

 <div style="text-align: center;"> DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES </div>	DAI Policy #: 300.00.67	Page 1 of 5
	Original Effective Date: 12/13/12	New Effective Date: 12/02/24
	Supersedes: 300.00.67	Dated: 01/09/23
	Administrator's Approval: Sarah Cooper, Administrator – 11/8/24	
	Required Posting or Restricted: <input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
Chapter: 300 Administrative		
Subject: Digital Formatted Legal Materials		

POLICY

The Division of Adult Institutions shall establish uniform guidelines for PIOC to view legal material received in digital format. These guidelines shall provide PIOC adequate opportunity to have access to legal material in digital format while ensuring access to the material is controlled in accordance with the security needs of the facility.

REFERENCES

Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)

Wisconsin Administrative Code s. DOC 309.20 – Personal Property

DAI Policy 306.00.16 – Contraband

DAI Policy 306.00.27 – Transportation of PIOC

DAI Policy 309.04.01 – PIOC Mail

DAI Policy 309.15.01 – Law Library

DAI Policy 309.20.03 – PIOC Personal Property and Clothing

DAI Policy 309.51.01 – Legal Loans

DEFINITIONS, ACRONYMS AND FORMS

Codec – A device or computer program capable of encoding or decoding a digital data stream or signal.

Data Storage Device – Instrument in various formats to facilitate transfer or storage of computer-generated documents and media. Often, a portable/removable device commonly known as a USB (Universal Serial Bus) drive, flash drive, jump drive, thumb drive, USB key, USB stick, memory stick or USB portable hard drive. Other formats may include read only computer disks.

DFLM (Digital Formatted Legal Material) – Legal materials on a data storage device which is provided to PIOC by their attorneys, courts or other legal representatives.

DOC – Department of Corrections

DOC-237 – Property Receipt/Disposition

DOC-2646 – Use of Digitally Formatted Legal Materials for Inmates

PIOC – Persons in Our Care

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RH – Restrictive Housing

PROCEDURE

I. Receiving Legal Material in Digital Format

- A. DFLM may be received from:
 1. Courts.
 2. Administrative Law Judge.
 3. Division of Hearings and Appeals.
 4. Attorney(s).
 5. Public Defender's Office.
 6. Parole Commission.
 7. Social Security Office.
 8. Military.
 9. Exception requests shall be submitted to DOC Legal Counsel for review and approval.
- B. Each facility shall designate staff responsible for receiving and processing DFLM.
- C. The PIOC shall be notified by the DFLM coordinator/designee of any DFLM received by the facility. A DOC-237 shall not be completed.
- D. Upon initial receipt of new DFLM, each facility shall designate staff to review the content with the PIOC present to ensure content is legal in nature.
- E. If any file is found to contain contraband, the data storage device may be subject to disposal in accordance with DAI Policy 306.00.16 after consultation with Office of Legal Counsel.

II. Permitted DFLM

- A. DFLM shall be permitted into the facility for pending litigation. All other requests shall be considered on a case by case basis.
- B. PIOC shall provide sufficient information to justify the need for materials which may be substantiated by staff.

III. Guidelines for Access

- A. A DOC-2646 shall be provided to the PIOC for signature after the initial screening of DFLM has been completed. PIOC who refuse to sign the form shall not be given access to the material and it shall be sent out at the PIOC's expense or disposed of.
- B. DFLM shall not be altered by the PIOC.
- C. Each facility shall establish a process identifying the location and supervision requirements for PIOC in general population or in RH to view DFLM on stand alone computers.

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- D. PIOC shall be provided an opportunity to review the material as soon as reasonably possible after they make the request. PIOC providing proof of a short deadline shall be prioritized for viewing the material.
- E. PIOC shall be provided time to review DFLM in accordance with guidelines for Law Library use. Additional time may be provided as determined appropriate.

IV. Storage and Removal

- A. DFLM pertaining to a criminal matter shall be stored in a designated secure location determined by facility procedure until the first criminal appeal as of right pursuant to Wisconsin Statutes s. 809.30 is exhausted in state court.
 - 1. PIOC intending to pursue federal habeas relief following the exhaustion of their first criminal appeal as of right shall inform institution staff in writing.
 - 2. DFLM pertaining to a criminal matter to be reviewed or being reviewed by means of a federal habeas petition shall be stored in a designated secure location determined by facility procedure until the first appeal is exhausted in federal court.
- B. DFLM pertaining to a civil matter shall be stored in a designated secure location determined by facility procedure until the first appeal is exhausted in state or federal court.
- C. The DFLM shall not be stored in the PIOC's property.
- D. Once the DFLM is no longer allowed to be stored or the PIOC decides it is no longer needed, the material shall be disposed of in accordance with DAI Policy 306.00.16.
- E. If PIOC has been released without their DFLM and cannot be located, the DFLM shall be retained in accordance with Administrative Code DOC 309.20 (4).

V. DFLM Transferred Between Facilities

- A. The DFLM Coordinator at the sending facility shall ensure the DFLM is clearly identified and transferred via a secure method to the receiving facility.
- B. DFLM shall be handled by staff only.
- C. The receiving facility shall route the DFLM to the DFLM Coordinator.

VI. Copies

- A. PIOC shall only receive black and white copies of documents/photographs from DFLM. Exceptions may be made if the PIOC can provide justification that color is an issue central to his or her case.

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- B. Each facility shall establish a process that defines how PIOC is to request and receive copies of documents from DFLM. The PIOC is responsible for the cost of copies.
- C. The receiving facility shall route the copies to the DFLM Coordinator/designee.

VII. Allowed Formats to View Material

- A. DFLM shall be on any data storage device.
- B. Emails to staff containing DFLM are not permitted.
- C. DFLM shall be compatible to be viewed in Microsoft Office. Video shall be exported to media in a format, and using a codec, that can be viewed on any stand-alone computer running Microsoft Windows without the need for special software/viewers to be installed.
- D. Laptops shall be allowed to be brought into a facility by the entities listed in Section I.A. to view legal materials with PIOC.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.67	Page 5 of 5
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Chapter: 300 Administrative		
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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. PIOC

III. Other