

 <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: 02/19/18
	Supersedes: 300.00.58	Dated: 08/19/13
	Administrator's Approval: Jim Schwochert, Administrator	
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. 302.095 – Delivering Articles to Inmate
Wisconsin Statutes s. 175.60 (16) (a) – License to Carry a Concealed Weapon, Prohibited Activity
Wisconsin Statute 175.60 (15m) (a) (b) – License to Carry a Concealed Weapon, Employer Restrictions
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 – Cellular Telephones/Personal Digital Assistants
DAI Policy 300.00.47 – Use of Metal Detectors
DAI Policy 300.00.60 – Carrying a Concealed Weapon
DAI Policy 306.00.36 Entrance Procedures
DAI Policy 306.00.16 Contraband
Attachment – Types/Sizes of Totes Allowed

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

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out of the facility when same is contrary to rules and regulations and done without the consent of the Warden.

- 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 Department 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. Carrying device- limited to approximately 1080 cubic inches in size.
 - 2. One non-glass/non-ceramic beverage container, not to exceed 32 ounces.
 - 3. One day planner/portfolio.
 - 4. Food and/or drink items for daily consumption.
 - 5. Plastic eating utensils.
 - 6. Prescription medications in a reasonable amount (two day dosage).
 - 7. Over-the-counter medications in a reasonable amount.
 - 8. Compact umbrella.
 - a. No spiked ends.
 - b. Limited to a maximum size of 15 inches closed.
 - 9. Seasonal clothing (sweater, jacket, etc.) appropriate to applicable policies.
 - 10. One spare pair of footwear appropriate to applicable policies.
 - 11. Wallet, keys, loose coins.
 - 12. 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. Cellular phones, smart phones, pagers, notebooks and laptops.
 - 3. AM/FM radio.

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4. Thermal containers containing glass or with removable inserts.
5. Metal cooking utensils.
6. Coffee makers.
7. Office/work space décor.
8. 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 may result in criminal prosecution and/or disciplinary action (per Section IV below).
- 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 a clear carrying device is utilized and all property items contained inside are identifiable, the contents may not need to be emptied.
- E. Carrying devices that are not clear shall have the contents emptied by the staff member for proper inspection of the property items.
- F. All food items shall be appropriately inspected.
- G. 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.
- H. Aluminum foil wrapped items are prohibited.
- I. Staff may be required to empty the contents of their pockets and/or remove their coat for visual inspection, inspection through fluoroscopic machine/X-Ray machine or both.
- J. Staff may be subject to additional screening procedures.

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

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