

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.58	Page 1 of 5
	Original Effective Date: 08/19/13	New Effective Date: 09/06/22
	Supersedes: 300.00.58	Dated: 12/21/20
	Administrator's Approval: Sarah Cooper, Administrator – 8/29/22	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Staff Personal Property		

POLICY

The Division of Adult Institutions shall allow staff to possess authorized personal property items upon entrance to the facility.

REFERENCES

Wisconsin Statutes s. 175.60 (16) (a) – License to Carry a Concealed Weapon, Prohibited Activity

Wisconsin Statutes s. 175.60 (15m) (a) (b) – License to Carry a Concealed Weapon, Employer Restrictions

Wisconsin Statutes s. 302.095 – Delivering Articles to Inmate

2011 Wisconsin Act 35 – Relating to carrying a concealed weapon

Wisconsin Administrative Code s. DOC 306.19 – Search of Staff

Executive Directive 80 – Carrying a Concealed Weapon

DAI Policy 300.00.04 – Devices with Activated Cellular-Wireless Capabilities-Access in DAI Facilities

DAI Policy 300.00.47 – Access for Official Visitors

DAI Policy 300.00.60 – Carrying a Concealed Weapon

DAI 300.00.69 – Recreation Equipment and Facility Use by Staff

DAI Policy 306.00.36 – Entrance Procedures

DAI Policy 306.00.16 – Contraband

DEFINITIONS, ACRONYMS AND FORMS

Clear – See-through to the extent all property items contained inside are identifiable.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2389 – Staff Personal Property Authorization

OC – Oleoresin Capsicum

PROCEDURE**I. General**

- A. It is a violation of law under Wisconsin Statutes to deliver articles to an inmate or to receive articles from an inmate for the purpose of conveying the article out of the facility when same is contrary to rules and regulations and done without the consent of the Warden.

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- B. Personal property items should typically be limited to work related items only. Staff may only possess property items authorized by this policy when entering a facility. All property shall be subject to search prior to entrance into or exit from a facility.
- C. Staff are responsible for the care, secure storage, proper use and safeguarding of any personal property they are permitted to bring into the facility or maintain on facility property.
 - 1. Staff shall consult with their immediate supervisor and/or a Security Supervisor regarding the appropriateness of an item.
 - 2. Warden/designee has the final decision for the introduction of any article as determined on the DOC-2389.
- D. Area supervisors shall monitor areas of responsibility to ensure policy and appropriate security practices are being followed.
- E. The DOC bears no responsibility for the loss, theft or damage of personal property.

II. **Allowed Property**

- A. Staff are permitted to carry the listed items into a facility for staff use only:
 - 1. Up to two clear carrying bags - limited to approximately 1400 cubic inches in total (combined).
 - 2. One non-glass/non-ceramic beverage container, not to exceed 32 ounces.
 - 3. Notebook or spiral bound paper.
 - 4. One day planner/portfolio.
 - 5. Food and/or drink items for daily consumption.
 - 6. Plastic eating utensils.
 - 7. Prescription medications in a reasonable amount (two-day dosage).
 - 8. Over-the-counter medications in a reasonable amount.
 - 9. Compact umbrella.
 - a. No spiked ends.
 - b. Limited to a maximum size of 15 inches closed.
 - 10. Seasonal clothing (sweater, jacket, etc.) appropriate to applicable policies.
 - 11. One spare pair of footwear and change of clothing appropriate to applicable policies.
 - 12. Wallet, keys, loose coins.
 - 13. Personal hygiene items.
- B. The following items are allowed with an approved DOC-2389:
 - 1. Medical equipment (the medical condition for which the approval is made shall not be known) including but is not limited to:
 - a. Injectable medications.
 - b. Syringes.
 - c. Medical appliances.
 - 2. Pagers.

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3. Electronic notebooks.
4. AM/FM radio.
5. Thermal containers containing glass or with removable inserts.
6. Metal cooking utensils.
7. Coffee makers.
8. Office/work space décor.
9. Other items may be requested for review.

III. Prohibited Items

- A. The following personal items are prohibited:
 1. Incapacitating agents (i.e. OC, mace, etc.).
 2. Firearms.
 3. Edged weapons.
 4. Ammunition.
 5. Explosives and explosive devices.
 6. Alcoholic beverages.
 7. Tobacco and items related to tobacco use.
 8. Electronic cigarettes, vaping devices and items related to their use.
 9. Illegal drugs, drug paraphernalia and non-personally prescribed narcotics.
 10. Handcuffs, handcuff keys and any other related equipment not issued by the facility.
- B. Other objects or materials not listed above which may compromise the security and order of the facility.

IV. Search of Staff Personal Property

- A. Property items shall be searched unless exemption is granted by the Warden/Superintendent/designee.
- B. The introduction of contraband into the facility by a staff member may result in disciplinary action, as well as a referral made to law enforcement, which may result in criminal prosecution.
- C. All carry in personal items shall be screened through the fluoroscopic machine/X-Ray machine and/or visual inspection, unless special permission is granted by the Warden/designee.
- D. When items are not identified in a clear carrying bag, the contents shall be removed and placed through the X-ray machine.
- E. All food items shall be appropriately inspected.
- F. Food items shall be:
 1. Self-contained
 2. In clear plastic wrap
 3. In a clear resealable container

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4. Commercially purchased foods shall be in cardboard, plastic or other containers that can be inspected.
- G. Aluminum foil wrapped items are prohibited.
- H. Employees wearing outer garments (coat, hat, gloves) shall be required to remove them and pass them through the x-ray scanner (where available).
- I. All staff and visitors shall be required to successfully pass through the metal detector without setting it off. This may require pockets being emptied, watches/jewelry being removed, shoes being removed, etc. Each site shall provide a basket/tray for staff and visitors to place items into for inspection prior to entry. Staff and visitors are exempt from passing through the metal detectors at correctional centers that do not have the required equipment.
- J. Persons entering the secured perimeter of a facility, including all staff and official visitors, may be subject to enhanced screening procedures at times identified by the Warden/designee.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other