any door without staff permission.
- ❖ No personal cups or mugs are allowed in the dining room or classrooms.
- ❖ Canteen food items are only allowed in your room or the dayroom.
- ❖ Lights will remain on in the hallways, community bathrooms and all other common areas when anyone is present (dayrooms, TV rooms, dining room, etc.) You may not turn lights off in common areas.
- ❖ No loitering in the hallways. That includes standing in your own doorway.
- ❖ When using the phone, you may not sit.
- ❖ You are to use all the services for your assigned hallway such as dayrooms, TV rooms, phones and laundry rooms. The only exception is the use of the kiosks with staff permission.
- ❖ Running in the facility is not allowed. You are expected to walk at a normal pace.
- ❖ All furniture must be used appropriately. No feet on tables and chairs. No sitting on tables, window sills, etc.
- ❖ Notify staff of any items that are broken or in need of repair.

Wake Up Times:

- ❖ REECC staff will not wake you up. It is your responsibility to purchase an alarm clock.
- ❖ Once you get up you shall have your beds made before you leave your room for work, school etc. You must make your bed properly. This includes sheets and at least one blanket neatly secured to mattress. The remaining blanket must be neatly folded at the foot of the bed.
- ❖ If you are not in pay or work status you may lie down during the day and take a nap, however, you are still responsible to respond to any pages or summons by staff.

Bulletin Boards:

Information such as rule changes, schedules, announcements, appointments, and facility information will be posted. You should look for and read new postings daily. You are responsible for knowing this information. You may not post, remove or alter any material on the bulletin boards.

Room Inspections:

- ❖ Room inspections may be conducted at any time.
- ❖ Following a room inspection, you may be provided with a notice that indicates what needs to be cleaned or corrected.

Cleaning Supplies:

- ❖ Cleaning supplies may be obtained from the inmate shift janitor or security staff.
- ❖ Cleaning supplies may not be kept in your room.
- ❖ When cleaning your room, all personal property and room furniture must remain in your room.

Personal Electronics:

- ❖ Headphones or earbuds must be on your ears at all times when electronics are in use. Staff will direct you to reduce the volume if the sound is excessive.
- ❖ All electronic equipment must remain in your room. Tablets only are allowed in the day rooms and indoor recreation areas.
- ❖ All lights, lamps, and electronics (radio, television, tablets, and fans) must be turned off when you are not in your room.
- ❖ Electronics cannot be placed on beds. Electronics must be placed on a flat surface and cannot be tied or taped to any furniture or wall.
- ❖ Covering your lamp with anything is prohibited.
- ❖ You may not use your roommate's electronics.

Day and TV Room Usage:

The following is the daily schedule for day rooms and TV rooms:

5:00 a.m. to 6:00 a.m.

7:30 a.m. until 10:40 a.m.

1:00 p.m. to 3:30 p.m.

6:00 p.m. to 9:00 p.m.

9:45 p.m. to 10:15 p.m.

10:45 p.m. to 11:45 p.m. (Friday, Saturday, and the night before a holiday)

- ❖ You are only allowed to be in the day room assigned to your housing wing.
- ❖ Day room doors must be closed at all times.
- ❖ You must be seated while in the day room unless using the microwave.
- ❖ If the chairs are filled in the day room you must leave and try later.
- ❖ You may not sit on stacked chairs, window sills or tables.
- ❖ No feet on chairs, tables, walls, etc.
- ❖ Television volume will be kept as low as possible.

LAUNDRY

Refer to the Property Handbook for a list of state issued clothing.

Facility Laundry:

The facility laundry is used for laundering and distribution of State-issued linens.

You must not use the facility laundry for personal use. This includes your work release clothes.

You are not allowed in the facility laundry room unless the laundry worker or a staff member is present.

You are responsible for all clothing, linens, and towels issued to you.

State-issued clothing and laundry is exchanged on a one-for-one basis. You must turn in an item to receive the same item.

All knots must be removed prior to turning in your sheets

Upon your release from the facility, you are to return all State-issued clothing and laundry items to the facility laundry.

Linen Exchange: Sheets and pillowcases are exchanged every Saturday morning.

Full Linen Exchange: Blankets, sheets and pillowcases will occur on the first Saturday of the month for the designated units listed below:

Month	Unit	Month	Unit
January	A Unit	July	C Unit
February	B Unit	August	D Unit
March	C Unit	September	A Unit
April	D Unit	October	B Unit
May	A Unit	November	C Unit
June	B Unit	December	D Unit

Ordering/Exchanging State Issued Clothing

Requests for clothing may be at any time. It will be the staff's discretion as to if replacement is needed. Staff retains the ability to direct an inmate to exchange state clothing based on the issue of an inappropriate fit. This needs to be initiated by staff for this legitimate purpose only.

Requests can be made on a DOC-1578 form only.

You will be charged a replacement fee at the current replacement value for items that are damaged.

You will fill out and sign a DOC-184 Disbursement Request form for any altered, missing or damaged clothing.

Washers And Dryers For Personal Use:

Token operated washers and dryers for personal use are located on each unit. Schedules will be posted. REECC is not responsible for lost or damaged clothing. You may stay with your laundry if you choose. You will receive two laundry tokens every week. Additional laundry tokens will be available for purchase through the WWCS Business Office. The maximum allowable limit for purchasing laundry tokens is eight per week.

Purchasing Laundry Tokens Instructions:

You must have adequate funds in your regular account to request to purchase laundry tokens.

A DOC-184 form, made payable to Robert E. Ellsworth Correctional Center, must be completed and approved by staff prior to obtaining tokens.

The cost of each token is \$0.25.

The maximum amount of tokens that can be requested weekly is eight additional tokens.

Laundry Instructions:

Washers and dryers may be attended while doing personal laundry.

Loitering is not allowed in the laundry room.

You may not give away portion of your laundry time without staff permission.

You are not allowed to wash another inmate's clothing.

Generally one laundry time per week is assigned. Those who are actively on work release or have jobs in which they get excessively dirty, extra laundry times per week are assigned. You may request extra laundry time, when available.

You are not allowed to wash your bedding items. It is your responsibility to see that bedding items and towels etc. are exchanged at the appropriately scheduled times.

Only laundry detergent is to be used as a cleaning agent in the washers. Use of dish soap, shampoo, or hand soap is not allowed.

Do not add water to the washer for any reason.

Do not dry footwear in the dryer (shoes/boots/slippers).

All dried clothing must be removed from the dryer immediately.

Make sure equipment is off after use.

Leave the laundry room clean and orderly.

Report all equipment problems to security staff.

LIBRARY

The library is located on the first floor in the school hallway. Each housing floor has specified periods to attend. These periods are indicated on the sign-up sheets

Library sign-up sheets are posted on the housing units you may only sign up during your units designated time periods.

Everyone that wishes to use the library must have a signed DOC-2839 **Inmate Access to OTIS Information Technology Resources User Agreement** on file with the education department.

Individuals wanting to use the library must sign up the day before. If you have not signed up to use the library and come to the library it is an unassigned area violation. The only exception is if you have a pass from the teachers. Do not stop in the library for any reason if you are not signed up to be there, except to drop books in the book return slot. Do not loiter or wait to talk to the library clerk. Simply deposit books in the slot and leave the area. The drop slot is located in the back door.

The library is to be used for gathering information, checking out and returning books. Letter writing, new magazine review, talking and visiting with others is prohibited.

Conversations with the librarian should pertain to library business only.

You may check out a total of two (2) books at one time.

Books have a due date of two (2) weeks and may be renewed once, on or before the due date.

Magazines are not available to be checked out.

If you have materials that are overdue, you may not check out any more materials until the overdue item/s are returned.

Failure to return library materials in a timely fashion may result in the loss of library privileges and/or a conduct report. Books can be returned through the drop slot at any time or handed to the librarians at the Checkout desk during your assigned library time.

Those who fail to return books will have to pay the replacement cost as follows:

Hardcover	\$5.00
Soft cover	\$3.00

Copies that are made at the Rebert E. Ellsworth Correctional Center library are limited to blank, legal forms and menus. The cost of copies is \$0.15 per page (i.e.: 1 page, double sided is \$0.30). A completed, staff-initialed disbursement form (DOC-184) needs to be attached to an interview request and returned to the library. Be specific with form numbers and/or titles of the copies and the quantity that are needed on the interview request. The copies will be attached to your request and mailed to you.

A limited supply of law materials is available in the library. Law materials are for library use only, they may not be checked out. Law library computers are available to inmates. They contain the most up to date legal information. Contact the education staff for more details.

Library patrons are not allowed food or drink of any kind, this includes candy.

During tax time, forms will be made available upon written request.

LIMITED ENGLISH PROFICIENCY

Limited English Proficiency (LEP) population guidelines of the U.S. Department of Justice require translation of written forms, signs, notices and publications to meet the needs of LEP individuals. Facility staff will request that you identify your primary language at different times while at the facility, consistent with DAI 300.00.61 Limited English Proficiency (LEP) Inmates policy.

You may request LEP services using one of the following methods (regardless of primary language and/or skills):

- ❖ Submit form DOC-2592 DAI Request for Assistance in Spanish, to staff.

- ❖ Request language assistance in writing in your primary language (may require translation to English to facilitate staff processing of request).
- ❖ Request language assistance verbally in your primary language (may require interpretation into English to facilitate staff processing of request).

MAIL REGULATIONS

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

All mail, sent or received, must be processed through the facility mailroom. Facilities do not accept "Postage Due" mail. Please advise correspondents that the correct postage must be on their mail. A completed DOC-238 Consent to Receive Mail form must be on file to receive mail. You may write and receive correspondence from anyone as long as the person has not been denied and the correspondence does not violate federal, State, DOC or facility policies and procedures. There is no limit on the number of letters sent out or received. You may possess up to 25 personal letters at any given time.

Staff may confiscate any correspondence believed to contain contraband. If contraband is found or if there is any other violation of rules, disciplinary action may be taken, up to and including suspension of mail privileges and/or referral for prosecution.

Incoming mail:

To avoid delays in the delivery and processing of incoming mail, all correspondence you receive should include your complete incarcerated name and DOC number as part of your address. Inform those who write you to include this information when addressing any correspondence to you.

Mail will be delivered after the evening meal.

If incoming mail is denied, both you and the sender will be notified.

If you transfer to another facility, mail received at the facility will be forwarded to you.

Prior to your release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of your new address.

If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.

Legal mail is subject to staff inspection in your presence.

Outgoing Mail:

The return address on the item you are mailing must include your complete incarcerated name, DOC number, facility name, street address, city, state and zip code. Items without this information will not be mailed.

Mail addressed to another incarcerated individual may not be sealed. Any other outgoing mail may be sealed.

Outgoing mail may be opened and inspected for contraband.

As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system.

No drawings are allowed on the envelope or package.

Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to REECC—Postage may be used in conjunction with the stamp for additional postage.

When sending certified, registered, overseas, airmail or other packages, you may submit a DOC-184 for the total amount of postage due.

If you do not have sufficient funds to cover the additional postage, the item will be returned to you.

If outgoing correspondence is denied, you will be notified.

To send a letter by certified mail, attach a DOC-184 payable to REECC-Postage. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail.

All outgoing mail is to be placed in the facility mail box.

Inmate-to-Inmate Mail:

Inmate-to-inmate mail must be submitted unsealed.

Staff will scan incoming and outgoing inmate-to-inmate mail.

Mail with a "Legal Mail" notation on the envelope or its contents, is not excluded from review until staff have verified the claim of legal discussion by reading a portion of the correspondence.

If an envelope labeled "Legal Mail" is submitted sealed, it will be opened by staff in your presence.

In order to properly identify inmate-to-inmate mail, the return address on the envelope must contain your completed incarcerated name, DOC number, name of the facility, street address, and city, state and zip code. Envelopes without this information will be returned to you.

If the envelope does not identify the sending inmate, it will be opened and reviewed by staff to attempt to determine the sender.

NON-DELIVERABLE MAIL:

When incoming or outgoing mail is not delivered, you shall be sent a completed DOC-243. To avoid unnecessary delays please inform those you write to you to avoid the following common mistakes when sending letters and greeting cards:

- ❖ Contains stains on the letter, card or envelope.
- ❖ No return address or non-complete address, missing name or DOC number.
- ❖ Contains stickers, glued pages, or excessive glitter.
- ❖ Contains stamps, instant cash cards, phone cards or debit/credit cards.
- ❖ Contains items that pose a safety or sanitation hazard, including lipstick or other foreign substance and/or has an odor which includes perfume/aftershave.
- ❖ Constructed in a manner which prohibits inspection.
- ❖ Blank paper.
- ❖ Altered or cut photographs.
- ❖ Newspaper or magazine clippings are not allowed; however 8½" x 11" reproduced articles are allowed.
- ❖ Inconsistent with or poses a threat to the safety, treatment or rehabilitative goals of an inmate.
- ❖ Facilitates criminal activity.

Parcels:

All packages, parcels, or any items other than correspondence shall be subject to inspection for contraband.

Items that are not permissible are contraband and will be processed in accordance with Administrative Code Ch. 303 and Ch. 306.

MEALS AND DINING ROOM REGULATIONS

Meal times:

In accordance with WI Administrative Code s DOC 309.23 Food.

All meals will begin immediately once count clears. Units will be called in the order listed below.

Breakfast	
	A-unit and any individuals that have 1 st hour school
	D-unit
	C-unit
	B-unit
Lunch	
	A-unit
	C-unit
	B-unit
	D-unit
Dinner	
	A-unit and Smudging and Choir, if they are meeting
	C-unit
	B-unit
	D-unit

Those on work Release who need breakfast prior to 5:30 a.m. will be served a cold breakfast.

Meal Regulations:

- ❖ You will remain on your units and will not loiter in the hallways or stairwells until security staff announces that its mealtime.
- ❖ There will not be any talking in hallways or stairwells.
- ❖ Only assigned kitchen workers are allowed in the kitchen area.
- ❖ The Department of Corrections' nutritionists determine menus and portions. If you have a complaint regarding your meal or portion should discuss this matter with the Kitchen Officer or Food Service Staff in the dining room.
- ❖ In the meal line, you are to stand single-file., No changing places with others, no cutting in line. Once you enter the serving area, there is no talking.
- ❖ The menu is a self-select menu. You may decline any food you don't want to eat by saying to the server "no thank you". There are NO substitutions for foods you decline.
- ❖ Once you leave the serving line you are not allowed to go back for items that you may have missed.
- ❖ All food must be eaten in the dining area and may not be taken to your rooms, unless you are on a restriction requiring meals to be eaten in cell. The exception is one piece of whole fresh fruit can be taken from the dining room to be consumed within 24 hours.
- ❖ You are expected to report for meals immediately when your unit/floor is called. You may eat only when your unit is called to eat, unless otherwise authorized by staff.
- ❖ Only two beverage containers are allowed per individual, one (1) glass of water and one (1) other choice. This does not include a glass of juice when juice is part of the meal.
- ❖ You are permitted to bring one bottled beverage to the dining room to consume with your meal. You will not be allowed to leave the dining room with the beverage container.
- ❖ You will be permitted to bring condiments (including individually packaged) with you to the dining room. You may only talk with others at your table. These conversations are to be kept to a low level.
- ❖ You will be assigned seating in the dining hall, reserving of tables or chairs is not permitted. Each table must be completely occupied (all chairs filled) before sitting at the next table.
- ❖ Once seated at a table, you may not move to another table. Passing food to other tables is not allowed. You may only trade food at your own table.
- ❖ You will be permitted up to 20 minutes to eat.

- ❖ When finished eating, you will deposit all trays, cups, utensils, and trash appropriately in the area set up outside the dish room. When you have finished eating, you are required to leave the dining area. Loitering is not permitted.

Religious Diets:

You must complete and submit a DOC-2167 Religious Diet Request form to the Religious Coordinator to be considered for a religious diet. All sections of the request form must be completed in sufficient detail to ensure the request is clear and complete.

Medical Diets:

You must receive authorization from Health Services staff for a medical diet. In general, many dietary concerns may be met by self-selection from the standard menu.

Early Meal Times:

Early meals are approved by the Superintendent, Security Director or Captain.

Bagged Meals:

Staff will determine who is eligible for a bagged meal. Staff will assist you in obtaining the bagged meal. You may not enter the dining area without staff permission. If you are working outside the facility during a meal time, you will be provided a bag meal. You are authorized to receive one bag lunch per meal that will be missed.

MOVEMENT

- ❖ Movement around the institution is authorized by the Public Address system, staff escorts or by staff direction. You can't sign off your unit and report to any area without staff authorization.
- ❖ You are required to sign out of their Housing Unit each time they leave the unit. When returning to the Housing Unit, you must immediately sign back in (you may not go to your room or anywhere else first). Only sign the movement sheet when you are actually leaving or returning, **not before. You are to sign out for one destination only.**
- ❖ You may sign in/out only for yourself.
- ❖ You must print accurate and legible information full date, full room number, identity, destination and time of arrival/departure. The unit clock should be used to indicate times.
- ❖ You will walk in the Center; running is not permitted, except on the recreation field.
- ❖ You may not attend any unscheduled activity without direct authorization from staff.
- ❖ You are only permitted to be in the hallway that you are assigned on the B and C unit or the housing floor that you are assigned on the A unit.
- ❖ You are expected to move quickly and quietly through the center staying to the right side of the hallways to allow for oncoming traffic. There is no talking as you are moving through the building to include education hallway and stairwells.
- ❖ You may only be on the elevator if you have a valid elevator pass from Health Services.
- ❖ If you are paged to an area by staff, you are required to go.
- ❖ Your ID must be worn around your neck properly and must be visible at all times whenever you are out of your room
- ❖ The facility boundaries are clearly marked. You are not permitted to be within 25 feet of the perimeter fence. Movement beyond facility limits without authorization may result in disciplinary action or escape charges. You are responsible for knowing all facility limits.

NOTARY SERVICES

In accordance with WI Statutes s 20.919 Notary Public

To request notary service, complete an interview request slip and send to the Notary.

The Notary will schedule an appointment with you to review the documents and determine if the service will be provided in accordance with DAI 300.00.56 Notary Services to Inmates.

Do not sign documents prior to your appointment with the Notary.

PERSONAL HYGIENE AND HAIRDRESSING

In accordance with WI Administrative Codes s DOC309.24 Personal Hygiene and DOC 303.57 Poor Personal Hygiene.

You are expected to maintain your personal hygiene. This includes personal cleanliness, grooming, and regular exchange of State-issued bedding, and the laundering of your State-issued and personal clothing. It is your responsibility to follow all policies, procedures, and staff directives to meet personal hygiene standards.

- ❖ Fingernails are not to exceed the tips of your fingers
- ❖ No color is allowed on fingernails or toe nails

Bathroom Usage:

Bathrooms will be closed during the following times:

- 2:25 a.m. until count clears
- 6:10 a.m. until count clears
- 10:40 a.m. until count clears
- 3:40 p.m. until count clears
- 9:10 p.m. until count clears
- 10:25 p.m. until count clears

Entrance doors to community bathroom must remain open at all times.

Only one person at a time is allowed in the bathrooms attached to rooms. Door/curtain should be closed when bathroom is in use.

Use of bathrooms from 10:25pm to 5:00am is limited to toilet use and subsequent handwashing. During these hours there is only one inmate allowed in the bathroom.

Do not flush paper toweling, sanitary products or any other objects down the toilet. Dispose of in the garbage.

You are expected to clean up after yourself after use of the bathroom facilities.

Shower Times:

Showers will be closed during the following times:

- 6:10 a.m. until count clears
- 10:40 a.m. until count clears
- 3:40 p.m. until count clears
- 9:10 p.m. until 5:00 a.m.

You must shower at least twice per week, unless medically excused.

Staff may direct you to shower any time it is necessary.

Showers close at 9:10pm. Housing unit staff may allow showers based on work assignments.

Exceptions must be approved by housing unit Sergeant/Officer.

Only one person will be allowed in the shower area of the bathroom at a time. This means that only one person in the shower including the dressing area outside of the shower.

Loitering and visiting in the bathroom and/or shower area is prohibited.

Only one person is allowed in a bathroom/shower stall at a time.

State toilet paper, paper towels, pads, tampons and sani-bags are to remain in the bathroom and cannot be taken to your room.

Basic Hygiene Kit:

Upon arrival at the facility, if you do not have basic hygiene items and you do not have sufficient funds in your account, you may obtain a basic hygiene kit from the Sergeant.

A basic hygiene kit includes:

- ❖ Comb (small)
- ❖ Toothpaste
- ❖ Deodorant
- ❖ Soap
- ❖ Shampoo

Hair Restrictions:

- ❖ No Security Threat Group related haircuts.
- ❖ No sculpting designs, lines, numbers, letters, or symbols.
- ❖ No hair extensions.
- ❖ If you arrive at the facility with an unauthorized haircut, you will be required to cut your hair to an acceptable haircut.
- ❖ If you drastically change hair styles, a new photo id must be taken. You are responsible for the cost of replacement.
- ❖ The Superintendent, Security Director or the Captain will determine the appropriateness of questionable haircuts.

Hair Care:

The Fresh Start Salon is where haircuts and other salon services are provided. All clients must follow 900.30.15, the WWCS policy regarding cosmetology services. All salon services will be requested on the WWCS cosmetology services request form. Salon rules are available on your housing unit and the library. Personal hair care activities will only be allowed in your room. Be advised you may be directed to take your hair down, due to strip/pat searches. Maintenance of braids and braid hairstyles are the responsibility of the individual. Only roommates can assist each other with hair braiding. You are not allowed to “tip” or give anything of value for the braiding or salon services.

PHOTO SERVICE

Based on the availability of a photographer, Robert E. Ellsworth Correctional Center allows you to purchase photos for family, friends or yourself. This service will be closely monitored and regulated by staff. All facility rules and regulations regarding appearance and visitation will be followed.

You may have digital photographs taken during visits in the visiting room or outside visiting area during summer months.

Photo service activity will be under the general supervision of the Visiting Room Officer.

Photo Guidelines:

- ❖ You must have adequate funds in your regular account to request to purchase photos.
- ❖ A DOC-184 form, made payable to Robert E. Ellsworth Correctional Center Photo Project, must be completed and approved by staff prior to obtaining photos.
- ❖ The cost of each photo is \$2.00.
- ❖ Visitors may purchase photo tokens.
- ❖ Only the facility’s digital camera will be used.
- ❖ Only you and your approved visitors for that day may be in the picture.
- ❖ No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
- ❖ Only those photos displaying authorized and acceptable images will be allowed.
- ❖ You may stand, sit or kneel for photos.
- ❖ Nothing, including sunglasses, may be worn or hung from any part of the body or clothing during photos.

- ❖ Nothing may be held in the hands, under the arm, etc.
- ❖ You may view the photo image and request one retake if the photo image is not acceptable. The inmate photographer will delete the rejected photo prior to printing the acceptable photo.
- ❖ All photographs will be reviewed by staff to make sure they meet these guidelines.
- ❖ Any photo suspected of being related to a Security Threat Group will be forwarded to the facility's Security Threat Group Specialist for review and disposition.
- ❖ You may give approved photos to your visitor(s) or take them back to your room. You will be allowed to purchase up to three photographs per visit.
- ❖ This photo project will operate in accordance with the Photo Project Policy and Procedure.
- ❖ All photos will be reviewed and stamped, "REECC PHOTO PROJECT", prior to being given to you.
- ❖ No gang signs or inappropriate gestures/poses are allowed. No hugging or kissing, and no excessive displays of affection. You may not sit on your visitor's lap or vice versa. You may hold your children, if the child is five years of age or younger. Only portrait-style photos will be taken.
- ❖ You and your visitors cannot sit or lay on the floor for pictures. You may stand, kneel, or be seated appropriately in a chair. You may not turn your backside to the camera.

PREA

You have the right to be safe from sexual harassment or violence

The Prison Rape Elimination Act of 2003 (PREA) was enacted to address the problem of sexual assault of persons in the custody of U.S. correctional agencies. To be in compliance with PREA, the DOC must assure that all applicable state and federal laws and policies on sexual assault of adult and juvenile offenders are enforced.

There is a cross gender tone that will sound whenever a male is entering the unit. If a male is assigned to your unit, you may only hear the tone once during that shift.

The DOC has a zero-tolerance standard regarding sexual contact, sexual assault and sexual harassment of adult and juvenile offenders. Federal law, State law, the DOC and sound correctional practice prohibit:

- ❖ Adult and juvenile offenders from engaging in any type of sexual behavior with each other while in custody.
- ❖ Corrections employees from engaging in any sexual behavior with inmates or offenders while under the custody and control of the DOC [WI DOC Executive Directive 72 Sexual Abuse and Sexual Harassment in Confinement (PREA) and Wisconsin Statute 940.225(2) (h)].

Report any assaults or misconduct that are sexual in nature to any staff member and/or call 777 (A Pin Number is not needed.) immediately for assistance. Please also refer to your PREA handbook and any postings in the facility for additional assistance if needed. If you have lost or misplaced your PREA handbook, please request a new one.

You may also:

- ❖ Dial 888 to report outside of WI DOC. (A Pin Number is not needed.)
- ❖ Write a request or file an inmate complaint.
- ❖ Tell a family member, friend or support person. They may report on your behalf.
- ❖ Call local law enforcement.

PROPERTY

In accordance with WI Statutes s. 301.32 Property of Prisoners, Residents and Probationers

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

Property Regulations:

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

- ❖ Alteration of State-owned or personal property is not permitted.
- ❖ All property items must be purchased and received directly from a DOC-approved vendor.
- ❖ You may not purchase property via disbursement and have it sent to another location.
- ❖ In the event you are transferred from the facility to another facility, your personal property must be in compliance with the receiving facility's property regulations. Disallowed items may be mailed out at your expense or be destroyed upon your request. Only allowed property items will be transferred to the receiving facility.
- ❖ The Property Officer will process all packages received from the U.S. Mail and UPS.
- ❖ The Property Officer will contact you when your property is ready for pick-up.
- ❖ Your ID must be presented to receive property.
- ❖ Do not arrive at mail/property without being called. Do not inquire of the officer if you have property.
- ❖ Please submit an interview request slip to the mail/property officer with any questions or concerns
- ❖ If you choose to dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237 form.
- ❖ Lost or stolen property must be reported to staff. Staff will write an incident report and update your property inventory form.
- ❖ You must wait 90 days from the date the item was reported lost before you will be allowed to receive replacement items. Refer to DAI Policy 309.20.03.

Items Received That Are Not Approved:

Items received at the facility for you and not approved must be returned to the retail outlet at your expense, mailed at your expense to a person on your visiting list within 30 days, or destroyed.

Hazardous or dangerous items will not be stored by the facility and must be disposed of immediately.

Hobby and Music:

- ❖ You can only be registered for two hobbies at one time.
- ❖ Completed hobby items must be sent out of the center.
- ❖ Any completed hobby item that is being used or displayed will be confiscated as contraband
- ❖ The volume of musical instruments must not be high enough that it can be heard in the hallway.
- ❖ Please see DAI Policy 309.20.03 Inmate Personal Property and Clothing for more detail.

RE-CLASSIFICATION REVIEW COMMITTEE (RRC)

The RRC conducts RRC hearings per WI Administrative Code Chapter 302, Inmate Classification, Sentence and Release Provisions, at least every 12 months. The focus of these hearings is your custody, placement, and program assignments.

Social Workers will conduct a Pre-Hearing Report interview to discuss classification issues prior to the Re-Classification Review hearing. You are responsible to communicate issues with your Social Worker when changes occur which could affect your classification.

Your appearance at the Re-Classification Review Hearing is not mandatory and you may elect to waive the review by informing your social worker.

Following the hearing, you will receive an Inmate Classification Report-Re-Classification (ICCR204).

If your Re-Classification Report contains errors you may appeal the final decision by requesting a DOC-1292-Administrative Review of Re-Classification Decision, from your social worker. You may not file an appeal of the Re-Classification action based on disagreement with custody or placement. You must complete the DOC-1292-Administrative Review of Re-Classification form and mail it to:

Bureau of Offender Classification & Movement
P.O. Box 7925
Madison, WI 53707-7925

Appeals must be received within 10 days of your receiving the Re-Classification Report. The Inmate Complaint process may not be used in lieu of the BOCM Appeal process. The following are the types of Re-Classification Review Hearings

Scheduled Re-Classification Review Hearing occurs in accordance with your regular recall.

Early Re-Classification Review Hearing are held when a significant change in circumstances occurs affecting your custody and/or placement. The Classification Specialist will decide whether or not an Early Re-Classification Review Hearing is appropriate.

RECORDS

Wisconsin Women's Correctional System records office staff are responsible for calculation of all' parole eligibility dates (PED), mandatory release (MR) dates, and extended supervision (ES) dates, including all adjustments to these dates based on additional sentences or modifications. Record office staff does not work from offices located at REECC. Administrative staff and social workers will coordinate social service files. The TCI address is as follows

Taycheedah Correctional Institution
Attn: Records Dept
751 County Rd K
Fond Du Lac, WI 54935

RECREATION

Recreation Times:

Hours posted below are enforced seven days per week.

A Unit:

Inside Workout Area:

7:30 am until 10:30 am
1:00 pm until 3:30 pm
6:00 pm until 9:00 pm

Outside recreation times:

7:30 am until 10:30 am
12:30 pm until 3:30 pm
6:00 pm until dusk

B Unit:

Inside Workout Area:

9:15 am until 10:30 am
2:30 pm until 3:30 pm
6:00 pm until 7:00 pm except Sundays when D unit residents are present at property

Outside Recreation Area:

7:30 am until 10:30 am
1:00 pm until 3:30 pm
6:00 pm until dusk

C Unit:

Inside Workout Area:

7:30 am until 8:45 am
1:30 pm until 2:30 pm
8:00 pm until 9:00 pm except Sundays when D unit residents are present at property

Outside Recreation Area:

7:30 am until 10:30 am

1:00 pm until 3:30 pm

6:00 pm until dusk

Inside Recreation Rules:

- ❖ Only 25 people are allowed in this area during any period.
- ❖ If you leave this area for any reason during the recreation period you may not return until your next scheduled recreation period (this includes bathroom usage, so plan ahead).
- ❖ This area is closed 15 minutes prior to all meals and during the entire time that meals are being served.
- ❖ You will be expected to be “actively” using the workout equipment.
- ❖ Any equipment used must be sanitized when finished.
- ❖ The lights must remain on in the room at all times when occupied.
- ❖ Sleeping is not allowed.
- ❖ You are not allowed to put your feet on furniture or walls.
- ❖ Eating is not allowed.
- ❖ You may use the equipment, subject to any medical restrictions you may have.
- ❖ If the radio or video equipment is on, it must be kept at a low level.
- ❖ Shoes and socks must remain on at all times

Outdoor Recreation Rules:

- ❖ You are not allowed to lie or sit on top of the picnic tables.
- ❖ Picnic tables in the B and C recreation area are to remain inside the fenced area/black top
- ❖ Picnic tables in the A side recreation area are not to be near the restricted housing unit.
- ❖ Lying or “Laying out” on the ground is not permitted.
- ❖ Sitting in grassy areas between the building and the tennis/basketball court only is permitted for B and C unit outdoor recreation area.
- ❖ You may not be within 25 feet of the perimeter fence.
- ❖ You are not allowed to touch or lean on fences around the facility.
- ❖ You may bring one (1) sealed beverage outside for drinking purposes.
- ❖ Other items that can be taken to outside recreation are a pad of paper and pencil, musical instrument, a clear cup for drinking, playing cards, book/magazine, dominoes or your crocheting project.
- ❖ Outside recreation closes at dusk. You must be in from outside by dusk, before the outside lights go on.
- ❖ You must be in clear view of the building, you are not allowed to sit or stand behind trees etc.
- ❖ There will be no sitting or standing immediately outside the recreation doors, or on the stoop. This is an emergency exit and cannot be blocked.
- ❖ Outside recreation will be permitted only when weather allows and staffing levels permit. Outside recreation is closed if it is raining.
- ❖ Recreation may be limited by personal medical restrictions you have.
- ❖ When using the track, you must keep moving forward at all times; there is no loitering on the track.
- ❖ You may only walk/run counter clockwise around the track.
- ❖ You are permitted to walk two abreast on the track.
- ❖ The track area is the only approved recreation area north of the tennis/basketball court. There is no stopping, standing or sitting on the track or the grassy areas inside the track and/or surrounding the track.
- ❖ You shall not have contact with civilians while outside for recreation. If you are seen talking, motioning, or communicating with civilians in any manner, you will be subject to disciplinary action. This includes outside visits and with inmates at outside visits.
- ❖ You must wear a shirt and pants or shorts. At no time is your midriff (front and/or back) to be exposed.
- ❖ You are not permitted to roll up shorts/pants at any time.
- ❖ Shoes and socks must remain on at all times.

REENTRY

Reentry Vision Statement: Promote public safety and offender success from admission to custody through reentry and supervision in the community.

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

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

RELEASE PROCEDURES

Your Social Worker will coordinate your authorized release with you and your Division of Community Corrections Agent. Prior to your release the following will occur:

- ❖ Release clothing must be purchased from a DOC-approved vendor within 30 days prior to your release.
- ❖ If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on the morning of your release. This must be approved by the Superintendent or Captain.
- ❖ If you are taking a bus home, you are only allowed to bring one box with you on the bus.
- ❖ You must mail out your remaining property before your account is closed.
 - Security staff will help you pack and mail your property.
 - Security staff will pack your remaining property the night before your release.
- ❖ Your picture will be taken before you are released.
- ❖ You will be asked to provide a forwarding address.
- ❖ Release time is 8:00 a.m.
- ❖ On the day of release, you will be given your release check and your personal property (ID, driver's license, birth certificate), if you have any.
- ❖ You will be given a ride to the bus on the day of release (if needed).

RELIGIOUS PROGRAMMING

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

Religious Coordinator oversees all religious services and events. The Religious Coordinator may assist you with your religious concerns, allowable religious property and any other questions you may have regarding your spiritual well-being. Please see the schedule of religious events and services posted on your unit.

Things the Chaplain may be able to help you with:

- Pastoral/Clergy/Minister Visits
- Grief Counseling
- Study Materials/Religious Studies
- Worship Opportunities
- Spiritual Counseling

ROOM CONFINEMENT

Room confinement is a disposition given for conduct violations in accordance with WI Administrative Code Chapter DOC 303 disciplinary guidelines.

During the hours of room confinement you must remain in your room as directed. All personal business such as phone calls, request forms, mail, showers, etc. must be conducted prior to the beginning of the confinement or with specific approval as determined by the Superintendent/designee.

You may not be in the day rooms—that means no microwave usage.

You may not come out of your room to get ice. Coordinate that with the housing unit staff if necessary.

You will continue to perform your facility job duties and work release assignment as assigned.

The following chart outlines the specific activities that any inmate will or will not be allowed to participate in when serving certain dispositions.

Disposition Activities	Loss Of Canteen	Loss Of Recreation	Loss Of Dayroom/ TV Room	Room Confinement
Church Service	Yes	Yes	Yes	Yes, one per week
Bible Study	Yes	Yes	Yes	No
Ordering Canteen	Hygiene items only	Yes	Yes	Yes
DAYROOM & TV ROOM	Yes	No	No	No
ELECTRONICS	Yes	Yes	Yes	Yes
HSU	Yes	Yes	Yes	Yes
LIBRARY	Yes	No	Yes	No
MEALS	Yes	Yes	Yes	Yes
PERSONAL LAUNDRY	Yes	Yes	Yes	Yes, with staff permission
PHONE CALLS	Yes	Yes	Yes	Yes, one per 30 days with staff permission.
RECREATION YARD & INSIDE RECREATION AREA	Yes	No	Yes	No
SHOWERS	Yes	Yes	Yes	Yes, one per day with staff permission.
RRC TREATMENT PROGRAMS	Yes	Yes	Yes	Yes
VISITS	Yes	Yes	Yes	Yes
WORK & SCHOOL	Yes	Yes	Yes	Yes
Tablet syncing-after receiving notice	Yes	With staff permission	With staff permission	With staff permission

SECURITY MONITORING

Surveillance Of Inmate Activities:

DAI policy establishes guidelines for the electronic monitoring and recording of your activities without your awareness. It does not apply to staff observations, exposed cameras, intercoms, or other monitoring systems of which you should be reasonably aware.

Through this form of surveillance, the facility will gather information on your activities that may jeopardize facility security. These activities may include drug dealing, gang and disruptive group activity, or other illicit activity. Information gathered may be used in any fashion deemed appropriate by the DOC, the facility, or law enforcement authorities including, but not limited to, administrative action, due process, program review, parole hearings and criminal prosecution.

Searches:

Strip Searches:

A full strip search of your person can be conducted at any time, either randomly or for cause in accordance with DAI Policy.

A strip search is done for the security of the facility, NOT to embarrass or ridicule you.

Pat Searches:

A pat search may be conducted at any time, either randomly or for cause.

Room Searches:

A room search may be conducted at any time, either randomly or for cause.

Any contraband found will be removed from your room.

You will receive written notification of any confiscated items.

Urinalysis (UA) / Breathalyzer:

Urine and breath tests will be conducted at any time, on a random or for-cause basis in accordance with DAI Policy.

If you are unable to submit a urine sample, you will be provided a set amount of water and a limited amount of time to produce a urine sample. You will be required to wait in a designated area during this time.

You may request a confirmation test if UA results are positive.

SECURITY THREAT GROUPS

Security Threat Group activity in any form is prohibited. If you are found to be in possession of, wearing, manufacturing, or distributing any gang-related materials or participating in gang-related activities.

Examples of security threat group activity include but are not limited to the following:

- ❖ Wearing any item of clothing that symbolizes a gang, whether by color or design.
- ❖ Haircuts and braiding which incorporate gang symbols or signs.
- ❖ Possession of any written or printed material that details the code of ethics or dogma of a gang, or other group, not specifically authorized for membership within this facility.

SMOKING / USE OF TOBACCO PRODUCTS

All WWCS facilities are nicotine-free facilities and recognize tobacco products, nicotine products and smoking materials, in any form, as contraband. The possession and/or use of tobacco products, nicotine products and smoking materials are not allowed while on facility grounds or at any off-grounds activities in accordance with the DOC 303 guidelines. This includes electronic cigarette devices.

TELEPHONE PROCEDURES

In accordance with WI Administrative Code s DOC 309.39 Inmate Telephone calls

You may only communicate using approved methods. Use or possession of a cellular phone or unauthorized telecommunication device and using any communication device located at a worksite is strictly prohibited.

A Social Worker may authorize special or emergency calls. Inmate telephones are provided for your use and are subject to the following rules:

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

- ❖ You, family or friends must set up the account
- ❖ Length of calls may be limited.

Restrictions:

1. You are not allowed to make three-way telephone calls.
2. You are not allowed to make harassing or nuisance calls.
3. You are not allowed to have a calling card or to have calling card numbers in your possession.
4. You are not allowed to place a call for another individual.

Messages:

Telephone messages will be taken for immediate family related emergencies.

Attorney Telephone Calls:

In accordance with WI Administrative Code s. DOC 309.405 Telephone calls to Attorney, approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded.

All attorney calls not placed through the phone system must be coordinated through your Social Worker.

Telephone Problems:

If your friend or family member is experiencing problems receiving phone calls from you, please have them contact Pre-paid Customer support at 888-506-8407 or online at customer@icsolutions.com. On line account contact is www.icsolutions.com.

TREATMENT PROGRAMS

Facility policy for remaining in program: You must actively participate and follow all rules as outlined in your treatment program. You are also expected to continue following all rules outlined in the DOC303 and REECC Handbook.

Anger Management: Beyond Violence is a treatment curriculum used to meet Anger Management needs. Beyond violence is for individuals with a history of violence, both as the victim and as the perpetrator. It is 11 weeks in length, and group members will be selected based on program needs and release date.

Cognitive Based Programming: Moving-On is a gender-responsive cognitive behavioral program and is 10 weeks in length. Group members will be selected based on program needs and release date.

PSU Groups: Psychology Services Unit (PSU) offers a broad range of treatment groups, some of which have included trauma recovery, anger management, anxiety management, depression management, grief and loss, pain management, and sleep hygiene. Group topics will vary at any given time based on population interest and center needs.

Substance Use Disorder (SUD) General Population Programming and Earned Release Program (ERP): In accordance with WI Statutes s. 302.05- Wisconsin Substance Abuse Program, SUD programming and ERP are broken into 4 levels. The level an individual is assigned is based on substance use assessment outcomes and risk level. Below are the SUD levels and the programming associate with each level.

SUD Level 1 Program – Case plan intervention with GP social worker.

SUD Level 2 Program – The SUD 2 program is a 12 week program for individual assessed with low substance use disorder and who are at low risk for recidivism. The group components of the program include Helping Women Recover, a gender responsive substance abuse program and Connections, a shame resiliency program. Individual components of the program include bi-weekly treatment planning sessions with a treatment specialist or SUD social worker with a focus on planning for reentry into the community.

SUD Level 3 Program – The SUD 3 program is a 15 week program for women assessed with a moderate to severe substance use disorder and who are at a moderate risk for recidivism. The group components of the program include Helping Women Recover - a gender responsive substance abuse program, Seeking Safety – a trauma and substance abuse program, Connections – a shame resiliency program, and Moving On – a gender responsive cognitive behavioral program. Individual components of the program include bi-weekly treatment planning sessions with a treatment specialist or SUD social worker with a focus on planning for reentry into the community.

SUD Level 4 Program – The SUD 4 program is a 17 week program for women assessed with a mild to severe substance use disorder and who are at a high risk for recidivism. The core group components of the program include Helping Women Recover - a gender responsive substance abuse program, Seeking Safety – a trauma and substance abuse program, Connections – a shame resiliency program, Dialectical Behavior Therapy (DBT) - a cognitive-behavioral program to assist in developing healthier ways to cope with stress and to regulate emotions; and Moving On – a gender responsive cognitive behavioral program. Individual components of the program include bi-weekly treatment planning sessions with a treatment specialist or SUD social worker with a focus on planning for reentry into the community.

Challenge Incarceration Program: In accordance with WI Statutes s. 302.045-Challenge Incarceration Program

Other Treatment Programs: REECC may offer other programs staffed by volunteers that you may attend. These programs include but are not limited to – Alcoholics Anonymous, Narcotics Anonymous, Parenting, SMART recovery, support groups, etc. Please contact your social worker for more information on these programs.

VISITING REGULATIONS

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

Visiting Hours:

Mondays, Tuesdays, Wednesdays and Thursdays 5:30 PM until 9:00 PM
Saturday, Sundays and Holidays 10:00 AM until 9:00 PM

RHU Visiting Hours:

Tuesday and Thursday 6:00 pm to 9:00 pm for all
Saturday and Sunday 3:15 pm to 5:15 pm for program two and TLU only

Note: Visitors will not be admitted if they do not arrive one hour prior to the end of visiting hours.

Visitation will not be allowed on training days: first Friday and third Monday of each month.

Holiday Visits:

You will be allowed visitors on recognized holidays.

Due to limited space, holiday visits will be limited to two hours, should the visiting room fill up, the new visitors will wait until a spot opens up.

WWCS recognizes the following holidays for visiting purposes:

- ❖ New Year's Day January 1st
- ❖ Martin Luther King Day Third Monday in January
- ❖ Memorial Day Last Monday in May
- ❖ Independence Day July 4th
- ❖ Labor Day First Monday in September

❖ Thanksgiving Day	Fourth Thursday in November
❖ Christmas Eve	December 24 th
❖ Christmas Day	December 25 th
❖ New Year's Eve	December 31 st

Visiting Rules:

- ❖ You are allowed a total of one (1) visit per day, three (3) visits total per week (Monday through Sunday), this includes weeks that there are holidays.
- ❖ You are only allowed one (1) visit on either Saturday or Sunday, not both.
- ❖ All visits are limited to a total of three (3) hours in length.
- ❖ You will dress appropriately for your visit in state issued green shirt and pants (unless advised).
- ❖ The only items that you are allowed to bring to your visit are your inhaler, nitroglycerin, and room key.
- ❖ You will check in with the officer on duty prior to starting your visit. You will approach the officer's desk and give him/her your name and housing unit. Inform the officer if you have changed units within the last few days. The officer will assign you and your visitor/s to a table.
- ❖ Be advised that all visitors' coats, hats and gloves will be searched upon entry.
- ❖ No persons or animals are permitted to be left unattended in vehicles.
- ❖ You are permitted to briefly embrace and kiss your visitor(s) only at the beginning and end of their visits.
- ❖ Any embracing, kissing, or touching during the visit, or any other indiscreet conduct is not allowed.
- ❖ You are permitted to hold hands with your visitors (above the tables only). This is the only physical contact allowed during the visit.
- ❖ Inmates and visitors are not allowed to place their hands inside or underneath each other's clothing.
- ❖ Hands or laps of inmates or visitors are not to be covered at any time during the visit.
- ❖ Inmates and visitors are not allowed to sit on each other's laps.
- ❖ Children of an inmate who are age five (5) or under, may be permitted to be held and/or sit on the inmate's lap, provided there are no risk factors as determined by facility staff.
- ❖ You or your visitors will not place children on their shoulders or hold them in a way which may be unsafe or disruptive.
- ❖ Visitors and you are responsible for the behavior of minors under your supervision during visits.
- ❖ Inappropriate conduct by visitors (including children) and/or you may result in termination of the respective visit and potential suspension of visiting privileges.
- ❖ We have vending machines available in the visiting room. Tell your visitors to have change or dollar bills for vending machines in advance. Officers do not make change. There are no refunds from the vending machines.
- ❖ You are not allowed to handle money on your visits.
- ❖ The officer on duty will provide cards and games on a first come basis. The cards and games may be taken outside but use caution when doing so.
- ❖ You are not allowed to receive anything from your visitors while on a visit.
- ❖ You will be required to clean up your areas, including their children's play areas following your visit.
- ❖ You must sit appropriately across from your visitor, unless there are two (2) or more visitors, in which case you will face the officer.
- ❖ Conversation will only occur at the table at which you are seated. You may not converse with other inmates or visitors. All visits will commence and end at the visiting table.
- ❖ All other visiting rules apply to inside visits. Camera and sound also monitor the visiting room and outside visiting area. Visits may be recorded.
- ❖ You will not go up to the vending machines with your visitors. Your visitor can pick your items for you.
- ❖ You are responsible for cleaning your own tables and chairs off after your visit.
- ❖ If you need to use the restroom during your visit, you will be strip searched, sent to your housing unit to use the restroom, and be pat searched back into visits.

Outside Visits:

- ❖ Outside visits will be allowed, weather permitting, from Memorial Day to Labor Day. The on-duty officer will determine if the outside visiting area is open or closed. Check in with the officer on duty beforehand to let them know that you would like to visit outside.
- ❖ You and your visitors are not allowed to sit or lie on the ground and may not straddle benches.

- ❖ When seated at the picnic tables you will sit facing towards the center of the table. You must sit on the opposite side of the table as your visitors unless there are more than two (2) visitors.
- ❖ You may not move any picnic table or bench.
- ❖ There will be no communication with the individuals using the outside recreation area. You and visitors must remain at least three feet from the fence and from the building during outside visits. You may not walk the perimeter, or loiter by the fence or building.
- ❖ Just as with inside visiting, food purchased from the vending machines can be taken outside for consumption, but must be properly disposed of.
- ❖ Children must be monitored while using playground equipment

Over Crowded Visiting Room:

- ❖ Should the visiting room fill up, the new visitors will wait until a spot opens up.

Special Visits:

In accordance with WI Administrative Code s 309.10 Special Visits

- ❖ All requests for special visits will go through your social worker at least five working days prior to the visit. Special visits on Holidays require at least 10 working days.
- ❖ Only the Superintendent/designee may approve special visits.

Zoom Visits:

- ❖ Visitors must request a date and time three days out from their original e-mail.
 - Visits on Training Days and Fridays are not allowed.
- ❖ Requests for visits must come from the PIOC's visitor and sent to the appropriate e-mail box. This email being DOCWCSRECCZoomVisits@wisconsin.gov
 - Requests are monitored Monday-Friday from 7:45 a.m. to 4:00 p.m.
 - Requests made on Saturday or Sunday must take into consideration the three days out policy and the monitored times of the mailbox.
- ❖ When requesting a visit the visitor must provide the following for ALL the visitors attending
 - Full Legal Name
 - Date of birth
 - Preferred date/time
 - PIOC's full name and date of birth
- ❖ Minors must be accompanied by an adult in order to attend a zoom visit.
- ❖ Guidelines for frequency and length of visit may change based off of operational needs. If a PIOC does not attend their visit it still counts as a visit for the week.
- ❖ Visits are assigned on a first come first serve basis.
- ❖ If a visit fails due to issues at the facility the visitor does not have to wait a full week to meet with the PIOC again. Examples of problems are as followed:
 - Connection issue
 - Late sign in
 - Log in not working
- ❖ If a visit fails due to issues outside of the facility the visit cannot be rescheduled early and must count as the PIOC visit for the week.
- ❖ If a problem arises with the visit on the facilities end the officers must alert the Zoom scheduling staff or it will not be rescheduled.
- ❖ Visitors are not to call the facility to schedule a visit or request a rescheduled visit. They must email the Zoom mailbox for the request to be processed.
- ❖ If a PIOC is late to their visit it will count as their visit for the week and will not be rescheduled early.
- ❖ If a PIOC is late for their visit they are not allowed to sign in and will be returned back to their floor.
- ❖ Talking to other visitors in the visiting room or on other PIOC's Zoom calls is not permitted and their Zoom visit will be terminated immediately.
- ❖ Only those scheduled to attend the visit are permitted to be on the video screen.
- ❖ Visitor attire cannot have any of the following:
 - Exposed undergarments.

- Clothing with revealing holes, tears or slits.
- Clothing or accessories with obscene or profane writing, images or pictures.
- Gang-related clothing, headwear, shoes, logos or insignias.
- Transparent/translucent (see-through) clothing.
- ❖ Video visits will be terminated immediately if any forms of any suspicion of illegal activities or inappropriate behavior deemed unacceptable in accordance to 309.06.01 this includes but is not limited to the following:
 - Sexual acts or nudity.
 - Drug and alcohol use during the visit.
 - Showing of objects identified as a threat (firearms, weapons, knives, etc.).
 - Inappropriate language.
 - Inappropriate location of visitor (bar, nightclub, etc.).
 - Operating a vehicle during the scheduled visit.

Your Visitor's Rules:

1. Visitors must completely fill out a 'Request to Visit Offender' form and give it to the Lobby Officer in order to start the process of being admitted for a visit.
2. Visitors must be on the approved visiting list, (this includes children and infants) and provide proper picture identification: valid state driver's license, valid passport or visa, valid Department of Transportation ID, valid military ID, or valid tribal ID (if it provides photo). Anyone sixteen years or older must have identification. Persons who cannot or will not identify themselves will be refused permission to visit.
3. Visitors suspected to be under the influence of alcohol or any intoxicating substance will not be permitted to visit. The officer on duty will make this judgment.
4. Visitors will be permitted three attempts to successfully pass metal detection, if available. Failure to pass metal detection will result in denial of entrance into the facility. Exceptions: Visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection, DAI Policy 309.06.02 will apply.
5. Rude or disruptive behavior will not be tolerated from any visitor or inmate.
6. Visitors must park in the lower parking lot. The only exception would be a visitor with a handicapped license plate or sticker. If visitors park in the staff (upper lot) they will be instructed to move their vehicle unless they have already started their visit, at which point the visit will need to be terminated. If visitors are being dropped off to visit, the driver, other passengers and the vehicle are not allowed to wait for the visitors in either parking lot. Visitors must be dropped off, and arrange for a pick up time with the driver.
7. No cellular phones, pagers, cameras, watches or other electronic equipment will be allowed in the facility. No purses, watches, or keys will be allowed in the visiting room. Purses, wallets, and other property should be locked in your vehicle. All money brought in for the vending machines must be in a clear plastic bag. Coats, headwear (cannot conceal identity and allows facility staff to verify identification of the visitor) and gloves are allowed in the visiting room if they have passed security inspection. Head coverings for religious purposes would also be allowed to include a veil. (Visitors who have religious headwear that conceals identity are required to allow facility staff to view their face(s) in order to verify identification of the visitor, upon entry and exit of the facility. After identification, the visitor will be permitted to replace the facial covering).
8. Acceptable attire must be worn at all times. The following apparel is considered inappropriate and will result in the denial of the visit:
 - a. Transparent/translucent clothing
 - b. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
 - c. Skirts shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
 - d. Strapless, tube and halter-tops, and dresses
 - e. Tops and dresses that expose the midriff (front and/or back).
 - f. Spandex or Spandex-like and Lycra or Lycra-like clothing (any).
 - g. Exposed underwear
 - h. Clothing with revealing holes, tears or slits
 - i. Clothing or accessories with obscene or profane writing, images or pictures
 - j. Security threat group related clothing, headwear, shoe, logos, or insignias

- k. Any clothing that has a potential to cause a disruption
 - l. Footwear must be worn at all times.
9. An adult must accompany any visitor under the age of eighteen years. Children must be under immediate adult supervision at all times. They are to remain at the assigned table with their adult supervisor.
 10. No alcoholic beverages are allowed.
 11. The following items are allowed to be brought into facilities by inmate visitors, should they pass inspection:
 - a. Money, not to exceed \$20.00 (twenty dollars) for each visitor.
 - b. Comb, pick or brush, limited to one for each visitor.
 - c. Up to two (2) baby blankets for each child.
 - d. Up to four (4) diapers for each child. Diaper bags are not allowed.
 - e. Up to two (2) plastic baby bottles for each child. An empty "sippy" cup will count the same as a bottle
 - f. Three unopened plastic containers of baby food with a plastic spoon
 - g. One (1) hand-held baby seat for each child.
 - h. Diaper wipes. Must be kept in a clear plastic bag.
 - i. One (1) pacifier for each child.
 - j. One (1) coat and one (1) pair of gloves for each visitor.
 - k. Headwear (provided it does not conceal identity).
 - l. One (1) facility locker key.
 12. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitro pills (only individual pills, not bottles), Epi-Pens, Diabetic supplies etc.
 13. Visitors will use the visitor bathrooms in the visiting area.
 14. A mother with child is permitted to breast-feed during visitation.
 15. Paper work or checks that require an inmate's signature may only be brought to a visit with prior approval of the Superintendent. The inmate must submit a written request.
 16. All other visiting rules apply to outside visits. Camera and sound also monitor the visiting room and outside visiting area. Visits may be recorded.

WORK RELEASE

In accordance with DAI Policy 324.00.01 Work and Study Release:

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

Work Release Agreement:

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

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

Work Release Guidelines:

1. You must have a community custody classification to be eligible for work release.
2. The Superintendent must grant final approval for participation unless your case requires Warden Approval.

3. You may not terminate your employment (quit your job), without the prior approval of the Work Release Coordinator.
4. You must sign and obey all work rules of the employer.
5. Being approved for the work release program does not guarantee you a work release job.
6. To the degree possible, the Work Release Coordinator will attempt to match your skills to available jobs.
7. The Work Release Coordinator will assist you in arranging job interviews; you may not make appointments without the consent of the Work Release Coordinator.
8. Going off grounds for interviews is subject to facility staff and transportation availability
9. You must sign in and out whenever leaving for or returning from work.

Required Identification For Work:

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

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

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

Work Release Clothing/Equipment:

1. You must provide your own clothing for work release.
2. The work release coordinator may assist you in ordering clothing.
3. You have 60 days from the date you start working to order work-related clothing.
4. State-issued clothing, jackets, and boots are not authorized for work release once you are given the opportunity to purchase clothing.
5. Work release clothing can only be worn at work, and on your way to and from work.
6. Equipment purchased for work release must be kept at your job site.

W Wisconsin Women's W Correctional System C S **PURPOSE STATEMENT**

The Wisconsin Women's Correctional System will provide female inmates a safe and secure confinement in an environment which is gender responsive and which utilizes gender-specific guiding principles to assist in positive growth through treatment, education, and appropriate supervision, thereby fostering a successful transition for their return to their families and communities



GUIDING PRINCIPLES

Create an environment based on safety, respect, and dignity

Develop procedures, practices, and programs that are relational to children, families, significant others, and the community

Address substance abuse, trauma, and mental health issues through comprehensive, integrated, and culturally relevant services and appropriate supervision

Provide women with an opportunity to improve their socio-economic conditions

Establish a system of comprehensive and collaborative services to assist in re-entry and community supervision

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