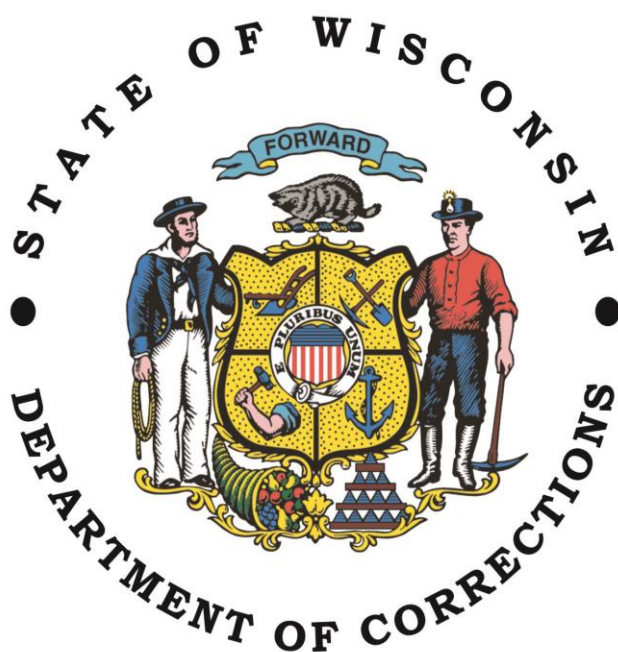


# TAYCHEEDAH CORRECTIONAL INSTITUTION



# HANDBOOK

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

Una versión española del manual está disponible a petición para proveer de personal.

Signed: \_\_\_\_\_

Jennifer McDermott, Warden WWCS

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**LIMITED ENGLISH PROFICIENCY (LEP)**  
*(DAI Policy 300.00.61 Limited English Proficiency)*

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

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

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

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

### **INTRODUCTION**

This handbook serves as a guide to Taycheedah Correctional Institution (TCI). It provides information concerning programs, services, staff and other resources available to you. Of equal importance, it outlines rules of acceptable behavior and rules for daily living. If questions arise about its content, please contact a staff member or refer to the Administrative Code, Division of Adult Institution (DAI) Policies and TCI Procedures. These are available to view in the Library in Simpson. This information is subject to change, updates regarding specifications, policies and procedures will be posted as it becomes available. This booklet has been issued to you to provide a clear understanding of rules and regulations to be followed within TCI. 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.

When you leave TCI, this handbook must be turned into staff in the same condition in which it was received. We encourage you to use your time at TCI in a constructive and beneficial manner.

You are required to follow all rules of the Department of Corrections, including Administrative Codes, DAI Policies, TCI/WWCS procedures, handbooks and rules specific to TCI. Administrative Code, DAI Policies, and non-restricted TCI/WWCS procedures are available in the library. Please note, there will be unit specific handbooks. You are responsible to read and follow all handbooks, housing unit rules, and program expectations.

Any staff member is able to give direction. Follow Chain of Command Contact for Problem Solving listed at the end of this handbook.

**AMERICANS WITH DISABILITIES ACT (ADA)**  
*(DAI Policy 300.00.35 Americans with Disabilities Act)*

The Wisconsin Department of Corrections complies with the Americans with Disabilities Act and the Rehabilitation Act. If you have a documented *medical issues/disability* you can send an Interview/Information Request (DOC-761) to the area supervisor for accommodation consideration. The ADA Coordinator may be contacted in writing using Reasonable Modification Accommodation Request (DOC-2530).

**BUSINESS OFFICE FUNCTIONS**

**Inmate Accounts**

The official record of your account is maintained in the WWCS Business Office. You are responsible for keeping copies of your disbursement requests and account statements. 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 Chain of Command for Problem Solving. The following abbreviations may be listed in the Account Activity section of your Trust Account Statement.

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

**Disbursements from Regular Account** *(TCI Procedure 900.10.07 Disbursement of General Account Funds)*

- To complete or submit a disbursement request (DOC-184):
  - Be sure all information on the disbursement request is complete and legible. Sign and date the request before submitting. The offender ID verified section needs to be signed by staff. When submitting a DOC-184 for non-DOC vendor purchases, money to family or sending documents to court, you also need to attach an embossed addressed envelope for the request to be processed.
- Route DOC-184 to social worker for approval with the exception of purchases from approved property vendor, savings account set up, or savings account transfers. Attach the envelope to the DOC-184 or place the disbursement request inside the envelope and keep the envelope unsealed.

**Release Accounts** *(DAI Policy 309.45.02 Inmate Trust System Deductions and DAI 309.45.02 Attachment A – Release Funds Allowable Uses)*

A release account shall be established for each person. The money from the Release Account is used for specific costs related to release, such as buying bus tickets or clothes.

You may also make deposits to your own Release Account. Submit requests on DOC-184 directly to the business office.

**Work Release Account** *(DAI Policy 324.0.01 Work and Study Release)*

Work/Study release funds may only be accessed while on active work/study release.

**Interest Bearing Accounts** *(DAI Policy 309.46.01 Interest Bearing Accounts)*

If you wish to open a savings account, please write to the Business Office requesting a form to open the account. When you receive the form, complete the information and attach the form to your completed DOC-184. No envelope is needed for the DOC-184. Interest is posted to your account quarterly.

**Transferring Between Accounts:**

- 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 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 your SAV, complete a DOC-184. No envelope is needed for the DOC-184.
- RS and WRS shall only be closed at the time of release.

**Trust Account Withholdings** *(DAI Policy 309.45.02 Inmate Trust System Deductions)*

If your trust account has any withholdings charged against it, such as: Court Costs, Restitution, Victim Witness Surcharge, Child Support, DNA Surcharges, Institution Restitution, Loans, etc., these will also be deducted from your incoming money and state inmate payroll. All withholdings start while in intake status, except for Victim Witness, DNA Surcharge, and Release Funds. Questions about court ordered obligations should be directed to the issuing court.

**Payroll** *(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 supervisor of the hiring unit. The information will be verified and corrected if deemed necessary.

**Canteen** *(DAI Policy 309.52.01 Canteen)*

General population shall use the commissary phone ordering system to place a weekly canteen order.

- Canteen ordering period starts at 8 AM every Friday morning and orders clear from the system every Thursday evening at 11 PM.
- Bubble sheets will not be accepted from general population. If a bubble sheet is submitted, the order will not be processed for that week.
- To order commissary on the phones, you will be required to enter a secure 4-digit PIN code (birthdate-MM/DD) in order to access your commissary accounts within the commissary phone ordering system.
- See Phone Tree Diagram for system prompts and instructions posted near the phones.
- Individuals housed in RHU and individuals who have a documented ADA need as identified in WICS shall be issued a bubble sheet for the canteen ordering period.
- Bubble sheet shall be handed out by unit staff and bubble sheet is due back to unit staff by 9 PM Sunday evening.
- If you do not submit a bubble sheet by the designated due date, you will not receive an order.
- Duplicate submissions will result in no order being filled.
- If the order form is not completed correctly, the order will not be filled.
  - Your signature is required on the bubble sheet.
  - Quantity of product must be listed.
  - Bubbles should be filled in accurately and fully to ensure accuracy when scanned.

Canteen will be delivered to each housing unit. **Do not open the plastic canteen bag until you have verified the order.** If order is accurate, sign the receipt attached to the outside of the bag verifying the order is correct and retain the copy of the receipt that is inside the bag for your records. If you cannot verify the order, send canteen bag along with a DOC-761 to canteen for further investigation. If the bag is opened, there will be no refunds.

Canteen is included in the allowable property limits and we reserve the right to limit individual item quantities. You must save all the canteen receipts until the products are used. If you are in possession of canteen items and do not have a canteen receipt for those items, you may be subject to disciplinary action.

In the event where commissary phone ordering would be unavailable, canteen staff will determine if bubble sheets will be used to place the orders for that canteen period.

### **Legal Loan Funds** (*DAI Policy 309.51.01 Legal Loans*)

The DAI shall loan those without sufficient funds in their regular account up to \$100 annually to access the courts. Legal loan can be used for correspondence to courts, Attorney General for Notice of Claims, attorneys, parties' in litigation, inmate complaint review system under Ch. 310 or parole commission related to themselves. Legal loans may not be used to pay for legal services, open records requests, federal or state filing fees, or personal use.

Prior to submitting any requests to use legal loan funds, you must first apply for a legal loan using a Loan Application and Repayment Agreement (DOC-1290) form. When applying for a legal loan, you shall fully complete and submit a DOC-1290 to the Business Office/designee for each matter a loan is requested. One DOC-1290 for each case shall be submitted. You will be informed in writing if you have been approved or denied for a legal loan. You shall reapply for each legal loan at the beginning of each calendar year and also if transferred to another facility.

If you have been approved for a legal loan, you may submit a DOC-184 for postage, photocopying, or supplies, to the Business Office/designee. The DOC-184 shall be filled out completely and clearly specify it is for legal purposes, including case number of the approved legal loan.

### **Legal Loan Supplies**

- Requests for legal loan supplies should be sent to the Business Office/designee using a DOC-184 prior to the first day of the month listing the items requested on the disbursement. Only one request for supplies shall be submitted per month. Supplies will be delivered twice a month. Additional cases do not increase the quantity of supplies.
- You may not use legal loan supplies for any other type of correspondence other than for approved legal purposes. You may be subject to disciplinary action for misuse of legal loan supplies.
- Legal loan supplies shall only be used for your own legal work.

### **Legal Loan Postage Request**

- Complete a DOC-184.
- Attach the item to be mailed.
- Send to the Business Office/designee.

### **Legal Loan Copy Request**

- Complete a DOC-184
- Attach items to be copied.
- Send to the Business Office/designee.

**CLASSIFICATION***(Administrative Code DOC 302)*

The purpose of the classification hearing is to determine custody, placement and program decisions as specified in chapter 302 of the Wisconsin Administrative Code. You are encouraged to attend this hearing, make comments and give an opinion as to your custody, placement and program assignment.

At least once every twelve (12) months, you will be scheduled for a classification hearing at which time you will be reviewed by re-classification committee. Your assigned social worker will assist you in preparing for this review.

The hearing results with the above-mentioned recommendations will be returned to you. You may contact the classification specialist for an Administrative Review of Classification Decision (DOC-1292). You must file within 10 days of receiving the written decision. A response will be returned to you within a reasonable period of time after review by the BOCM Director.

**COMPLAINT PROCEDURE***(Administrative Code DOC 310)*

The Inmate Complaint Review System (ICRS) gives persons housed in an adult institution a process by which significant issues may be raised, investigated, and decided.

Per Admin Code DOC 310, you are expected to follow the chain of command. Prior to filing a complaint, you shall attempt to resolve issues informally. DOC-761 shall be used to correspond with staff. Refer to Chain of Command Contact for Problem Solving. If you choose to file an Inmate Complaint (DOC-400 and DOC-400B if second page is needed), it must be done in accordance with the established time limits pursuant to DOC 310.07(2), which requires the complaint to be filed **within 14 days** after the occurrence giving rise to the complaint.

All complaint forms are available in the housing unit and shall be placed either in the “ICE” box on the housing units or sealed in the confidential “ICE” envelope provided on RHU/MSMU/Phillips. Include all relevant supporting documentation, which may be accepted at the discretion of the ICE. This will be copied and returned. The ICE will return, reject, or accept the complaint.

There are complaints that will not be accepted, and will be **returned** to you in accordance to Administrative Code. If a complaint is returned, follow the directions in the ICE return letter for specific reason(s). You are given **one opportunity** to correct and resubmit a returned complaint **within 10 days** of the issuance of the ICE Return Letter. Failure to follow directions in the return letter may result in the complaint submission not being processed.

The ICE will make an impartial investigation of the accepted complaint using whatever sources are deemed important. The ICE makes a detailed report to the Reviewing Authority, along with a recommendation. The Reviewing Authority will review the recommendation of the ICE and make a decision (affirm or dismiss the complaint in whole or in part). You will receive a copy of the ICE Recommendation and Reviewing Authority decision in the mail. Please review Admin. Code 310 for additional timelines on this process.

Please read decision paperwork carefully, and if you are not satisfied with the decision resulting from ICRS, file appropriate appeal form available in the housing unit as follows:

- Complete Request for Review of Rejected Complaint (DOC-2182 & DOC-400B if second page is needed) for Reviewing Authority review **within 10 days** of the ICE rejection decision. Place in the “ICE” box on the housing units or sealed in the confidential “ICE” envelope provided on RHU/MSMU/Phillips.
- Complete Inmate Complaint Appeal (DOC-405 & DOC-400B if second page is needed) to the Corrections Complaint Examiner in Madison **within 14 days** after the date of the complaint decision. You will need to mail it directly to the address listed on the appeal form.

You will receive copies of final appeal decisions in the mail. Please review Admin. Code 310 for additional timelines on each appeal process.

### COUNT PROCEDURES

TCI has six (6) formal counts daily.

**Formal standing counts** are as follows:

6:05 AM \* 12:30 PM \* 5:45 PM \* 9:00 PM

Count will be announced and you shall stand by your bunk/door, both feet on the floor, properly dressed with your overhead lights on and visible to staff. There will be no talking during count. Those who are not in their housing units for count due to designated work assignments or visits will remain in the designated count area until count clears.

Those in RHU **WILL** be required to stand for formal standing counts.

**Census counts** are as follows:

12:00 Midnight \* 3:00 AM

Staff must be able to see flesh and the rise and fall of chest for census counts, standing is not required.

**Emergency Count** may be conducted at any time and are considered formal standing counts.

Do not leave your cell/bunk. Staff will announce when count is clear.

### EDUCATIONAL/VOCATIONAL PROGRAMMING

*(DAI Policy 300.00.25 Primary Program Status, DAI Policy 300.00.26 Non-DOC Postsecondary, DAI Policy 309.55.03 Adult Basic Education, DAI Policy 309.55.05 Postsecondary Education Opportunities for Inmates)*

#### **Services Include**

- Adult Basic Education (ABE)
- General Education Diploma (GED) / High School Equivalency Diploma (HSED)
- English as a Second Language (ESL)



- Special Education (SPED)
- Title 1 (Special assistance for those less than 22 years of age)
- Vocational related classes
- Correspondence Courses

Refer to Ridgewood Education Student Handbook for additional information.

### **EMERGENCY PROCEDURES**

You must follow all staff directives.

During periods of inclement weather, (e.g. fog alerts, snow alerts, etc.) outdoor unit activities/outdoor recreation will be canceled.

#### **Tornados** (*TCI Facility Procedure 900.10.12 Tornados*)

Those residing in a housing unit with regular rooms, you will remain in room with door closed, away from outside walls and windows, covering self with mattress.

Those residing in the Barracks/Dorm will remain by assigned bunk area, as directed by staff.

If you are outside at the time of a Tornado Warning, follow staff instructions.

You are to be quiet and remain in designated area until all clear is given.

#### **Fire** (*TCI Facility Procedure 900.10.25 Fire Evacuation*)

You are to exit the unit or area quickly, quietly, and orderly, when directed by staff to evacuate. Evacuation routes are posted.

Assemble in the outside designated area.

Tampering with the fire alarm system is prohibited.

When you exit the housing unit during evacuation, all property will remain in assigned cell/bunk in the unit.

You will be required to line up in rows of two, for count, during all emergencies, including drills.

#### **Medical**

If a medical emergency is taking place, the areas within the institution may be shut down temporarily (i.e. dayroom, movement) so staff and medical personnel can respond and treat the individual in a timely and safe manner.

When the immediate area is shut down, please be respectful, quietly and quickly leave the area as directed by staff. The area may be re-opened when emergency is cleared.

**Limited Visibility**

If the facility is operating under limited visibility, all movement may be under direct escort. Before leaving your housing unit check out with unit staff to ensure proper procedures are being followed.

Once the limited visibility has been lifted, an emergency count will take place to ensure all of the population are accounted for before the facility resumes normal operations.

**Weather Advisory** *(DAI Policy 300.00.03 Heat and Cold Weather Advisory)*

Cold weather advisory may be issued if the weather conditions are 0 degrees or below.

Heat advisory may be issued if the temperature is 90 degrees or higher

**GENERAL RULES****Movement**

Check in and out with staff member.

Photo identification must be worn properly around the neck and visible on the outer most layer of clothing. No personal property or canteen is allowed off the unit without staff approval.

You are permitted a maximum of seven (7) minutes to move between any two locations of the institution. You must walk at a normal pace and are responsible to be on time for all activities. No running permitted. No loitering.

All movement on the institution grounds will be on the sidewalks. Movement on the roadway must be done within the yellow lines. No more than two people side by side, keeping to the right on both the sidewalks and roadway.

No yelling between units, courtyards or walkways.

You are not permitted behind any building, unless escorted by staff.

Movement for Property/Mailroom/Business Office use Simpson front entrance.

Movement for Ridgewood Education, Classification, Cosmetology, and Records/Social Services use Simpson Hall through the education breezeway.

The stairwell between AB and Treatment Buildings is for those residing in AB only.

You must yield to moving vehicles on roadway.

**Grooming and Attire** *(DAI Policy 309.20.03 Inmate Personal Property & Clothing, 309.24.01 Personal Hygiene and Hairdressing)*

You must be properly dressed, fully clothed when in cell/bunk area. Undergarments only are not considered proper attire.

Clothing must fit properly and be worn as intended, not form fitted, baggy, sagging, or rolled.

For example:

*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.

State or personal T-shirts may be worn by themselves for recreation purposes and on assigned housing unit.

State issued green t-shirt must be worn to work assignments unless provided designated work assignment clothing. When meeting with any staff member, you shall wear state issued attire with ID.

All buttons of your shirt must be buttoned except for the very top button.

You must be fully clothed, including undergarments, when outside of your room.

No pajamas, robes or slippers outside of your room.

Gang insignias, colors, or materials and paraphernalia identified as gang related are prohibited.

Hair combs and picks are not to be worn in hair.

Shower caps, curlers, and du-rags may **ONLY** be worn in cell/bunk area.

Shower shoes are to be worn to and from the shower only.

Winter long underwear may only be worn under pants and shirts. Coats, mittens, gloves, hats, caps and scarves must be removed when entering any building and not allowed to be worn inside the building.

### **Hair Care** (*WWCS Procedure 900.30.15 Cosmetology Services*)

Cosmetology appointments provide individuals the opportunity for free haircuts and paid services.

### **Showers and Hygiene**

Soap, toilet tissue, dental and feminine hygiene items are made available and highly recommended to be used daily.

Showers will be available during your scheduled dayroom time.

If assigned to program/work assignments (e.g. kitchen, maintenance/store, and building services, etc.) you may be given an opportunity to shower at the end of your scheduled assignment. Showers will be limited to a maximum of one per day for 15 minutes in length from the time you leave cell/bunk.

Only one person is permitted in a shower stall at one time.

State issued liquid soap is available in the housing units and is not to be taken back to your cell/bunk.

Towels worn on head between shower and cell/bunk are prohibited.

Fingernail length will not exceed the tip of the finger.

### **Personal Hygiene Items**

Feminine hygiene items and sanitary bags are available in each housing unit.

**\*\*Sanitary bags and sanitary products are to be placed in waste containers only.**

**\*\*Tampons or sanitary products are not to be flushed down the toilets. You may be subject to disciplinary action for flushing these items.**

Only human waste and a reasonable amount of toilet tissue are to be flushed down the toilets.

### **Cells/Bunks**

You are required to close room door, turn off the lights and other electronics whenever leaving the room. Door latches are not to be taped and doors are not to be propped open at any time.

Units with privacy curtains are to be hung around the toilet when in use to provide a separation between the individual using the toilet and the other individual in the cell.

It is your responsibility to inspect cell/bunk prior to unpacking personal items; report any existing damage or contraband to the unit staff immediately.

Weather permitting you may open your window and it may be left open overnight. If window is left open, causing pipes or radiators to freeze and burst, you may be subject to disciplinary action and be held liable for any damages, cleaning, or repair costs.

Attaching any item to any surface in the room other than the designated areas is prohibited. Items may be hung with approved tape only.

All property in your room will be used in the manner for which it was designed and intended.

Writing on room surfaces is prohibited.

The institution is not responsible for damage to items taped/attached to room walls.

No property is allowed on windowsills, between windows or on radiators.

You may not cover the door or room exterior windows at any time.

Nothing is to be placed on lamps or light fixtures in your cell/bunk.

Towels and linens are to be used for intended purposes only and are not to be used as curtains, door drafts, stoppers, etc.

Furniture in rooms shall not be re-arranged.

Doors shall not be blocked.

Talking is not permitted across hallways, from room to room, through open windows or vents.

You are expected to maintain proper sanitary conditions in cell/bunk at all times. Listed below are the tasks which must be completed to the satisfaction of the unit staff:

- Making bed daily.
- Dust mop and damp mop floor weekly.
- Empty wastebaskets/recycle bin daily.
- Clothing must be hung up properly or folded neatly.
- Drawers/shelves must be organized.
- Door jam and vents cleaned weekly.
- Wash room walls every 3 months as scheduled.
- Clean toilet and sink area daily and disinfect weekly.
- Desktop, table top, wardrobe top, and radiator must be dusted weekly.

See unit schedule for designated cleaning times.

Blankets shall be exchanged quarterly.

Property must be properly stored, and kept secured in assigned locker when not in use.

You are permitted to use personal typewriter from 9:00 AM until 9:00 PM.

Headphones or earbuds must be used with all electronic equipment (TV's, radios or combination units, tablets, musical instruments).

### **Unit Dayroom/Courtyard Areas**

All unit and courtyard furniture will be used in the manner for which it was built and intended.

Sitting on or moving the tables are not permitted.

Feet shall not be placed on tables or chairs.

You are responsible for cleaning up own area after use.

Reading, writing, studying, cards, and board games, will be allowed in the inside dayroom area. The following property items are allowed in inside dayroom and outside courtyard in all general population housing units.

- 1 beverage
- 1 small snack
- Deck of Playing cards
- Crochet/knitting items/pencil drawing
- Writing utensil (1 pen or 1 pencil)
- Writing paper/crossword puzzles, word searches, etc.

- 3 Envelopes
- Address/phone book
- School book (if currently enrolled in school)
- Tablet with headphones or earbuds

You must be able to carry all of your own items. Any misuse of this privilege may result in disciplinary action and the loss of such privilege.

Sharing or passing of personal property is prohibited. You are responsible for your own property items if lost, stolen, or damaged.

The unit staff will control the TV volume in the dayroom area. Television programs will be chosen with the majority.

### **Personal Laundry**

You are responsible for any damage to the equipment.

The institution is not responsible for any lost, stolen, or damaged clothing.

Institution will provide one (1) soap packet and two tokens weekly.

**Property** (*DAI Policy 309.20.03 Inmate Personal Property and Clothing and Attachments A, B, & C addresses property and hobby information and guidelines that apply at WWCS*).

You are responsible for ensuring that you remain within allowable limits for personal property/clothing and any state issued property as listed in DAI policy/attachments and WWCS procedure. Each facility will periodically conduct volume checks of your property. Property which exceeds the specifications and number allowed will be confiscated and may result in disciplinary action. If needing to dispose of excess property, it is your responsibility to notify the property department.

You are responsible for safeguarding, maintaining and securing your personal property. When not housed in a single cell:

1. Property shall be clearly separated, allowing staff to easily identify the owner.
2. A locker/drawer and a padlock shall be provided to store property.
3. Staff shall not be responsible for misplaced, lost, damaged, or stolen property.
4. Notify unit staff immediately of any items which are lost, missing or stolen.

If you are in intake status at TCI, you are allowed to order all property consistent with those in GP status, except for hobby items. When you are classified to GP status, hobby items may be ordered:

1. Submit a DOC-661 Hobby Enrollment Request to Hobby/Property Department for approval/denial.
2. Hobby items may only be ordered AFTER receiving approval.

Shower shoes shall be issued upon admission for all in A&E status. It is your responsibility to order personal shower shoes as a priority prior to classification. Once reclassified to GP, you will not be allowed to possess A&E shower shoes.

If in “temp hold” status, you will be limited to basic needs, refer to DOC-1128E.

ATR status at TCI will be allowed the same property items as if in permanent status, with the exception of enrolling or ordering hobby/property.

You are not permitted to sell, lend, loan, exchange, or give away to another inmate any state or personal property/clothing, hobby or canteen items.

Keep all receipts for property, hobby, and canteen to verify ownership until products are used or disposed.

All clothing is expected to fit properly. Oversized or baggy clothing shall not be allowed. Undersized clothing which may be determined to be overly tight shall not be allowed.

Footwear must be worn in the manner it was intended to be worn (example: tied, Velcro) when outside of room. Shoelaces in shoes must be a matching/same color in each shoe.

All personal property and clothing items may be purchased/exchanged a maximum of two times per year (January-December) with the exception of underwear, bras, and socks. Property item received will count as one purchase regardless if it was ordered by you or family/friend.

All property items accepted by you shall be properly identified (with DOC number and/or your name) prior to leaving the Property Department.

Any item that can be engraved shall be engraved with your DOC number and name, space permitting.

If personal property/clothing are not properly identified (DOC number and/or your name), or has become faded, you shall submit a DOC-761 to the Property Department to request that the item be properly marked. You will be required to prove ownership of items prior to the Property Department remarking property. Items not properly identified or faded will be confiscated for identification and accountability purposes and may result in disciplinary action.

Inform unit staff of any property item that is lost, missing or stolen and request a DOC-237B be completed to document this information. The unit staff shall complete and forward a DOC-237B to the Property Department upon verifying that you do not have an alleged lost, missing or stolen item in your possession at your request.

If staff damage or misplace your personal property, contact unit staff immediately. The 90-day waiting period for refund may be waived at the discretion of the Property Supervisor/designee.

Personal property items that are contaminated with glass, blood or incapacitating agent may be considered contraband and disposed of according to DAI Policy 306.00.16. If contaminated personal property items pose a serious health or safety threat, items shall be disposed of immediately.

Items damaged due to your actions shall be disposed of without refund or replacement.

Unauthorized property that is denied shall be held for ICE review and you may submit an inmate complaint per DOC 310.07(2) to contest the denial. Property awaiting outcome of the inmate complaint shall not be disposed of until the Reviewing Authority's decision is made. It shall be your responsibility to notify Property/Hobby if of your intent to appeal the Reviewing Authority's decision within 10 days of the decision. Property appealed to CCE shall not be disposed of prior to verifying the outcome of the complaint appeal.

**State Clothing** *(TCI Procedure 900.20.31 Inmate State Clothing)*

- You will be issued state clothing and will take all issued state clothing with you upon transfer to minimum centers.
- You must retain possession of 1 state pair of green pants, 1 green shirt, 1 pair of underwear, 1 bra, 1 pair of socks, and 1 pair of shoes.
- State issued clothing is counted in the total allowable clothing limits.
- Items may be exchanged if they are worn or a size change is needed.
- You are responsible for state issued items and may not alter or damage them.
- State issued items will be turned in to the Property Department when the same personal item is received.
- You are responsible for state items until it is documented by Personal Department that state items have been turned in for personal items purchased.

**Work Clothing** *(TCI Procedure 900.20.37 Issuance of Work Clothing)*

May be worn to and from work and while at work. (Including meals and appointments during work hours).

**HEALTH SERVICE UNIT (HSU)**

*(DAI Policy 316.00.01 Inmate Copayment for Health Services)*

You will not be denied medical treatment due to insufficient funds.

Contact HSU Manager to dispute medical copay charges.

**Procedure to obtain medical, optical, psychiatric, psychological, or dental care:**

*(DAI Policy 500.30.11 Daily Handling of Non-Emergency Requests for Health Care)*

Complete the appropriate form for type of medical concern:

- DOC-3035, (Blue) Health Services Request (HSR) for Medical, Optical, and Psychiatric services
- DOC-3035B, (Green) Psychological Services Request (PSR) for Psychological services
- DOC-3392, (Yellow) Dental Services Request (DSR) for Dental services

Place the completed request form in the mailbox marked HSU on each housing unit.

Appointments are set up according to a priority of health needs. Do not send in multiple request slips for the same issue.

DOC requires all who want to review their health care information to complete authorization section on form DOC-3035. This triplet form contains the 3035R between the blue and pink copies. You may obtain the form from housing unit or health services.

If you have an immediate medical concern and request to see HSU, contact any available staff member. Staff will contact HSU. The medical concern will be triaged by a RN, this can be done in person or via a cordless phone on the housing unit. Nurse will determine if you need to be seen immediately, or if the medical concern can wait for a routine RN appointment. *(DAI Policy 500.10.08 Access to Care)*



**Medications** (*Prescribed medication will be provided by HSU in accordance with DAI Policy 500.80.11 Medication Delivery, Administration, and Training policy*).

You must report for medication at the scheduled time. Staff will make a visual inspection of the inside of your open mouth to determine that medication has been swallowed. You may be required to remove dental equipment. Refusal to take controlled/prescribed medication will be documented.

**THE FOLLOWING PARAMETERS ARE THE APPROXIMATE ADMINISTRATION TIMES:**

- AM – 0630-0830, the medication time that occurs around breakfast meal.
- Noon – 1100-1300, the medication time that occurs around noon, or lunch meal.
- PM – 1530-1730, the medication time that occurs around late afternoon or supper meal.
- HS –1930-2130, the last medication pass of the day.

Medication to be available at scheduled evening (HS) medication pass as PRN.

Carriable and over the counter medication may be kept in your cell/bunk area on units where permitted and taken as directed. All medications must be secured when not being used.

Over the counter medications may be purchased through canteen. Please label this medication with your name and DOC number upon receiving it.

Submit a DOC-3035C, (White) Medication Medical Refill Request to HSU listing the medications needing to be refilled when you have a 7-day supply remaining in the blister pack. Place in mailbox marked HSU on each housing unit.

**Medical Equipment**

Medical equipment issued for use during incarceration (i.e. c-pap machines, oxygen concentrators, etc.) will transfer with you to other facilities.

**Medical Release of Information**

If you wish to allow others (family, spouse, lawyers, community social worker or agents) to have access to your medical information, you must complete an Authorization for Use and Disclosure of Protected Health Information (PHI) DOC-1163A to authorize the release of this information. HSU will not release this information without this form being completed. Obtain this form from HSU.

**HSU Programs (subject to staff availability)**

- Prenatal education by appointment with Advanced Practice Nurse - Prescriber
- Chronic clinics are held for asthma, diabetes, cardiac/hypertension, seizure disorders, HIV & Hepatitis C

**Psychological Services** (*DAI Policy 500.70.20 Organization and Priorities of Psychological Services*)

Psychological Services Unit (PSU) includes:

- Mental Health Intakes
- Staff referrals
- Routine clinical monitoring and/or therapy sessions
- Individual or group counseling
- Crisis Intervention
- Sex Offender Treatment (SOT)

PSU staff do not determine medication or room changes.

You may request PSU services by submitting a DOC-3035B. Place the completed request form in the mailbox marked HSU on your housing unit. There is no copayment charge for psychological services.

To review your psychological services record, complete the DOC-3035B to request a file review or photocopies from this record.

If you have an immediate mental health concern and request to see PSU, contact the closest available staff member.

### **HOUSING UNIT AND CELL/BUNK ASSIGNMENT**

Housing unit and cell/bed assignments will be based on the needs of the institution. Any housing unit concerns should be addressed to the Unit Staff.

### **INTERVIEW/INFORMATION REQUESTS (DOC-761)**

To contact staff, submit a completed DOC-761 stating the specific reason for the request, including name, DOC number, housing unit, and cell/bunk. The forms are available in every housing unit. Please follow chain of command, and wait for a response within 10 days before sending out multiple requests. Refer to Chain of Command Contact for Problem Solving.

### **LIBRARY**

*(DAI Policy 309.05.01 Selection of Library Materials)*

Housing Units are scheduled specific Library hours, see posting for scheduled times.

#### **Materials include:**

- Fiction/Non-Fiction
- Newspapers/Magazines/Telephone Books
- Employment/Educational
- Re-entry
- Legal
- Reference

#### **Services include:**

- Typewriters
- Photocopying
- Word processor
- Electronic law library system
- Notary

**Law Library** (*DAI Policy 309.15.01 Law Library*)

Law materials are available to those housed in general population during regular library hours.

All requests for law library time shall be submitted to the librarian using DOC-761.

If you have a verifiable emergency or pending legal issue, you may request additional law library hours. Submit DOC-761 to the librarian include reasons why you need the additional time, including proof of deadline.

If on room confinement, you must request to use the law library through the librarian.

The electronic law library computer is available in the RHU.

**Simpson Library Rules**

- Sign in on the DOC-2757 Library Attendance Log at the library counter upon arriving. Discussing legal work with another must be approved by the librarian at the beginning of the hour and is limited to designated “LAW” tables.
- Library materials may not be removed from the library without checking them out.
- You may check out four books at a time.
- If there are overdue items, you will not be permitted to check out books.
- The books you have checked out are your responsibility. Do not transfer the books to another individual. You may be charged restitution for books that are lost and not returned.
- Failure to return materials by due date, damaging materials, or repeated overdue violations may result in disciplinary action.
- Legal materials may not be removed from the library.
- Follow all designated rules posted in the library area or you may be subject to removal or disciplinary action.

**Photocopying (Personal/legal)** (*TCI Procedure 900.40.03 Photocopy Services*)

Photocopy services are available in the library for certain items.

**Typewriters**

- First come first serve basis, law library will have priority.
- Bring your own paper, limit 10 sheets.

**Word Processing**

- Priority reserved for those with pending legal cases with deadline dates.
- Next priority is given to those preparing documents for correspondence courses.
- Standard rates apply for all printouts per page.

**MAIL, ELECTRONIC MESSAGING AND PACKAGES**

(*Administrative Code 309 and DAI Policy 309.04.01 Inmate Mail*)

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 Consent to Receive Mail (DOC-2468) 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.

All packages, parcels, or correspondences shall be subject to inspection for contraband.

### **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.

Mailing address for cards, letters and correspondence is listed in the DAI policy 309.04.01 Inmate Mail and posted on each unit.

The mailing address for only magazines and newspapers is:

Taycheedah Correctional Institution  
(Inmate’s DOC recognized name and DOC number)  
P.O. Box 3100  
Fond du Lac, WI 54936-3100

Packages must be sent to:

Taycheedah Correctional Institution  
(Inmate’s DOC recognized name and DOC number)  
751 County Road K  
Fond du Lac, WI 54937

UPS will not deliver to a P.O. Box.

Mail will be delivered Monday through Friday with the exception of legal holidays.

The institution is not responsible for lost or damaged packages or letters.

Items inappropriately mailed in or delivered to the institution (Cash on Delivery (COD), Postage due) will not be accepted and will be returned to the sender.

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

If incoming mail is denied, both you and the sender will be notified using DOC-243.

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**

Items without the below return address will be returned to you.

Taycheedah Correctional Institution  
(Inmate's DOC recognized name and DOC number)  
P.O. Box 3100  
Fond du Lac, WI 54936-3100

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 or other markings are allowed on the envelope or package.

Embossed envelopes are sold in canteen/vendor catalogs.

Attach DOC-184 to manila envelopes to be used for legal mail, excess cards, letters, photos, and magazines to comply with volume limits, and approved completed hobby drawings/projects.

Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 may be used for additional postage.

When sending certified, registered, overseas, airmail or other packages, you shall submit a DOC-184 for the total amount of postage due. You should anticipate additional processing time when sending out certified mail.

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 using DOC-243.

Property items will be sent out via designated commercial carrier for tracking and insurance purposes. You shall write to property to facilitate shipping of a package.

There is no tracking or insurance for items sent out by USPS. You are responsible for items sent out via USPS.

Only items of nominal value may be sent through the United States Postal Service (USPS) including, but not limited to:

- Photographs
- Magazines
- Completed hobby drawings/projects
- Excess cards and letters that fit in a standard #10 envelope
- Manila envelope purchased in canteen/vendor catalogs

Greeting card envelopes stamped with postage may be purchased from canteen. Greeting cards may also be placed into embossed envelope for mailing.

All outgoing mail is to be placed in the housing unit mail box.

### **Inmate-to-Inmate Mail**

Inmate-to-inmate mail must be submitted unsealed. Staff will scan incoming and outgoing inmate-to-inmate mail.

In order to properly identify inmate-to-inmate mail, the return address on the envelope must contain your complete 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 sender, it will be opened and reviewed by staff to attempt to determine the sender.

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.

### **Non-Deliverable Mail**

Reason for non-delivery of incoming and outgoing mail or electronic messaging will be sent to you in writing using 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.
- Facilitates criminal activity.

**Electronic Messaging**

The DOC may authorize eligible inmates to exchange electronic messages with subscribers.

Access to electronic messages shall be in accordance with DAI 309.04.01 and contingent upon the payment of a fee to a third-party vendor for messages purchased by the subscribers.

Subscribers shall register and maintain an account with the third-party vendor.

There is no cost to maintain an account. A fee is assessed for each message.

You are only allowed to message subscribers who are registered to correspond with you.

Kiosks are available for electronic messaging on each housing unit.

Electronic messages shall not be used to correspond with other inmates.

DOC does not retain electronic messages transcribed between you and subscriber.

**MEALS**

Meals are optional and are served at Prescott Hall. If choosing to attend meals, you must remain at Prescott to eat the meal. Meal movement will be announced by unit staff. Some housing units will have meals served on the unit based on institution needs.

Enter and exit through designated doors only.

You will be directed by staff to fill a row of chairs/tables in the dining area and once the row is full, begin to fill the next row in succession. Entire row at table must be filled before exiting Prescott.

You are allowed a maximum of 15 minutes to eat and need to leave immediately when finished eating.

There is no loitering at the table.

**Dining Room Procedures**

- Hats must be removed upon entering Prescott.
- Upon entering Prescott there will be no talking permitted in line.
- Quiet talking is allowed between individuals seated at the same table.
- No skipping or trading places in line.
- You must take one tray and appropriate eating utensils.
- You may exchange served meal items at your table only.
- All food must be eaten at tables, no eating in line.
- When finished eating, place meal tray in the tray rack.
- Only one piece of whole fruit per person can be taken from the dining room back to your cell to be consumed by you that day.

- Meals start at approximately the following times:

Breakfast	6:15 AM
Lunch	11:00 AM
Dinner	4:00 PM

### **Housing Unit Meal Procedures**

Trays will either be delivered to cell/bunk or placed in designated area for pick up and return as directed by unit staff.

## **OFF GROUNDS MOVEMENT AND TRANSPORTATION**

You shall be dressed in state issued green top and bottom (no t-shirt or thermal), state bra, underwear, socks and shoes, state coat and hat as needed. No personal clothing allowed.

All braids must be taken down and rubber bands removed. Security staff will inspect your hair if needed.

A strip search will be completed by staff prior to leaving and on return.

You shall be placed in restraints and escorted hands on.

Orange clothing shall be worn by those in a restrictive status, unless designated otherwise.

You may be allowed a comb, small hair pick, ring and glasses. All property shall be inspected by staff prior to departure. You shall be advised that certain items may not be permitted to re-enter the facility upon return.

If the trip is of a legal nature, legal materials may be authorized and will be subject to inspection.

### **PRISON RAPE ELIMINATION ACT (PREA)**

*(Executive Directive 72 Sexual Abuse and Sexual Harassment in Confinement (PREA), DAI Policy 410.20.01 Inmate PREA Education and DAI Policy 310.00.01 Inmate Complaints Regarding Staff Misconduct)*

The Prison Rape Elimination Act (PREA) was passed by Congress in 2003 to address the problem of sexual abuse by persons in the custody of prisons and jails across the country.

All correctional agencies in the nation, including Wisconsin, must adhere to the provisions of this federal law.

Wisconsin Statute 940.225 establishes that sexual assault is a crime. The provisions of the law state that it is illegal for a person to have sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor (person) is a correctional staff member. The law also states that it is illegal to have sexual contact or sexual intercourse with an individual who is on probation, parole or extended supervision if the actor (person) is probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate.



Sexual abuse and sexual harassment of inmates by staff, volunteers, contractors and other inmates is simply unacceptable. To be clear, sexual abuse by another inmate is sexual activity that is not wanted or agreed to. And it is never appropriate for a staff member to make sexual advances or comments, or to engage in sexual contact with an inmate.

To ensure your safety, the DOC provides multiple ways for you to safely, and if you wish –anonymously, report any knowledge, suspicion or information of sexual abuse and sexual harassment. Please report abuse as soon as safely possible. There is no time limit to report sexual abuse, however, sooner is better. You do not need to have evidence. If you experience, witness or suspect sexual abuse or sexual harassment you can report in any of these ways:

- Those who feel unsafe reporting to a staff member should:
  - Call #777. However, the #777 is a message line and is only monitored during business hours. If a message is left on a Friday afternoon, for example, the message line will not be checked until Monday morning. By choosing not to tell a staff member, there will be a delay in responding to your immediate needs. All hotline reports are sent back to the facility for review and action; a staff member from your facility will contact you to collect more information. Your individual pin number is not needed to make this call.
  - If you choose to remain anonymous and wish to report to an agency outside of the Department of Corrections, call #888. This is another reporting hotline. Your individual pin number is not needed to make this call.
  - Call #999, an additional contact number that directly connects you to a local sexual assault provider.
- If you choose to report to a hotline:
  - Report your concern to only one hotline, do not call the multiple lines for the same incident.
  - Speak slowly and clearly so your identity and the details of your report can be understood.
  - Do not leave more than one message per day, if your needs are urgent, notify a staff member.
  - Your call must be related to sexual abuse or sexual harassment.
- Tell any staff person verbally or in writing.
- File an inmate complaint.
- Tell a trusted family member, friend, and/or support person. They may report on your behalf. These reports are called “third-party” reports. Third parties may report online at [www.doc.wi.gov](http://www.doc.wi.gov). They may click on Prison Rape Elimination Act to access the report link.
- Write to local law enforcement.

### **PREA Complaints**

- You may file a complaint alleging sexual abuse using the procedures under this chapter.
- You may file a complaint regarding sexual abuse or sexual harassment at any time. If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment, the time limits apply.
- You are not required to attempt to resolve the issue with the staff member who is the subject of the complaint or to file a complaint regarding sexual abuse or sexual harassment with the staff member who is the subject of the complaint.
- Complaints filed under this section will be referred for a PREA investigation.
- Third parties, including fellow center individuals, staff members, family members, attorneys, and outside advocates, shall be permitted to assist you in filing a request for administrative remedies relating to allegations of sexual abuse or sexual harassment and shall also be permitted to file such requests on behalf of others.

- Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are: (a) You may contact any staff member who is not the subject of the allegation for immediate corrective action. (b) You may file a complaint. Complaints collected under s. DOC 310.08 shall be immediately forwarded to the warden. (c) Reports of substantial risk of imminent sexual abuse or sexual harassment outside of the complaint process under this chapter shall be immediately forwarded to the warden.
- The Warden may discipline you for filing a complaint related to alleged sexual abuse or sexual harassment only if the Warden demonstrates that you filed the complaint in bad faith.
- Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

## **RECREATION**

### **Housing Unit Activities**

- |                      |               |
|----------------------|---------------|
| • Walking track      | • Table games |
| • Exercise Equipment | • Volleyball  |

### **Simpson Recreation Activities Included but not limited to:**

- |                                 |                              |
|---------------------------------|------------------------------|
| • Exercise/Aerobics/Yoga videos | • Power Walking/Jogging      |
| • Weight Equipment              | • Physical fitness equipment |
| • Softball                      | • Volleyball                 |
| • Badminton                     | • Hacky sac                  |
| • Jump rope                     | • Exercise ball              |
| • Yoga Class                    | • Basketball                 |

### **Schedule**

- You may participate in recreation per housing unit posted schedules.
- If you are in voluntary unassigned status, you are only permitted to use the Simpson Recreation area when scheduled.

### **Recreation Rules**

Consult with Recreation Leader regarding proper use of equipment or activity. Refer to posted instructions for indoor and outdoor recreation areas.

- Coats/hats will be hung in designated location. Hats and sunglasses may be worn for outdoor recreation only.
- Upon arrival, sign in for activity on attendance sheet. You must participate in scheduled activity.
- Shoes are not required to be worn while participating in outside sand volleyball and yoga class.
- Equipment shall be used only for its intended purpose.
- Do not use damaged equipment. Report damaged equipment immediately to the Recreation Leader.

**REENTRY TO COMMUNITY**

*(DAI Policy 300.00.14 Pre-Release Curriculum and TCI Procedure 900.30.03 Inmate Release-Transfer)*

TCI utilizes gender-specific guiding principles to assist in positive growth through treatment, education and appropriate supervision, thereby fostering a successful transition for your return to family and community.

Release planning is initiated by the social worker/treatment specialist between six to nine months from your release date. This is a collaborative process between you, social workers/treatment specialists, and probation/parole agents.

General tasks associated with release planning may include:

- Completing a release plan (DOC-745)
- Ensuring a continuum of care and healthcare for individuals returning to the community
- Assisting with health insurance applications
- Discussing transportation plans back to your community
- Making appropriate referrals to Opening Avenues for Reentry Success (OARS), Aging and Disability Resource Center (ADRC), or Reentry Legal Services (RLS)
- Assisting with interstate compacts
- Working with Department of Workforce Developments (DWD) through Windows to Work
- Utilizing the DWD Job Center for resume building, interviewing skills
- Obtaining vital documents (social security card, birth certificate, state ID)
- Submitting referrals for social security disability
- Completing COMPAS Reentry Assessments
- Facilitating Release calls between inmate, social worker and probation/parole agent
- Reviewing rules of supervision
- Discussing Medication Assisted Treatment options
- Completing the Sex Offender Registration

You are responsible for obtaining release clothing, 60-90 days prior to release. You will discuss release clothing options with your assigned social worker.

- Personal Clothing (grays will be utilized).
- If no personal clothing, you can arrange to have family/friend mail a set of clothing, approximately two weeks prior to release.
- If no personal clothing, you may use a portion of release funds to purchase clothing, coat, shoes from an outside vendor (\$150 limit). Clothing can be ordered 90 days prior to release.
- If no personal clothing and no funds notify your social worker. Staff will arrange for donated clothing.

When leaving TCI upon release to the community, you will be expected to turn in all state property including handbooks to unit staff. You will be charged for any missing or damaged state items that are not returned at time of release.

**Affordable Care Act** *(DAI Policy 309.00.51 Medicaid Application)*

DOC provides you the opportunity to apply for health care prior to release.

DOC and Department of Health Services (DHS) work collaboratively through a data exchange system to assist in an eligibility evaluation and approval process for Medicaid prior to release from prison. This collaboration ensures a continuum of care and healthcare for individuals returning to the community.

Providing individuals access to mental and medical health care, and substance use disorder treatment, including medication assisted treatment and other covered services.

Your assigned social worker/treatment specialist will assist you with this process if you need health insurance upon release. Prior to release, your assigned social worker/treatment specialist will provide you information regarding the application process.

## **SOCIAL SERVICES**

### **Social Worker/Treatment Specialist**

You will be assigned to a social worker/treatment specialist caseload upon your admission to TCI. You will remain on this social worker/treatment specialist caseload until you are transferred to another institution or released from TCI. Within two weeks of your admission, the social worker/treatment specialist will complete an admission interview with you.

In order to contact your assigned social worker/treatment specialist, complete a DOC-761 and place it in the housing unit mail. If you are requesting a meeting or information from your social worker/treatment specialist it is your responsibility to include all relevant information on the form.

Social Worker/Treatment Specialist is not permitted to assist you with any legal matters including but not limited to: sentence adjustments or contacting the court or an attorney on your behalf.

You may complete the DOC-1631 Telephone Request Attorney Add/Delete form and return it Social Services in order to make a properly placed phone call to your attorney.

### **Case Management**

Social Worker/Treatment Specialist provide a variety of case management functions within the institution.

General tasks associated with case management may include:

- Recommending programs, custody, and placement through the Reclassification process
- Coordinating special/extended visits
- Processing the DOC-21AA Visitor Questionnaire for proposed visitors
- Completing COMPAS assessments that determine risk and needs
- Developing/updating COMPAS Unified Case Plans related to identified criminogenic needs
- Assisting with verifiable family emergencies
- Coordinating services within the institution
- Specialty phone calls consisting of calls between inmates

**Primary Programs**

Social Worker/Treatment Specialist, and other trained staff, facilitate evidence-based primary programs. All primary programs will be assigned through the classification process.

The following primary programs are available at TCI:

- Academic/Vocational
- Anger Management
- Cognitive-Behavioral Programming (CBP)
- Employment
- Substance Use Disorders (SUD)/Earned Release Program (ERP)
- Sex Offender Treatment (SOT)

**Records Office**

For assistance, complete a DOC-761.

The Records Office may assist you with:

- Release date
- Sentence credit issues
- Notary
- File reviews
- Open records requests
- Wisconsin Department of Transportation State Identification Card replacement
- Parole eligibility
- Court transcripts
- Detainers/warrants
- Sentence computations
- Judgements of Convictions
- Photocopies from your Legal/Social Services files
- Schedule court and attorney appointments

**Social Services Office**

For assistance, complete a DOC-761.

The Social Services Office may assist you with:

- DOC-884 Visitor Information Change
- DOC-851 Inmate Emergency Contact Information
- Copy of approved visitor list

**Religious Programs** (*DAI Policy 309.61.01 Religious Beliefs and Practices; 309.61.02 Religious Property; and 309.61.03 Religious Diets*)

To contact the Chaplain, complete and send a DOC-761.

The Chaplain may assist with:

- |                                   |                         |
|-----------------------------------|-------------------------|
| • Pastoral/Clergy/Minister visits | • Worship opportunities |
| • Sacraments                      | • Spiritual counseling  |
| • Seminars                        | • Religious studies     |
| • General counseling              | • Study materials       |
| • Grief counseling                | • Religious property    |

You will be required to designate your religious preference and must complete Religious Preference (DOC-1090). If your initial designation is “No Preference,” you may designate a preference at any time. Changes to religious preference may be made once every 6 months by contacting the Chaplain using a DOC-761.

## **SEARCHES**

### **Cell/Bunk/Room Searches**

Cell/bunk/room will be both searched and inspected on a regular basis. Inspections will occur daily for proper sanitation and cleanliness. You are required to comply with all search procedures as directed. If you are in your cell/bunk/room when a search or inspection takes place, you will be asked to leave your cell/bunk/room and sit quietly in the dayroom. There is no administrative requirement that you directly observe this process.

### **Pat Searches**

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

### **Strip Searches**

A 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.

## **SURVEILLANCE**

*(DAI Policy 306.00.01 Electronic Monitoring Surveillance)*

Activities may be monitored and recorded anywhere throughout the institution.

## **TELEPHONE CALLS**

*(Administrative Code DOC 309 and DAI Policy 309.39.01 Monitoring and Recording of Inmate Telephone Calls)*

Telephone calls, may be monitored and recorded, with the exception of approved and authorized attorney calls.

Telephones are available to use in each housing unit. Prepaid calls can be made from these phones, including domestic and international. You will not be excused from programs or work assignments to use the phone.

The phone system will only allow a 15-minute phone call duration. There will be a 15-minute wait time between calls. Back to back calls will NOT be allowed.

The phones on the housing units will be available during the housing unit day room times:

The phones will NOT be available for use outside of these times. Staff will still have the ability to turn the phones off at any time if needed.

### **Emergency/Special Phone Call Requests**

Incoming emergency calls will be verified by institution staff. Once the information is verified, you will be notified of the call. If a return call is requested, you will be notified and arrangements will be made to assist you in making the call.

Outgoing Emergency/Special Telephone Calls need to be approved by Social Worker or a Supervisor.

You are prohibited from using the telephone to:

- Call DOC staff members.
- Make third party calls.
- Make threatening, harassing, illegal, or intimidating phone calls.

*Abuse of telephone privileges may result in disciplinary action.*

### **UNSANCTIONED GROUPS**

Any group or activity not specifically sanctioned by TCI is designated “Unsanctioned” and is prohibited.

Any sanctioned group that engages in anti-social activity shall be suspended, and during that time of suspension shall be considered an unsanctioned group. Any “Affiliation” or “Alliance” with a group not sanctioned by TCI will be treated as an unauthorized group activity.

You will not be allowed to have in your possession, any written or printed material that details the code of ethics or view of a Security Threat Group, or other group, not specifically authorized for membership within the institution.

You may be subject to discipline if found in possession of, wearing, manufacturing, or distributing any Security Threat Group related activities.

### **VISITS**

*(Administrative Code DOC 309 and DAI Policy 309.06.01)*

If you choose to go to visits, no exceptions will be made for you to attend other activities or receive an alternate meal.

Visiting dates and times are subject to change without notice due to operational needs.

#### **Visiting Hours**

- 2:30 PM through 8:30 PM Monday through Friday.
- 8:00 AM through 3:30 PM Weekend & Holidays
- Visitors will not be admitted 35 minutes prior to the end of visiting hours.

#### **Amount of Visits**

- Four (4) visits per week (Monday through Sunday).
- Only one (1) visit per weekend (either Saturday or Sunday).

#### **Length of Visits**

- Three (3) hours per weekday and evening.
- Two (2) hours per weekend and holiday.
- Visits may be shortened due to time and space availability.
- All visitors must be on your approved visiting list. A maximum of six visitors will be allowed to visit you at one time. This applies to in person or video visits. Minor children will not count against the six visitors.

**Visiting Guidelines**

Please inform your visitors of the following information. General information is also available for visitors on <https://doc.wi.gov> located under Adult Institutions and Visiting Procedures and on the specific institution website.

Misconduct by you or your visitors in the visiting room or during video visits may result in disciplinary action, which could result in the suspension of visiting privileges. In addition, your visit could be terminated immediately.

All visitors will check in at the gatehouse. You will be contacted if visit is in progress and a second visit arrives.

**Visiting Room Rules**

You must wear state issued green clothing, with shirt tucked in and buttoned, with the exception of the top button open.

State shoes must be worn properly.

The following items are the only items allowed to be brought to the Visiting Center, by you:

1 – Room Key	1 – Watch	1 – Inhaler	1 - Nitroglycerin
1 – Ring	1 – Comb	1 – Glasses, prescription	

- Legal materials – With 3 days prior approval from the Shift Supervisor or Social Worker.
- The Visiting Officer will assign seating arrangements.
- You and your visitors are not allowed to change assigned seating arrangements.
- You and your visitors, are permitted an embrace and a brief kiss at the beginning and the end of the visit only, in the seating area. Any embracing and/or kissing during the visit or indiscreet conduct may lead to individual disciplinary action, which may include the removal of visiting privileges.
- You and your visitors are not allowed to place their hands inside or underneath your and/or visitor's clothing. Hands or laps of you or visitors are not to be covered at any time during the visit. You and your visitors will, at all times, sit in an upright position facing the officer.
- You and your visitors must keep their shoes on at all times. Feet may not be placed on the furniture.
- You, as well as your visitors, are responsible for making sure that children are not disruptive in the Visiting Room. Individuals are allowed to hold children visiting them under the age of 10.
- Only visits with children are allowed in the play area. Children are not allowed to play on top of the furniture. No food or drink is allowed in the play area.
- Vending machines are available for visitor use. Individuals will remain in their seats. Individuals are not allowed to handle money. TCI is not responsible for loss of money or property in the vending machines. The microwave is for adult use only. Do not leave the microwave unattended, while in use.
- Combing or braiding of another person's hair is not permitted.
- Visitors will change children's diapers in the visitor's restroom only. You are not allowed to take children to the restroom.
- A mother with child is permitted to breast-feed during visitation in the institution/facilities visiting room. TCI has an area within the visiting room available if a mother desires to have privacy while breastfeeding, but the mother is not required to utilize it.
- You and your visitors, who choose to visit in the Outside Visiting Area, will be limited to 2 trips back to the inside Visiting Room. Food and drink will be allowed in the Outside Visiting area, but may periodically be restricted, due to items attracting bees.
- No property items are to be taken or exchanged between visitors and you from the Visiting Room.



- You will be informed when there is 5 minutes left of your visit. It is your responsibility to say good-bye before time expires.
- You are responsible for cleaning your table at the end of your visits. Please use the proper receptacles provided for plastic bottles. If bottles contain liquid, empty in the sink prior to disposal.
- You will remain seated until instructed by the Officer.
- You and your visitors are not allowed verbal exchange upon departure from the Visiting Room.

### **Visiting Room Photos** (*WWCS Procedure 900.10.09 Digital Photo Process General Population & Token Process*)

You may have photos taken of self and/or visitors while on a visit.

- Cost \$2.00 per photo. Limit 3 per visit.
- Visitors may purchase photo tokens in the gatehouse prior to entrance.
- Request photos at beginning of visit.
- You may pay for photos with DOC-184.
- Photos will be taken in designated area only.
- Inappropriate poses that are sexually suggestive or that represent any affiliation with a disruptive group are not allowed.
- You may only wear make-up sold on canteen.
- Once printed, retakes may be authorized for poor quality only, not "disliked" expressions.
- "Taycheedah Correctional Institution" will be stamped on back of photo along with individual's name and DOC number.
- You may keep photos or give to visitor.

### **Video Visitation**

TCI will provide the opportunity for video visitation.

Video Visit Prohibited Conduct:

1. DAI Policy # 309.06.01 — Visiting, is to be adhered to at all times.
2. You are responsible to inform your visitors of all the rules governing their visit. Any violations shall result in the termination of the visit and is subject to suspension of visits by the Security Director/designee.
3. Conversation during visits will be held to a normal tone of voice to not disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
4. Only those scheduled to attend the visit are permitted to be on the video screen.
5. 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
6. Video visiting will be terminated immediately if any forms or any suspension 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, night club, etc.)
  - Operating a vehicle during the scheduled visit

7. Incoming Photos/screenshots will be reviewed in accordance with DOC Policy 309.04.01 Inmate Mail.

### **WORK ASSIGNMENTS**

*(DAI Policy 309.00.01 Inmate Work Placement)*

Work assignments will be coordinated by the institution. When classified to GP status you may apply in writing using DOC-761 to the specific work area supervisor for information regarding work placements.

The criteria for assigning, removal, or continued individual work placement include:

- Medical/clinical needs including any physical or mental disabilities or behavioral disorders.
- Attitude, motivation, present and potential vocational and educational needs interests and ability.
- Potential threat to security and order of the institution from the individual's continued placement.
- Institutional adjustment and past performance in programs and assignments.
- Physical vulnerability and security classification.
- Limitations on work participation due to population pressure.
- Complexity of extensive training requirements for the job assignment.
- Needs of the institution.

Work assignments (included but not limited to):

- |                             |                        |
|-----------------------------|------------------------|
| • BCE                       | • Library Aide         |
| • Certified Peer Specialist | • Mail Runner          |
| • Clerks                    | • Maintenance          |
| • Community Service         | • Mobility Assistant   |
| • Cosmetologist             | • Personal Care Worker |
| • Gardener                  | • Recycling            |
| • Institutional Needs       | • Store                |
| • Janitors                  | • Tutor                |
| • Kitchen Worker            | • Home Care            |
| • Laundry                   | • VR Photographer      |
|                             | • Unit Worker          |

### **Work Performance:**

Written appeal on a work assignment removal should be sent to the Deputy Warden for final determination within timelines per policy. Complaints may be submitted after the appeal if you feel a procedural error has occurred in the process.

**Chain of Command Contact for Problem Solving**

**\*\*PLEASE NOTE: Per DOC-310.07(1) You are expected to follow the chain of command. If you choose to file an Inmate Complaint (DOC-400), it must be done in accordance with the established time limits pursuant to DOC 310.07(2), which requires the complaint to be filed **within 14 days** after the occurrence giving rise to the complaint.**

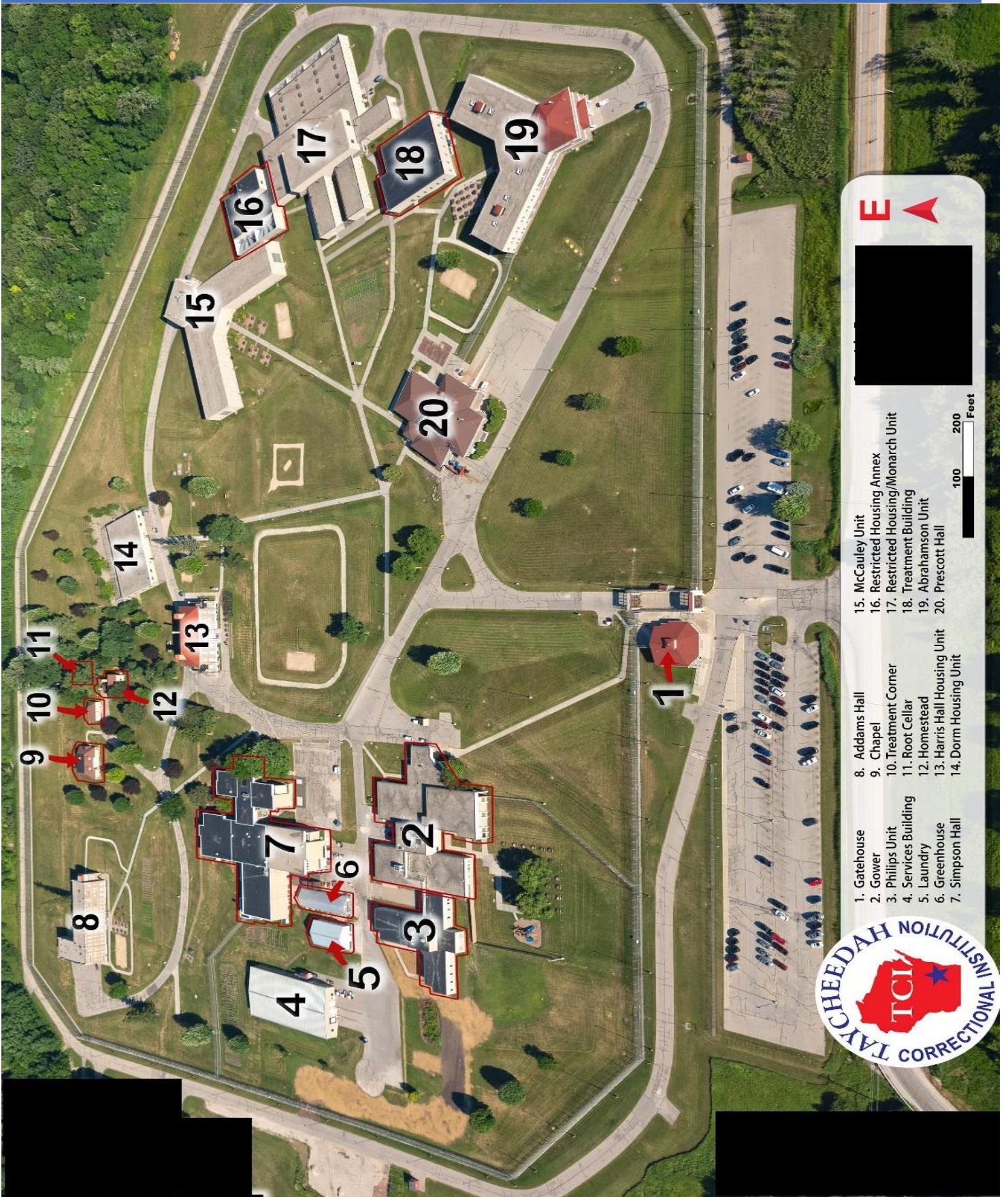
Failing to follow this Chain of Command, sending requests to multiple staff, or failing to wait 10 days will only cause delays because staff have been told to return the request if you have not followed these steps and you may be subject to disciplinary action.

You may “jump levels” or ask someone else sooner only for a valid reason. When doing so, explain reason for doing it and what has been said or done so far by staff. After waiting for staff response and/or no response/resolve, submit a DOC-400 **within the proper time limits** as indicated above, including all documentation/evidence to support the claim.

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
ACCOUNTS/ DISBURSEMENT /ORDERS	BUSINESS OFFICE	FPS	CMSD
ACCESS TO CARE	HSU/PSU SUPERVISORS		
ADA CONCERNS	CMSD		
ATTORNEY/COURT CALLS	RECORDS OFFICE STAFF	RECORDS SUPERVISOR	CPS
CANTEEN (bag must be unopened)	ICC	FPS	
CHAPEL CLERGY VISITS	CHAPLAIN	CPS	DEPUTY WARDEN
CLASSIFICATION	CLASSIFICATION SPECIALIST	BOCM SECTOR CHIEF (not onsite-Madison address)	BOCM DIRECTOR (not onsite-Madison address)
CONDUCT REPORTS	SECURITY SUPERVISOR	SECURITY DIRECTOR	
CONDUCT REPORT APPEALS	WARDEN		
ACCESS TO CARE	HSU/PSU SUPERVISORS		
DENTAL	DENTAL STAFF	HSU MANAGER	
EDUCATION COURSES/CLASSES	TEACHER/SCHEDULER	EDUCATION DIRECTOR	DEPUTY WARDEN
EMERGENCY CONTACT FORMS	SOCIAL SERVICES/ASSIGNED SOCIAL WORKER	CPS	
EMERGENCY TELEPHONE CALLS	ASSIGNED SOCIAL WORKER	CPS/SECURITY SUPERVISOR	DEPUTY WARDEN
EXTENDED/PECIAL VISITS	ASSIGNED SOCIAL WORKER	CPS	DEPUTY WARDEN
EYE CARE (OPTICAL)	HSU STAFF	HSU ASSISTANT MANAGER	HSU MANAGER
FOOD SERVICE	FOOD SERVICE STAFF	FOOD SERVICE MANAGER	FOOD SERVICE ADMINISTRATOR
HAIRCARE BARBER/COSMETOLOGY SERVICES	COSMETOLOGY INSTRUCTOR	EDUCATION DIRECTOR	DEPUTY WARDEN

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>	<b>THIRD LEVEL</b>
HAIRCUT (only RHU and MSMU Wing 1)	UNIT SERGEANT	COSMETOLOGY INSTRUCTOR	EDUCATION DIRECTOR
HEALTH SERVICES	HSU STAFF	HSU ASSISTANT MANAGER	HSU MANAGER
HOBBY	RECREATION LEADER	CPS	DEPUTY WARDEN
HOUSING UNIT PROBLEM/SECURITY ISSUES	UNIT OFFICER	UNIT SERGEANT	SECURITY SUPERVISOR/CPS
KIOSK/TABLETS	UNIT SERGEANT	SECURITY SUPERVISOR	CMSD
LAIP	ASSIGNED SOCIAL WORKER	RECORDS SUPERVISOR	CPS
LAUNDRY/STATE CLOTHING EXCHANGE	LAUNDRY OFFICER	SECURITY SUPERVISOR	
LAW LIBRARY/LIBRARY	LIBRARIAN	EDUCATION DIRECTOR	DEPUTY WARDEN
LEGAL LOAN/SUPPLIES	BUSINESS OFFICE/DESIGNEE	FPS	CMSD
LEP	LEP COORDINATOR	EDUCATION DIRECTOR	
MAIL/PROPERTY	MAIL/PROPERTY STAFF	MAIL/PROPERTY SUPERVISOR	SECURITY DIRECTOR
MAINTENANCE REPAIRS	HOUSING UNIT STAFF	B & G SUPERVISOR	B & G SUPERINTENDENT
MEDICAL/DENTAL COPAYMENT	HSU ASSISTANT MANAGER	HSU MANAGER	
NOTARY SERVICE	LIBRARIAN/RECORDS OFFICE STAFF	EDUCATION DIRECTOR/RECORDS SUPERVISOR	
OPEN RECORDS REQUEST	RECORDS SUPERVISOR/HSU STAFF	CPS/HSU MANAGER	DEPUTY WARDEN
PAROLE	SOCIALWORKER/RECORDS OFFICE STAFF	RECORDS SUPERVISOR	CPS
PERSONAL SAFETY/SPN/PROTECTIVE CUSTODY/VOLUNTARY CONFINEMENT	UNIT STAFF	SECURITY SUPERVISOR	SECURITY DIRECTOR
PROGRAMMING	SOCIAL WORKER/PSU	CPS/PSU SUPERVISOR/MANAGER	DEPUTY WARDEN
PSYCHOLOGICAL SERVICES	ASSIGNED PSYCHOLOGIST	PSYCHOLOGICAL SERVICES SUPERVISOR/MANAGER	DEPUTY WARDEN
PSYCHIATRY SERVICES	ASSIGNED PSYCHIATRIST	PSYCHIATRY MANAGER	DEPUTY WARDEN
RECREATION	RECREATION LEADER	CPS	DEPUTY WARDEN
RELIGIOUS ISSUES/CHAPEL	CHAPLAIN	CPS	DEPUTY WARDEN
SCHOOL/SCHOOL PAY	TEACHER	TEACHER/SCHEDULER	EDUCATION DIRECTOR

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>	<b>THIRD LEVEL</b>
RESTRICTED HOUSING UNIT	UNIT SERGEANT	RHU SECURITY SUPERVISOR/CPS	SECURITY DIRECTOR
SENTENCING INFORMATION/RECORDS	RECORDS OFFICE STAFF	RECORDS SUPERVISOR	CPS
SOCIAL SERVICE/LEGAL FILE REVIEWS	SOCIAL SERVICES STAFF	RECORDS SUPERVISOR	CPS
STAFF REPRESENTATIVE (ADVOCATE)	DUE PROCESS OFFICER	SECURITY SUPERVISOR	SECURITY DIRECTOR
TRANSGENDER	CPS		
VETERAN AFFAIRS	SOCIAL WORKER	CPS	DEPUTY WARDEN
VISITS	VISITING ROOM OFFICER	SECURITY SUPERVISOR	SECURITY DIRECTOR
VISITING RESTRICTIONS	SECURITY SUPERVISOR	SECURITY DIRECTOR	
VISITING LIST	SOCIAL SERVICES STAFF	RECORDS SUPERVISOR	CPS
WORK ASSIGNMENT/PAY	WORK SUPERVISOR	BUSINESS OFFICE	FPS
WORK PROBLEM/TERMINATION	WORK SUPERVISOR	DEPUTY WARDEN	



**DAI Handbook References – General Population**

Accounts (funds)	<p>28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]</p> <p>38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)</p> <p>Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments</p> <p>Wisconsin Statutes s. 301.31 – Wages to prisoners</p> <p>Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers</p> <p>Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners</p> <p>Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison</p> <p>Wisconsin Statutes s. 303.065(5) – Work Release Deductions</p> <p>Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act</p> <p>Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges</p> <p>Wisconsin Statutes s. 973.042 – Child Pornography Surcharge</p> <p>Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge</p> <p>Wisconsin Statutes s. 973.045 – Crime Victim Witness</p> <p>Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge</p> <p>Wisconsin Statutes s. 973.05 – Fines</p> <p>Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments</p> <p>Wisconsin Statutes s. 973.06 – Costs</p> <p>Wisconsin Statutes s. 973.20 – Restitution</p> <p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates</p> <p>Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose.</p> <p>Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge</p> <p>Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds</p> <p>Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds</p> <p>Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p> <p>Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee</p>
2017 WI Act 89 Requests	<p>Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities.</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)</p> <p>Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services</p>
Canteen	<p>Wisconsin Statutes s. 301.27(2) – Vending Stands</p> <p>Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients</p>

	<p>Wisconsin Administrative Code s. 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose</p> <p>Wisconsin Administrative Code s. 309.52 – Canteen</p> <p>Wisconsin Administrative Code s. 316.04 – Copayment</p>
Classification	<p>Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
Compensation (I/M)	<p>Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal</p> <p>Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use</p> <p>Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement</p> <p>Wisconsin Administrative Code s. DOC 309.55 – Compensation</p> <p>Wisconsin Administrative Code Ch. DOC 313 – Prison Industries</p>
Complaints (I/M)	<p>WI Administrative Code 303 – Discipline</p> <p>WI Administrative Code 310 – Complaint Procedures</p>
Contraband	<p>Wisconsin Administrative Code Ch. DOC 303 - Discipline</p>
Count	<p>Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count</p>
Digital Legal Materials	<p>Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)</p>
Discipline (I/M)	<p>Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats</p> <p>Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program</p>
DNA Collection	<p>Wisconsin Statutes s. 165.76 – Submission of human biological specimen</p> <p>Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements</p>
Education	<p>Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment</p>
ERP Programs	<p>Wisconsin Statutes s. 302.045 – Challenge Incarceration Program</p> <p>Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program</p> <p>Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision</p>
HSU Access to Care	<p>Wisconsin State Statutes s. 301.03 General Corrections authority</p> <p>National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014</p>
HSU Co-Payments	<p>Wisconsin State Statutes s. 301.03 General Corrections authority</p> <p>Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care</p> <p>Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review</p>



Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients  
 Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge

Hygiene/Hair

Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene  
 Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene

Interstate Transfers

Wisconsin Administrative Code s. 303.28 – Disobeying Orders  
 Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

Lay In / Sick Cell

Wisconsin Administrative Code s. DOC 309.55 – Compensation  
 Wisconsin Administrative Code Ch. DOC 316 – Copayment

LEP

Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency  
 Federal Title VI, 42 U.S.C. s. 2000d, et seq  
 28 C.F.R. s.42.104

Law Library

Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix)  
 Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties  
 Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties  
 Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying  
 Wisconsin Administrative Code s. DOC 309.155 – Legal Services

Legal Loans

Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers  
 Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners  
 Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)  
 Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports)  
 Wisconsin Statutes s. 809.62 – Rule (Petition for review)  
 Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents  
 Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages  
 Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect  
 Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment)  
 Wisconsin Statutes s. 974.06 – Postconviction Procedure  
 Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence)  
 Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail  
 Wisconsin Administrative Code s. DOC 309.155 – Legal Services  
 Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds  
 Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying  
 Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

Library

American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336  
 American Library Association (ALA) – Library Bill of Rights  
 American Library Association (ALA) – Freedom to Read Statement  
 American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)  
 Wisconsin Administrative Code s. DOC 309.02 – Definitions  
 Wisconsin Administrative Code s. DOC 309.04 – Inmate mail

Wisconsin Administrative Code s. DOC 309.05 – Publications

Mail	<p>Wis. Stat. §19.31</p> <p>Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband</p> <p>Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail</p> <p>Wisconsin Administrative Code s. DOC 303.72 – Major penalties</p> <p>Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying</p>
Marriages	<p>Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministraton</p> <p>Wisconsin Statutes Ch. 765 – Marriage</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Administrative Code s. DOC 309.06 – Visitation</p> <p>Wisconsin Administrative Code s. DOC 309.08 – Visiting List</p> <p>Wisconsin Administrative Code s. DOC 309.10 – Special Visits</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices</p>
Meals	<p>Wisconsin Administrative Code s. DOC 309.23 – Food</p> <p>Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids</p>
Medications	<p>66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140</p> <p>Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training</p> <p>Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02</p>
Name Changes (I/M)	<p>Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles</p>
Notary Services	<p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Statutes s. 20.919 – Notary public</p> <p>Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property</p> <p>Wisconsin Statutes s. 706.07 – Uniform law on notarial acts</p> <p>Wisconsin Statutes s. 782.04 – Petition; contents</p> <p>Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages</p>
Observation Placements	<p>Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act</p> <p>Wisconsin Administrative Code Ch. DOC 311 – Observation Status</p>
Phone Calls	<p>Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls</p>
Incl. Atty and International	<p>Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys</p> <p>Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval</p>

PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Programming	Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need Assignment Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.40 – Clothing Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices, Property and Diets	Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 303.35 – False names and titles Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice Wisconsin Administrative Code s. DOC 309.23 – Food
Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches	Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution Wisconsin Administrative Code s. 306.17 – Search of Inmates Wisconsin Administrative Code s. 309.20 – Personal Property <u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Sex Offender Notification	Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law
Social Media Use (I/M)	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Urinalysis Testing	Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs

Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs

Criminal Justice Drug Testing Act May 1990

Wisconsin Administrative Code Ch. DOC 303 – Discipline

Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates

Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings

Work Assignments

Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates

Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

Visiting

Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate

Wisconsin Administrative Code s. 306.18 – Search of Visitors

Wisconsin Administrative Code s. 309.02 – Definitions

Wisconsin Administrative Code s. 309.06 – Visitation

Wisconsin Administrative Code s. 309.07 – Conduct During Visits

Wisconsin Administrative Code s. 309.08 – Visiting List

Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates

Wisconsin Administrative Code s. 309.10 – Special Visits

Wisconsin Administrative Code s. 309.11 – No-Contact Visiting

Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges

Voting

Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors

Wisconsin State Statute 301.03(3a) – General Corrections Authority

Wisconsin State Statute 973.09(4m) - Probation

Wisconsin State Statute 973.176(2) - Voting

2005 Wisconsin Act 451 – Relating to Administration of Elections

**ACRONYMS & FORMS**

AB	Abrahamson
ABE	Adult Basic Education
A&E	Assessment and Evaluation
ADA	American with Disabilities Act
ADRC	Aging and Disability Resource Center
ATR	Alternative to Revocation
B & G	Buildings and Grounds
BCE	Bureau of Correctional Enterprises
BOCM	Bureau of Classification Management
CBP	Cognitive-Behavioral Programming
CCE	Corrections Complaint Examiner
CMSD	Correctional Management Services Director
COD	Cash on Delivery
COMPAS	Correctional Offender Management Profiling for Alternative Sanctions
CPS	Corrections Program Supervisor
DAI	Division of Adult Institutions
DHS	Department of Health Services
DNA	Deoxyribonucleic Acid
DOC	Department of Corrections
DSR	Dental Services Request
DWD	Department of Workforce Development
ERP	Earned Release Program
ESL	English as a Second Language
FPS	Financial Program Supervisor
GED	General Education Diploma
GP	General Population
HIV	Human Immunodeficiency Virus
HS	Evening/bedtime
HSED	High School Equivalency Diploma
HSR	Health Services Request
HSU	Health Services Unit
ICC	Inventory Control Coordinator
ICE	Inmate Complaint Examiner
ICRS	Inmate Complaint Review System
ID	Identification
LAIP	Legal Assistance for Institutionalized Persons
LEP	Limited English Proficiency
MC	McCauley
MM/DD	Month Month/Day Day
MSMU	Monarch Special Management Unit
OARS	Opening Avenues for Reentry Success
P.O.	Post Office

PHI	Protected Health Information
PREA	Prison Rape Elimination Act
PRN	As needed
PSR	Psychological Services Request
PSU	Psychological Services Unit
REG	Regular Account
REL	Release Account
RHU	Restricted Housing Unit
RLS	Reentry Legal Services
RN	Registered Nurse
RS	Release Savings
SAV	Regular Savings
SOT	Sex Offender Treatment
SPED	Special Education
SUD	Substance Use Disorder
TCI	Taycheedah Correctional Institution
TV	Television
UPS	United Parcel Service
USPS	United States Postal Service
VR	Visiting Room
WICS	Wisconsin Integrated Corrections System
WR	Work Release
WRS	Work Release Savings
WWCS	Wisconsin Women's Correctional System
DOC-21AA	Visitor Questionnaire
DOC-184	Disbursement Request
DOC-243	Notice of Non-Delivery of Mail/Publication
DOC-400	Inmate Complaint
DOC-400B	Inmate Complaint/Appeal (Continued), (this is the 2 <sup>nd</sup> page if needed)
DOC-405	Inmate Complaint Appeal
DOC-745	Release Plan Information
DOC-761	Interview/Information Request
DOC-884	Visitor Information Change
DOC-1090	Religious Preference
DOC-1163A	Authorization for Use and Disclosure of Protected Health Information
DOC-1290	Loan Application and Repayment Agreement
DOC-1292	Administrative Review of Classification Decision
DOC-1631	Telephone Request Attorney Add/Delete
DOC-2182	Request for Review of Rejected Complaint
DOC-2468	Consent to Receive Mail
DOC-2530	Reasonable Modification Accommodation Request
DOC-2757	Library Attendance Log
DOC-3035	Health Services Request
DOC-3035B	Psychological Services Request
DOC-3035C	Medication Refill Request
DOC-3392	Dental Services Request
DOC-8051	Inmate Emergency Contact Information