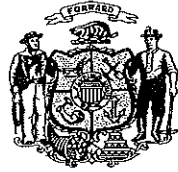


**Scott Walker**  
Governor

**Edward F. Wall**  
Secretary



**State of Wisconsin**  
**Department of Corrections**


---

Mailing Address

3099 E. Washington Ave.  
Post Office Box 7925  
Madison, WI 53707-7925  
Telephone (608) 240-5000  
Fax (608) 240-3300

DATE: July 29, 2013

TO: All DAI Staff

FROM: Cathy A. Jess, Administrator  
Division of Adult Institutions 

RE: DAI Policy 300.00.58 Staff Personal Property

---

The introduction of contraband into a correctional institution poses a serious threat to the safety of staff, inmates and the public. The Division of Adult Institutions (DAI) has been developing a policy that provides consistency and furthers security in regards to what property items are allowed to be brought into the institutions by staff on a daily basis. We researched other state and federal policies on the subject and utilized that information as a starting point for creation of a consistent policy for DAI institutions and centers.

In a message previously shared on myDOC, the Secretary addressed some of the safety concerns that have led to the need for an increase in security. He also stressed that these property restrictions are being implemented for everyone's safety. Our focus must be on protecting staff, inmates and the public from the intentional or accidental introduction of contraband into our institutions. Given the nature of our profession, we must accept that restrictions on allowable property are necessary when working in the secure confines of our institutions.

Personal property items should typically be limited to work related items only. All property shall be subject to search prior to entrance into or exit from a facility. Any staff personal property items being stored in, or brought into, assigned work spaces should be reviewed. Staff personal property that falls outside the allowable parameters established by this policy will require authorization from the appointing authority. Information on the process to document authorization of property is contained in the policy.

I appreciate your understanding and cooperation as we implement these enhanced security measures for the safety and security of all.