



**WCCS**

**BLACK RIVER CORRECTIONAL CENTER  
Persons In Our Care (PIOC)  
HANDBOOK – 2024**

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

[Una versión española del manual del interno está disponible a petición para proveer de personal.](#)

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## ORIENTATION TO BRCC

Black River Correctional Center has a standardized orientation/intake process that encompasses center expectations and the code of conduct for PIOC's. You will be given a preliminary orientation on your day of arrival. BRCC staff conduct a full orientation session within the week you arrive.

Special notices, policy changes, memos, etc., are posted on PIOC bulletin boards in the main hall. It is your responsibility to read PIOC bulletin boards on a daily basis.

The rules of this handbook are not intended to be all inclusive. Staff direction will be followed at all times.

### **YOU ARE EXPECTED TO:**

- ❖ Treat your fellow PIOC's and staff with dignity and respect.
- ❖ Address your treatment needs, participate in center programs and activities.
- ❖ Maintain a positive attitude.
- ❖ Complete your work assignments to the best of your ability, in a timely manner, with a positive or neutral approach.
- ❖ Take care of the center buildings, contents and property. Keep the facility clean and in good order.
- ❖ Follow the DOC Administrative Rules, center rules, policies and procedures, and staff directions.

**Black River Correctional Center  
W6898 E. Staffon Road  
Black River Falls, WI 54615**

**(715) 333-5681**

## INTRODUCTION

Welcome to the Wisconsin Correctional Center System (WCCS). Our goal is to provide a safe and secure environment with programs and activities to assist in your reentry to the community.

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. Contact staff if you need help reading or understanding these rules. Additional rules and information will be posted throughout the center. You will be charged \$5.00 if you damage or lose this handbook.

You have been placed in a minimum custody facility and are one step closer to returning to your community. You are expected to be an active participant in case planning, which begins upon your arrival at BRCC.

You will be held accountable for the decisions you make. BRCC staff are here to help you learn and comply with the rules. They will redirect your behavior to ensure compliance with rules and to promote public safety.

Your past decisions have impacted many lives and have created many obligations and liabilities for you. You have a personal responsibility to victims and to the community for the crimes that you have committed. It is expected that you practice good decision-making skills while at BRCC and upon your release into the community.

You are required to follow orders given to you by staff. If you disagree, you may request to discuss the issue following the identified chain of command located in this handbook or you may file an PIOC complaint using form DOC-400. There is zero tolerance for profanity and aggression toward individuals with whom you come in contact.

Our programs and activities are designed to prepare you for reentry to the community as a responsible and productive citizen. You will find the staff to be experienced and sincerely interested in your progress. Do not hesitate to ask them for help with your issues or concerns. You are encouraged to use the opportunities provided so that your community reentry is safe and successful.

The Substance Abuse Program gives PIOC's the chance to learn more about themselves, their thoughts, feelings, and behaviors. PIOC's will learn about themselves by talking about themselves, listening to others, and using the information provided by staff. By doing this, PIOC's will actively work on personal development and self-awareness.

Through group interaction PIOC's can get an idea of how they see themselves and others, how others see them and the consequences they face for various kinds of behaviors. During the entire time PIOC's are in program, they will have a chance to learn how to deal with life problems in a more rational constructive manner - without alcohol, drugs, and violent or criminal behavior.

Progress in group will be measured by PIOC participation, behavior (both in and out of group) homework, test scores, work assignments, participation and behavior in any off-grounds activities. In addition, all PIOC's will actively work to incorporate self-awareness by holding themselves and others accountable.

You begin program immediately upon arrival at BRCC. New arrivals are considered to be in Phase I of program. Phase II is for those actively involved in intense programming and Phase III is for those who have successfully completed program and are awaiting release.

**Phase I** – All PIOC's will be in Phase I upon arrival at BRCC. PIOC's will remain in this phase until they start group with an assigned Social Worker. In this phase PIOC's are expected to structure their time with work and appropriate activities. Further, it is expected during this phase that PIOC's participate in ancillary groups that have been identified on their respective treatment plans. PIOC's will be monitored for their work performance, behavior, willingness, and motivation to engage appropriately at BRCC.

**Phase II** – PIOC's will be in this phase the day they start core curriculum, where they will be involved in full-time program curriculums to include but not limited to Cognitive Behavioral Intervention for Substance Abuse (CBISA) and or other programs as assigned/designated. PIOC's may also participate in other treatment interventions that address specified treatment needs specific to an individual PIOC. Phase II is the more intense therapeutic programming, where PIOC's are expected to structure their time throughout the day, including evenings.

**Phase III** – PIOC's will be placed in this phase after successfully graduating from Phase II of the program. During Phase III, PIOC's will concentrate on their release plans and preparing the details of their return to the community. PIOC's will be expected to demonstrate their behavioral skills learned, act as a mentor and assist other PIOC's in Phase I or Phase II, as needed. Additional activities, to include work assignments, may be assigned by staff as warranted.

**Incentives:** When PIOC's arrive at BRCC, they will have the opportunity to start earning incentive points for positive, pro-social behavior. Incentive points are not awarded for completing job assignments but for pro-social behaviors displayed while performing these duties. There is an incentive store/list that identifies all the incentives available that can be earned through incentive points.

**Sanctions:** Program sanctions range in severity to coincide with the infraction. While serving a sanction, PIOC's become ineligible to use incentive points. Program sanctions are used in lieu of Administrative Code Chapter DOC 303. Some behaviors cannot be duly addressed with program sanctions; therefore, the DOC 303 may be utilized.

**Group confidentiality means:** what is said in group stays in group. All PIOC's are expected to treat one another with respect, striving to effectively communicate with one another and staff. PIOC's are expected to act as adults and work out differences as responsible adults. Disruptive, disrespectful, threatening behaviors will not be tolerated and these along with breaches of group confidentiality may result in program termination.

All PIOC's must complete an Authorization for Use and Disclosure of Protected Health Information (DOC-1163A) upon arrival, generally during orientation week to identify persons (next of kin, family members, etc.) whom staff at BRCC can release information to if contacted by them and or staff needs to initiate contact.

Programs offered at BRCC include but are not limited to the following:

### **CORE PROGRAMS**

#### **Cognitive Behavioral Interventions for Substance Abuse**

Cognitive Behavioral Interventions for Substance Abuse (CBISA) is a curriculum designed for individuals who have a need in the area of substance abuse. This program places heavy emphasis on skill-building activities to assist with cognitive, social, emotional, and coping skills development.

#### **Education**

BRCC offers PIOC's the opportunity to gain a GED or HSED, and is mandatory if you have this need. Additionally, education works with students on correspondence courses and ways to further their education upon release.

## AFFORDABLE CARE ACT (ACA) COMPLIANCE

The DOC provides PIOC's nearing release the opportunity to apply for Wisconsin's Medicaid programs in accordance and compliance with the Affordable Care Act (ACA). Applications will be submitted via telephone, and procedures for call facilitation vary at each center.

- With the exception of inpatient hospital stays, PIOC's cannot use Medicaid services until release.
- Center staff will provide information to PIOC's about health care system changes and health coverage options through reentry planning.
- Social Worker will provide paper applications and information on the DOC process for applying for Wisconsin's Medicaid programs prior to release. Staff will also provide the application, instructions, and information about applying for health insurance purchases from the federal Marketplace after release.
- The pre-release ACA application process will allow releasing offenders the opportunity to access mental health, substance use disorder, and medical treatment and other covered services as needed after release.

## ADA Compliance

To request consideration for accommodation under the Americans with Disabilities Act, please complete the top portion of the DOC-643 Interview/Information Request form and forward your request to an ADA Coordinator using the mailbox.

## CANTEEN

Canteen is ordered at BRCC every two weeks. Canteen is delivered every other week. Orders have a limit of \$130 and need to be submitted using the phones no later than 9 PM the Sunday prior to canteen delivery.

Canteen is a privilege and loss of canteen is "all inclusive". Therefore, any PIOC on loss of canteen disposition/sanction is not permitted to order anything from canteen throughout the duration of the loss.

## CENTER JOB ASSIGNMENTS

PIOC's will be assigned to work assignments, which will be coordinated around their program schedule, so as to not interfere with treatment needs. All PIOC's are expected to be involved in program and work tasks while at BRCC. Failure to participate in both may result in your removal from BRCC.

## CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, you will find request forms available in the main hall. You must state exactly why you need to see the staff person or state your question exactly. Your request will be answered as soon as time permits. Do not send the same request to more than one staff member at one time. We encourage you to ask questions of our staff, but do so in an appropriate manner via an interview request form. Simply fold your interview request form and deposit in the mailbox.

<b>CONCERN</b>	<b>1<sup>ST</sup> LEVEL</b>	<b>2<sup>ND</sup> LEVEL</b>	<b>3<sup>RD</sup> LEVEL</b>
Accounts	BRCC Financial Specialist	Captain	Superintendent
Americans with Disabilities Act	Program Supervisor	Superintendent	WCCS HR Director
AODA & Other Programs	Social Worker	Program Supervisor	Superintendent
Dental	Nurse	Captain	Superintendent
Emergency Contact Forms	BRCC records associate	Captain	Superintendent
Education	Teacher	Captain	Superintendent
Food Services	Food Services Leader	Captain	Superintendent
Health Services	Nurse	Nurse Clinician 4	Superintendent
Hobbies	Property Sergeant	Captain	Superintendent
Living Area Issues	Sergeant	Captain	Superintendent
Interstate Compact	Social Worker	Program Supervisor	Superintendent
Jobs – (Center)	Individual Work Supervisor	Captain	Superintendent
Laundry	Laundry Sergeant	Captain	Superintendent
Legal Loans	BRCC Financial Specialist	Captain	WCCS Correctional Management Services Director
Library	Teacher	Sergeant	Captain
Mail	BRCC records associate	Sergeant	Captain
Medical Co-Pay	Nurse	Nurse Clinician 4	Superintendent
Notary Services	BRCC records associate	Captain	Superintendent
Open Records Request	BRCC records associate	Captain	Superintendent
Parole	Social Worker	Program Supervisor	Superintendent
Program Review Committee	Social Worker	Program Supervisor	Superintendent
Property / UPS	Property Sergeant	Captain	Superintendent
Psychological Services	Psychologist	Captain	Superintendent
Records	BRCC records associate	Superintendent	WCCS Records Office
Recreation	Recreation Sergeant	Captain	Superintendent
Reentry	Treatment Specialist	Program Supervisor	Superintendent
Religious Issues	Program Supervisor	Superintendent	WCCS Deputy Warden
Sentencing Info	Office Program Assistant	WCCS Records Office	WCCS Deputy Warden
Social Security Card	BRCC records associate	Program Supervisor	Superintendent
Veterans Affairs	Social Worker	Program Supervisor	Superintendent
Visiting Information	BRCC records associate	Captain	Superintendent

## COMMUNITY SERVICE

Center community service projects are a way for you to help the community.

- Community agency requests are approved by the Superintendent.
- Center community service projects are required as part of the Program. All PIOC's are expected to participate in a minimum of at least 12 hours of community service during their stay at BRCC.
- The Program Sergeant will track and record all hours of service completed by each PIOC. Failure to participate in community services projects will result in your removal from BRCC.
- You may not participate in center community service projects that conflict with your program or work schedules.

## COMPLAINT PROCEDURE

The PIOC Complaint Review System (ICRS) provides you a formal grievance process regarding rules, living conditions, and staff actions. You should attempt to resolve the issue yourself using the chain of command before filing a formal complaint. PIOC Complaint forms are available in the forms rack in the main hall.

The ICRS may be used to seek a change of any center or practice except:

- A finding of guilt or a disposition imposed by an Adjustment Committee or a disciplinary hearing officer as the result of a disciplinary hearing.
- A Program Review Committee's or Staffing Committee's decision;
- A decision of the Parole Commission acting in any capacity;
- The denial of a request for an authorized leave as provided in Administrative Code DOC-326;  
or
- A decision on a challenge to an PIOC's record.

All of the above exceptions have an appeal process which must be utilized rather than going through the ICRS.

The ICRS may be used to challenge the procedures used by the Adjustment Committee or hearing officer, by a Program Review or Staffing Committee, or by a decision maker acting on a request for authorized leave, but not the decision itself.

Section 801.02(7), Stats., requires that you exhaust the complaint process prior to filing suit in state court against the DOC or a DOC employee.

The Captain acts as the Institution Complaint Examiner (ICE) in the Center System. The ICE makes a detailed report to the Superintendent, along with a recommendation. You will receive a copy of the Superintendent's decision and information regarding the steps taken by the ICE.

If you disagree with the Superintendent's decision, you may file an appeal with the Corrections Complaint Examiner (CCE). The directions to file an appeal are on the Request for Review form, available in the forms rack or from the Captain.

## CONTRABAND

In accordance with 2019 Wisconsin Act 111 and 303.00.05, PIOC's who are in possession of or attempt to introduce contraband into the facility will be referred to outside law enforcement for potential prosecution. Any PIOC who aids or abets in the introduction of contraband will also be referred.

You are prohibited from possessing any personal information concerning staff and/or other family members of staff. Such information includes, but is not limited to, address, telephone number, driver's license, school records, financial records, divorce, adoption, or arrest records, and any other unique identifiers.

You are not to have contraband in your possession at any time, including your personal rooms, center work location, project crew site, and or work release site. Any item not listed on your property inventory or not authorized by staff is contraband.

When returning from any off-grounds activities or events, you are not permitted to bring any items back to the center.

## COUNTS

### **FORMAL COUNTS:**

A Formal Count is a count taken at specific times during each 24-hour period. Standing counts require PIOC's to stand in a pre-designated area at a specified time. BRCC has multiple formal/standing counts throughout the day. The following are the listed times and locations of the mandatory formal and standing counts.

#### **Formal Count Times:**

07:15 AM  
11:30 AM  
4:15 PM  
9:15 PM

- The Sergeant will provide an all call announcement and ringing of the outside bell 10 minutes prior to all official standing counts.
- Once the ten-minute warning is provided, PIOC's will proceed to their assigned rooms to prepare for count. Bathroom use is not permitted unless in an emergency, with permission from staff.
- PIOC's must be fully dressed in trousers or shorts, socks, footwear and shirts for all standing counts.
- Electronics must be turned off and no game playing. No talking is permitted once count is announced until the Sergeant verbally clears it after taking count, after which all talking will be in moderate conversational tones.
- At count time, the Sergeant will announce in all PIOC areas; "Time for count".
- PIOC's will be in their rooms, with the room light on, and the door open. The PIOC assigned to the lower bunk will stand at the foot of their bunk by the window. The PIOC assigned to the top bunk will stand at the head of the bunk by the door; both PIOC's will face the doorway until the count is cleared.
- PIOC's assigned to the dorm will stand at the end of their bunks, side by side.
- PIOC's assigned to work in the kitchen during count times, will, report to the dining room, in direct view of the Sergeant conducting the count, until the Sergeant clears count.

- PIOC movement on grounds, hallways, etc., is prohibited during count times, unless under immediate staff escort or given specific staff permission, until such time as the count is cleared via an all call announcement from the Sergeant.
- When the Sergeant announces; "Count is clear, Count is clear", normal center functions and movement may resume unless instructed otherwise.

### **EMERGENCY COUNTS:**

Emergency counts are conducted at times other than those specified for formal, standing, or census counts to ensure the immediate accountability of all PIOC's.

When an emergency count is announced, you are to report to your room, immediately open the door and turn on the lights. You are not to come out of your room for any reason until the Sergeant announces the count is clear.

## **DRESS CODE**

### **GENERAL REGULATIONS:**

1. Your State ID must be displayed at all times except
  - in the shower
  - in your room
2. State issued clothing includes green pants, green shirt and t-shirt.
3. PIOC's will be in full greens from 8:00am – 4:30pm weekdays for the following:
  - a. Staff facilitated program activities in group rooms, visiting room, dining room, etc.
  - b. Visits
  - c. Meals
  - d. All off-site appointments or activities including trips to schools, community services, etc.
  - e. Religious services, bible study, on-site AA, etc. (anytime there are guest speakers/volunteers present).
5. During the summer months due to high heat index, exceptions can be made for program and work assignments
6. All state/personal clothing must be appropriately sized and worn as it was intended to be worn. No baggy or oversized clothing is permitted. Shoes shall be tied.
7. State issued or personal clothing will not be altered or defaced in any manner.
8. For shirts with buttons; buttons will be buttoned except for the top button.
9. Thermal underwear is only permitted to be worn under clothing.
10. Shower shoes may only be worn to and from the showers/bathrooms.
11. All clothing and footwear will be worn in the manner in which it is intended.
12. PIOC's in the dayroom and gymnasium must be fully dressed in pants/shorts and shirt, t-shirt, and footwear including socks.
13. Winter coats, hats and thermal wear are considered winter clothing attire and are not seen as appropriate to wear during the months of May through September, unless there is inclement weather.
14. Hats, caps, gloves and or winter coats may not be worn inside. PIOC's may put them on when preparing to exit the building.
15. Curlers and/or plastic transparent, cosmetic caps are only permitted to be worn in your room. You are not permitted to wear these items outside your room, unless going directly to and from the restroom/shower areas.
16. Dew-rags are only worn when in your room, with the exception of to/from the bathroom during nighttime sleep hours.
17. You will not be allowed to order or receive any shirts or pants which are larger than necessary.
18. You may not lounge naked or in only undergarments. A cover up and undergarments must be worn.

## DUTY TO REPORT ILLEGAL ACTIVITY

WCCS wants to provide you with a safe place to live. We also want to provide a safe place for the staff and the public. It is your responsibility to help provide a safe environment.

If you see or hear of any illegal activity, you are required to report what you saw or heard to staff. If you do not report the illegal activity, you could receive a Conduct Report and or be referred for prosecution.

## EMERGENCY CONTACTS

In an emergency, we may need to talk with your designated emergency contact.

Complete the Offender Emergency Contact Information form, DOC-851, to provide the name, address, and phone number of two family members you want us to contact. If you have questions, please contact your social worker.

Family Emergency: If you or center staff are notified of a serious illness or death in your family, information to verify the emergency should be reported to your assigned social worker for any referrals or follow-up needed.

Deathbed or Funeral Visits: You may request to attend either a deathbed visit or a funeral visit of an immediate family member. Superintendent approval is required. No out-of-state trips are allowed.

## EMERGENCY PROCEDURES

### **FIRE ALARMS:**

1. If the fire alarm goes off, you are to immediately leave the building and report to the pavilion.
2. Exit locations are posted throughout the center.
3. An emergency count will be taken.
4. You are to assemble outside by living area, as directed by the Sergeant.
  - There is to be no talking until the Sergeant clears the emergency count.
  - Remain in this area until you receive further instructions from staff
  - Keep noise levels to a minimum so that everyone can hear staff instructions
5. Do not go back into the building until directed to do so by staff.

### **TORNADO PROCEDURE:**

1. PIOC's will be directed to report to the basement, where they will sit on the floor.
2. Do not leave the assigned area until directed to do so by staff.

### **OTHER EMERGENCIES:**

The on-duty staff will determine when an emergency exists. Follow all instructions and directions given by staff.

### **DRILLS:**

Drills will be held to familiarize you with emergency procedures and reporting locations. All drills should be taken seriously and directions followed as if it is a real event.

## ESCAPE PRECAUTIONS

Any unauthorized leave from the center or assigned off grounds function is an escape. It is a felony punishable by up to five years incarceration consecutive to your present sentence and a fine of \$10,000. If you leave center limits, appropriate action will be taken to obtain your arrest and you will be referred for prosecution and elevation of custody.

The center boundaries are clearly marked. Movement beyond center limits without authorization may result in disciplinary action and escape charges. You are responsible for knowing all center boundary limits.

## HEALTH SERVICES, SICK CELL AND LAY-IN

Access to Medical, Mental Health and Dental Services

### **EMERGENCIES:**

Notify any staff member immediately.

An emergency is defined as life threatening and or needing immediate medical attention.

### **ROUTINE CONCERNS:**

Fill out a Health Services Request and Copayment Disbursement Authorization form, DOC-3035. Fold the form as noted in the Health Service Request section and place in the center HSU box.

### **COPAYMENT:**

A copayment of \$7.50 will be charged for routine requests that result in a face-to-face contact initiated by an PIOC (patient) when a copayment is required. No PIOC will be refused health care for inability to pay a copayment.

1. You will not be charged for written responses, medication refills, and review of medical records, medical emergencies, or work-related injuries.
2. You will not be charged a copayment for a pre-existing condition.
3. You will not be charged for contacts with PSU staff.

### **PIOC-INITIATED REQUESTS INCLUDE:**

1. Request for health services by you
2. Request by third parties (others) including:
  - Request for health services on your behalf by a relative
  - Request for health services by an attorney
  - Requests from correctional staff on your behalf

### **NURSING SERVICES:**

Nursing services at BRCC are available approximately between 6:00 AM – 4:00 PM Monday-Friday.

### **HEALTH PROFESSIONAL REFERRAL:**

1. The nurse will evaluate you and determine the nature of the problem and how it should be treated.
2. A referral for dental, psychological, or further medical care, will be made to other healthcare providers as deemed appropriate by Department healthcare staff.

### **MEDICATION and REFILL PROCESS:**

1. All medication must be kept in the original container and locked in your footlocker, drawer or cabinet.
2. Medications may never be sold, loaned traded or given to another PIOC.

3. To request a refill of your medication, complete a DOC-3035C Medication/Medical Supply Refill Request form. Place the form in the HSU mailbox. You will receive notice of the status of your refill request.
4. Allow seven days for all medication refill requests to be reviewed.
5. Over the counter (OTC) medications must be purchased from canteen.

### **ACCESS TO MEDICAL RECORDS:**

PIOCs wishing to view their medical records or receive photocopies of medical records must submit a DOC-3035 Health Services Request and Copayment Disbursement Authorization Form to the nurse. You must note on the request form if you want to view your medical record or receive copies. A fee of \$.15 per page will be assessed for copies of your medical records. You will be required to complete a DOC-1163A Authorization for Use and Disclosure of Protected Health Information form before you can receive copies of your medical record.

Upon request to view your medical record, an appointment will be made for you. You may take notes while you view your record. You are not allowed to remove anything from your medical record. No copies can be obtained after your account is closed.

### **SICK CELL / LAY-IN**

Lay-In – a non-paid status indicating the PIOC has been excused from his work or program assignment until the next work or program day at the discretion of the assignment supervisor. PIOCs on lay-in will be on room confinement until the start of the next work or program assignment.

Sick Cell – a paid status at involuntary unassigned rate. Sick room status must be established by Health Service staff. HSU will determine directions regarding activities for sick cell and it will be communicated per form DOC-3332B Medical Restrictions/ Special Needs.

Any illness that prevents you from reporting to your work or program assignment must be reported.

PIOCs in a Sick cell/Lay-In status will be required to adhere to the following rules:

1. The on-call nurse will be contacted if your health appears to have deteriorated and you are in need of immediate medical assistance. Contact with the on-call nurse shall also be made in the event staff has any concerns or questions about your health/needs.
2. You will remain in your room/bed assignments.
3. Your door will remain closed at all times.
4. You will be required to turn in all of your electronics.
5. Unless excused by Health Services, staff will determine if you will report to the dining room or receive an in-room tray.
6. You will only be allowed to leave your room to use the washroom, shower, obtain meals, in the event of an emergency, or due to change the medical status.
7. You will participate in the formal counts unless medically excused by HSU personnel.
8. All recreational activities, including visits, will be suspended while you are in sick room/lay-in status.
9. Sick room may only be extended on a day-to-day basis with the approval of a health care professional.
10. PIOCs requesting placement into a sick room/lay-in status on a Friday will remain in that status until the following Monday or until cleared by Health Services.
11. PIOCs in sick room status as a result of an injury sustained in a job-related accident shall be compensated at the rate he or she was earning in his prior center job.

## **HOUSING RULES AND GUIDELINES**

An important part of everyday living consists of how you look, your personal hygiene, and the condition of your living area.

### **LIVING QUARTERS:**

You are assigned a room / bunk upon your arrival at the center. You are not permitted to select who you wish to be roomed with, all room assignments are coordinated by staff.

### **STORAGE:**

1. All property, state or personal, must be stored in the wall closet or footlocker other than your radio, alarm clock, fan, and TV.
2. Locker is to be closed at all times when not in use.
3. Footlockers may not be lined with any material, (newspaper, towels, etc.).
4. Padlocks must be secured to footlockers or drawers at all times.
5. Books, correspondence, writing utensils, miscellaneous papers, etc. will be neatly organized.

### **LIVING AREA CLOSURE TIMES:**

PIOC movement to and from the Sergeants' desk, hallways, etc., closes 10 minutes prior to count times. PIOC movement in hallways will be kept to a minimum and is only for PIOC's returning to their rooms for count.

### **INSIDE THE CENTER:**

1. The area behind the Sergeants' desk may only be accessed if given specific permission by staff and while staff are physically present.
2. Loitering near the Sergeants' desk is strictly prohibited.
3. You are expected to walk to and from your assigned room, without delay.
4. While moving within the center, PIOC's are expected to walk on the right side of the hallways to avoid congestion.
5. Running inside the building is prohibited.
6. You are not permitted to enter a room / living area to which you are not assigned.
7. You may not enter the dining room, visiting area, laundry room, or kitchen at any time without permission.
8. You will address all staff by their last names
9. Notify staff of any items that are broken or in need of repair.

### **ARRIVAL/INTAKE PROCEDURES:**

1. A Sergeant will assign you to a room / bunk upon your arrival.
2. You are responsible for any damage and or contraband in your room/bunk areas. Therefore, inspect your room as soon as you move in and report damage/contraband to a Sergeant immediately. If you do not report it you will be held responsible.
3. One locker will be provided to you. A padlock, if requested, will be provided for the footlocker. You will be charged \$10 for replacement of a lost or damaged padlock.
4. Room Keys
  - a) You will be issued one key when assigned to a room.
  - b) If you lose or break your room key, or leave the center upon release with your room key, you will be charged \$8.00 for a replacement key.
  - c) If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge.
5. Anytime you are assigned a new room, you are responsible for fully cleaning your room before you move.

### **BULLETIN BOARDS:**

1. Information such as rule changes, schedules, announcements, appointments, and center information will be posted on the bulletin boards in the main hall. You should look for and read new postings daily. You are responsible for knowing this information.
2. You may not post, remove or alter any material on the bulletin boards, unless specifically directed by staff.

### **ROOM REGULATIONS:**

1. Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the window of your door, or over the window to outside.
2. Room/furniture layouts are standardized. You may not rearrange the furniture in your room.
3. Rooms are to be kept clean at all times.
4. You may not lay down, sleep, or be under the covers from 8:00 am to 4:00 pm Monday through Friday, excluding holidays. Laying down is defined as a position in which your body is flat or semi flat.
5. You are not permitted to leave your room door open or ajar. Door will be kept closed at all times, when not in immediate use.
6. You may not tamper with the door lock. Do not put any object in the door to hold it open or keep it from closing completely.
7. Do not place anything in front, behind or near the door that would interfere with opening and closing of the door.
8. Do not tamper with the smoke detector for any reason. Covering the smoke detector's sensors is prohibited and will result in discipline.
9. The bulletin boards in your room are used to hang photos of family and friends, cards, calendar and schedules. All items must fit on your bulletin board only.
10. Posters and cutouts from magazines are contraband and will be removed by staff.
11. Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, bed, footlockers, wall lockers, or TV stand, by any method.
12. Cords, string or other material may not be strung across the ceiling, floors, or walls.
13. Talking to someone outside of your window is not allowed.
14. Do not store food on the windowsill.
15. You will be charged for any damage to your room or its contents.

### **ROOM SANITATION:**

You are responsible to keep your room clean at all times. You are expected to maintain the highest degree of cleanliness and sanitation and rooms will be inspected by staff to ensure they meet cleanliness and sanitation standards.

### **ROOM INSPECTIONS:**

1. Room inspections may be conducted at any time.
2. Following a room inspection, you may be provided with a notice that indicates what needs to be cleaned or corrected.
3. Repeated infractions will result in progressive sanctions and/or disciplinary action.

### **CLEANING SUPPLIES:**

1. Cleaning supplies may be obtained from the janitor's closet in the main hall.
2. Cleaning supplies may not be kept in your room.

### **PERSONAL ELECTRONICS:**

1. Headphones or ear buds are to be on your ears at all times when electronics are in use. Staff will direct you to reduce the volume if the sound is excessive.
2. All electronic equipment must remain in your room.
3. All lights, lamps, and electronics (radio, television, fans), must be turned off when you are not in your room.
4. Sound from electronics may not be heard outside of the room, regardless of wearing headphones or ear buds.

5. Electric typewriters may not be used after 9:00 pm and not until dayroom resumes the next day.

**NOTARY SERVICES:**

1. To request notary service, complete an interview request slip and send to the Notary.
2. The Notary will schedule an appointment with you to review the documents and determine if the service will be provided.
3. There is no charge for this service.
4. Do not sign documents prior to your appointment with the Notary.

**PIOC ACCOUNTS**

The official record of your PIOC account is maintained in the WCCS Business Office, located in Madison, Wisconsin. 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 the Chain of Command section of this handbook.

The following abbreviations may be listed in the Account Activity section of your Trust Account Statement.

REG	Regular Account	REL	Release Fund
RS	Release Savings	WR	Work Release
WRS	Work Release Savings	SAV	Savings
BON	Bonds		

**OPENING AN INTEREST-BEARING SAVINGS ACCOUNT:**

If you currently do not have RS, SAV or WRS accounts, please write to the Office Support Staff requesting a form to open the type of account. When you receive the form, complete the information and attach the form to your completed disbursement request. No envelope is needed for the disbursement request. Interest is posted to your PIOC account and you will receive bank statements showing the interest earned.

**TRANSFERRING BETWEEN ACCOUNTS:**

You may request to transfer funds between approved sub-accounts by submitting a disbursement request. No envelope is needed for the transfer of funds requests.

**CHILD SUPPORT:**

If deductions are currently being withheld from your account by WCCS, those deductions will be taken per the court orders by WCCS until a termination order is received in the WCCS Business Office. It is your responsibility to contact the Child Support Agency to have them issue a termination order for the WCCS deduction. Please have them fax it to the WCCS Business Office at (608) 240-3334. Make sure they have your name and DOC# listed on the order.

**DISBURSEMENT REQUESTS (DOC-184):**

To complete or submit a disbursement request:

1. A disbursement request must be used in all money transactions for any account transaction within or outside the facility, including requests to send money to close family members.
2. You must submit the disbursement request complete with your name, your number, etc., and dollar amount in legible writing.
3. You must sign and date the request before submitting.

4. When submitting your disbursement request, you must turn it in to unit staff for verification that the identity of the PIOC submitting the disbursement request is the same PIOC who is the subject of the disbursement request.
5. Unit staff will initial and date the request indicating verification has been made and it can be processed.
6. Disbursements requesting money to be sent home to close family members need to be authorized with amounts of \$25.00 or less. Amounts above this must have Supervisor's approval, prior to processing. All other types of disbursement requests only need the verification done and are then forwarded to the business office for processing.
7. All disbursements will be submitted to the business office via facility mail.
8. Ensure you have the correct postage when an envelope is needed to process your request (non-DOC vendor purchases, money to family, or sending documents to court).
9. When requesting additional postage, place the disbursement request inside the envelope, folding the upper half of it over, so that it protrudes from the envelope, with the envelope flap folding down. This is done to ensure the disbursement remains with the envelope to avoid it being lost or misplaced, which happens when the disbursement is attached to the outside of the envelope. Ensure the envelope is left unsealed for the purpose of additional postage requests.
10. Generally, disbursement requests will be reviewed by center staff within three days of receipt.
11. Disbursement requests that are denied by center staff will be returned to you.
12. Disbursement requests that have insufficient information filled out and or are incorrectly filled out, will be forwarded to the Sergeants' desk, which will provide you with direction in accurately completing your disbursement and re-submitting. This process aids in avoiding unnecessary delays in processing and provides an educational tool, in correctly completing disbursement requests.
13. Requests for copies are at \$0.15 per page, a two-sided document is two pages for copy purposes. Submit a disbursement request to designated center staff. On the request, state how many copies are needed and attach the documents to be copied to the request. Staff will complete the disbursement request amount once copies have been made. An envelope is not needed.
14. Photos: Photographs are \$3.00 each. Make the request payable to the Photo Project.
15. For any other types of disbursement request, ask center staff for assistance in completion.

#### **PAYROLL:**

Institution payroll is processed BI-WEEKLY. After payroll has been processed and you receive your biweekly Trust Account Statement, verify that your payroll is correct. If you find any discrepancies, write to the Office Support Staff stating what the discrepancy is. The information will be verified and corrected if needed.

#### **RELEASE INFORMATION:**

Two weeks prior to your program completion date, your account will be closed. Your agent controls the amount of money you receive when you leave. You will also receive further closeout information from the Office Support Staff upon your release from BRCC.

### **PIOC PHOTO SERVICE**

Black River Correctional Center allows PIOCs to purchase photos for family, friends or themselves. All center rules and regulations regarding appearance and visitation will be followed.

PIOCs may have digital photographs taken during visits in the visiting room or areas of the facility if determined appropriate by the Superintendent.

Photo service activity will be under the general supervision of the Visiting Room Sergeant.

#### **Photo Guidelines:**

- You must have adequate funds in your regular account to request to purchase photos.
- A DOC-184, made payable to Black River Correctional Center Photo Project, must be completed and approved by staff prior to obtaining photos.

- The cost of each photo is \$3.00.
- Visitors may not pay for photos.
- Only the center's digital camera will be used.
- Only the individual PIOC and his approved visitors for that day may be in the picture.
- No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
- Only those photos displaying authorized and acceptable images will be allowed.
- PIOCs may stand, sit or kneel for photos.
- Nothing, including sunglasses, may be worn or hung from any part of the body or clothing during photos.
- Nothing may be held in the hands, under the arm, etc.
- The PIOC having the photo taken may view the photo image and request one retake if the photo image is not acceptable. The PIOC photographer will delete the rejected photo prior to printing the acceptable photo.
- All photographs will be reviewed by staff to make sure they meet these guidelines.
- Any photo suspected of being related to a Security Threat Group will be forwarded to the center's Security Threat Group Specialist for review and disposition.
- PIOCs may give approved photos to their visitors or take them back to their rooms.

## LAUNDRY

### **FACILITY LAUNDRY:**

1. This facility utilizes center laundry services for all state issued clothing and linen.
2. PIOC personal clothing will also be laundered through this service.
3. Only PIOCs assigned to work in the facility laundry are permitted in the laundry room, which is located in the main hall, across from the dining room.
4. You are responsible for all clothing issued to you.
5. State-issued clothing and laundry is exchanged on a one-for-one basis. You must turn in an item to receive the same item.
6. Upon your release from the center, you are to return all state issued clothing and laundry items to the institution laundry.
7. Laundry is exchanged daily between the hours of 8:00 AM - 9:00 AM and 7:30 PM – 8:30 PM
8. Sheet exchange will be as follows:
  - Saturday- East Hall 8:00 AM – 10:30 AM
  - Sunday- West Hall 8:00 AM- 10:30 AM

## LIBRARY

Library materials will be accessible to all PIOCs during dayroom hours. A computer may be available for use while at the center.

You have access to an electronic law library. A Legal Assistance to Institutionalized Persons (LAIP)/ Remington Center Desk Reference is also available.

## LIMITED ENGLISH PROFICIENCY

Limited English Proficiency (LEP) population guidelines of the U.S. Department of Justice require translation of written forms, signs, notices and publications to meet the needs of LEP at five percent threshold within the DOC.

You may request LEP services by one of the following methods (regardless of primary language and or skills).

1. Submit DOC-2592 DAI Request for Assistance in Spanish, to staff.
2. Request language assistance in writing in your primary language (may require translation to English to facilitate staff processing of request).
3. Request language assistance verbally in your primary language (may require Interpretation into English to facilitate staff processing of request).

## **MAIL REGULATIONS**

All mail, sent or received, must be processed through **TextBehind** or the center mailroom. Centers do not accept "Postage Due" mail. Please advise correspondents the correct postage must be on their mail. A completed DOC-238 Consent to Receive Mail 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 center 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.

With the exception of the parties listed in Administrative Code Ch. DOC-309, staff may open and inspect all mail received at the center.

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 incoming and outgoing non-privileged mail must be addressed / return addressed:

PIOC Name and Number  
Black River Correctional Center  
PO Box 189  
Phoenix, MD 21131

### **INCOMING MAIL:**

1. 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.
2. If incoming mail is denied, you will be notified via mail non-delivery slip.
3. If you transfer to another institution, mail received at the center will be forwarded to you.
4. 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.
5. If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.

### **OUTGOING MAIL:**

1. Mail addressed to another PIOC may not be sealed. Any other outgoing mail may be sealed.
2. Outgoing mail may be opened and inspected for contraband.
3. As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system.
4. No drawings are allowed on the envelope or package.

5. Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to State Collections may be used in conjunction with the stamp for additional postage. (see disbursement request procedures, as needed)
6. When sending certified, registered, overseas, airmail or other packages you may submit a DOC-184 for the total amount of postage due. (see disbursement request procedures, as needed)
7. If you do not have sufficient funds to cover the additional postage, the item will be returned to you.
8. If outgoing correspondence is denied, you will be notified.
9. To send a letter by certified mail, attach a DOC-184 payable to BRCC-Postage. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail.
10. All outgoing mail is to be placed in the center PIOC mail box.  
Incoming or outgoing mail will NOT be delivered if it does any of the following:
  1. Threatens criminal activity or harm to any person.
  2. Threatens blackmail or extortion.
  3. Concerns sending contraband in or out of the center.
  4. Concerns plans to escape.
  5. Concerns activity that, if completed, would violate the laws of Wisconsin or the United States, or DOC Administrative rules.
  6. Is written in code (which includes nicknames).
  7. Solicits gifts from a person other than a family member or a person on the visiting list.
  8. Is "injurious", meaning material that:
    - Is, in whole or in part, pornography.
    - Poses a threat to the security, orderly operation, or safety of the center.
    - Is inconsistent with or poses a threat to the safety or rehabilitative goals of an PIOC.
    - Facilitates criminal activity.
  9. Contains information that, if communicated, would create a clear danger of physical or mental harm to any person.
  10. Teaches or advocates illegal activity, disruption, or behavior consistent with a gang or a violent ritualistic group.
  11. Determined by the Warden, on a case-by-case basis, to interfere with an PIOC's penological interests, goals, or needs.
  12. Is determined by the Warden, for reasons other than those listed in this paragraph, to be inappropriate for distribution throughout the institution.

**PIOC-TO-PIOC MAIL:**

1. PIOC-to-PIOC mail must be submitted unsealed.
2. Staff will read incoming and outgoing PIOC-to-PIOC mail.

<b>MEALS &amp; DINING ROOM REGULATIONS</b>
--------------------------------------------

**MEAL TIMES:**

Breakfast	7:15 a.m. (after count)
Lunch	11:30 a.m. (after count)
Dinner	4:15 p.m. (after count)

**MEAL REGULATIONS:**

1. Meals will be consumed in your room/dorm.
2. When count is cleared, PIOC's will be called by living areas, on a rotating basis.
3. Full greens and appropriate footwear will be worn for all meals. Thermals may be worn September through May, under the green clothing.
4. Talking will be kept to a modest conversational tone.
5. All food items will be served from the serving line to ensure the highest degree of sanitary conditions is maintained. Once you have left the serving line, you cannot return, unless given specific permission from staff.

6. Serving portions are established by the food service consolidated menu and must be followed. You are expected to take only food items you expect to eat.
7. You cannot give away or trade food items while in the serving line. If you choose to exchange food items, you may do so after you have left the serving line.
8. If you have a complaint, report it to the Sergeant on duty. Do not direct complaints to the PIOC food service workers.
9. When finished eating, place your tray in the dish room access window, put your utensils in the bucket provided and cup in the rack.

#### **RELIGIOUS DIETS:**

You must complete and submit a DOC-2167 Religious Diet Request to the Program Supervisor to be considered for a religious diet. All sections of the request form must be completed in sufficient detail to ensure the request is clear and complete.

#### **MEDICAL DIETS:**

You must receive authorization from Health Services staff for a medical diet. In general, many dietary concerns may be met by self-selection from the standard menu.

#### **SAVED TRAYS:**

Sergeants will determine who is eligible for a saved tray. Staff will assist you in obtaining the saved tray. You may not enter the dining area without staff permission.

#### **BAG LUNCHES:**

If you are working outside the center during a meal time, you will be provided a bag lunch and you are not entitled to a saved tray. You are authorized to receive one bag lunch per meal that will be missed.

## **PERSONAL HYGIENE AND HAIRDRESSING**

You are expected to maintain your personal hygiene. This includes personal cleanliness, grooming, and regular exchange of state-issued clothing, bedding, and the laundering of your personal clothing.

#### **BASIC HYGIENE KIT:**

Upon arrival at the center, if you do not have basic hygiene items and you do not have sufficient funds in your account, you may obtain a basic hygiene kit from the Sergeant.

#### **RESTROOMS:**

1. Use of the restroom during non-dayroom hours is limited to toilet/urinal use and hand washing.
2. No loud or disruptive talking is permitted.
3. Feet are not to be placed in the sinks.

#### **SHOWER PERIODS:**

1. You are expected to shower daily or at a minimum of once every three days, unless medically excused.
2. Showering is not permitted when the dayroom is closed. Use of the showers will not interfere with custodial duties.
3. Showering is limited to 10 minutes in length.
4. Staff may direct you to shower any time it is determined you are creating a health hazard or are offensive to others.
5. Shower shoes are only permitted to be worn to and from the bathroom/showers or in your assigned room.

#### **HAIR RESTRICTIONS:**

1. No Security Threat Group related haircuts.
2. No sculpting designs, lines, numbers, letters, or symbols.
3. No dying or bleaching.

4. No hair extensions.
5. Shaving of the head must be total. Partial shaving is not permitted.
6. Mohawks, punk, or new trend street styles are not allowed.
7. Tufts or tails are not permitted.
8. If you arrive at the center with an unauthorized haircut, you will be required to cut your hair to conform to an allowable haircut.
9. The Captain will determine the appropriateness of questionable haircuts.
10. You must have staff permission to do another PIOC's hair.

## PREA

You have the right to be safe from sexual abuse, sexual harassment and report-related retaliation. The Wisconsin Department of Corrections (DOC) values safety – that includes keeping you safe from others while you are serving your sentence. The DOC has zero tolerance for sexual abuse and sexual harassment within its facilities.

Sexual abuse and sexual harassment among PIOCs and among staff and PIOCs in confinement is against the law. Violators will be disciplined and may be referred to outside law enforcement for prosecution.

The Federal government passed the Prison Rape Elimination Act (PREA) in 2003 to help prevent, reduce and eliminate any sexual misconduct between PIOCs and between PIOCs and staff. This policy affects all of DOC, including every employee and every person under correctional supervision.

In response, the Wisconsin Department of Corrections put policies and procedures in place to help keep you safe and to make it possible for you to get help if you've been sexually abused, sexually harassed or experience report-related retaliation. DOC is committed to investigating all reports, offering support to all victims and pursuing discipline for all perpetrators.

To report any of the above activities, PIOCs may notify any staff person in person or in writing; dial 777 (internal reporting hotline); dial 888 (external reporting hotline); submit a grievance; tell a family member, friend or support person (they may report on your behalf); call local law enforcement. An PIOC pin number is not needed when dialing 777 or 888.

Following an incident of sexual abuse, PIOCs may receive ongoing support from internal services such as a medical provider, mental health provider, social worker or chaplain. PIOCs may also receive support from the community's local sexual assault service provider. They are trained to provide confidential support after sexual abuse. They will listen and provide information and education. Their services are free and not connected to WI DOC. Please note, local sexual assault service providers do not accept reports of sexual abuse. They only provide support. For telephone support please dial #999 (An PIOC pin number is not needed when dialing).

Please refer to your PREA handbook and postings in the center for more detailed information about sexual abuse, sexual harassment and reporting. If you have lost or misplaced your PREA handbook please request a new one.

## **PROPERTY**

You are responsible for the property in your possession. This section contains only a portion of the rules regarding property. You may refer to the DAI 309.20.03 PIOC Personal Property and Clothing, available in the library, for further content and size limitations.

### **PROPERTY REGULATIONS:**

1. All personal property must be recorded on your property inventory form prior to possession.
2. You may not exchange, trade, sell, loan, or give away any article of your personal property.
3. Alteration of state-owned or personal property is not permitted.
4. All property items must be purchased from a DOC approved vendor.
5. Clothing or property cannot be dropped off by family/friends, except release clothes.
6. You may not purchase property via disbursement and have it sent to another location.
7. In the event you are transferred from the center to another institution your personal property must follow the receiving institution's property regulations.
8. The Property Sergeant will process all packages received from the US Mail and UPS and will contact you when your property is ready for pick-up.

### **ITEMS RECEIVED THAT ARE NOT APPROVED:**

1. Items received at the center for you and not approved must be returned to the retail outlet at your expense, sent out on a visit, mailed at your expense to a person on your visiting list within 30 days, or destroyed.
2. Hazardous or dangerous items will not be stored by the center and must be disposed of immediately.

### **DAMAGED OR ALTERED PROPERTY:**

1. If you choose to dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237.
2. Lost or stolen property must be reported to staff.

## **RECREATION**

### **DAYROOM ACTIVITIES – TV ROOM**

1. Dayroom activities are generally available during the following times but may be subject to change as announced by staff:
  - 5:00 am – 7:05 am
  - 8:00 am – 11:20 am
  - 12:30 pm – 4:10 pm
  - 5:30 pm – 9:05 pm
  - 9:15 pm – 10:00 pm (after the 9:15 pm count clears.)Dayrooms will stay open until 11pm on Friday, Saturday, and the night before Holidays.
2. Additional dayroom time in the evening may be granted as part of the incentives program
3. When dayroom is open, the dayroom lights will remain on.
4. You are not permitted to sleep in the dayroom.
5. All games, including cards will be played in the gym.
6. You may bring a personal cup into the dayroom but food items are prohibited.
7. Casual wear may be worn in the dayroom. No sandals or shower shoes are permitted in the dayroom.
8. The television programming is selected by the majority of those wishing to watch programming. Volume will be kept at a moderate level.
9. All conversations will be kept at moderate conversational tones, yelling, shouting, singing, etc., is not permitted.

10. The dayroom including but not limited to the hot water dispensers, ice machines, etc., are only available for use during dayroom availability times.

### **GYMNASIUM:**

1. You may only use the gym when open.
2. All provided equipment will be used in the manner in which it was intended
3. You are permitted to bring a personal cup and are responsible to clean up any spills. No food items are allowed.
4. You must wear a shirt and pants or shorts. The waist line of pants and shorts will be worn at or above your waist.
5. You may wear your recreation attire from your room to the gym.

### **OUTSIDE:**

1. There is absolutely no contact with the public; this includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object.
2. When the exterior lighting comes on, outside activities will be closed.
3. You must wear a shirt and pants or shorts. The waist line of pants and shorts will be worn at or above your waist.
4. Sunbathing is not permitted.
5. You are not permitted to go beyond the posted signs beyond the track, unless involved in a staff supervised activity or specifically authorized by staff.
6. You are to sit at picnic tables in a normal fashion, no sitting on top of the tables, lying on top of the tables.
7. A personal cup/mug is allowed to be taken outside.
8. There is a recreation box which holds miscellaneous recreation equipment such as but not limited to basketballs, horseshoes, etc. You are responsible to return any and all items you remove from this box prior to leaving the recreation field.

### **HOBBY:**

1. PIOC's must register with designated staff to participate in music or a hobby.
2. PIOC's can only be registered for two hobbies at one time.
3. The volume of musical instruments must not be high enough that it can be heard in the hallway.

### **FISHING:**

Fishing is an earned incentive. To qualify for fishing; you must:

1. Follow Wisconsin fishing regulations.
2. Fishing is catch and release only.
3. Bait and bait containers are to be stored at the area designated for digging worms. Your name must be on the container. Use of fish for bait is not allowed.
4. Do not move any rocks along the shoreline as it is illegal to do so. Do not throw stones, sticks, or any other objects into the water.
5. remain completely clothed while at the pond area and are not to enter the water for any reason.
6. stay within the center fishing boundaries along the water's edge.
7. possess only one rod / reel and they must be engraved with the your DOC number. They must be purchased new and have a receipt; limit is \$75.00. With the approval of the Superintendent, fishing equipment may be brought to the Center.
8. buy fishing equipment with a total value of \$150.00 or less from your regular account for the fishing season. This does not include the cost of a fishing license.
9. have a tackle box that may no more than 12 lures with treble hooks at any one time. The maximum size of the tackle box is 15" W x 15" L x 7" H.

## REENTRY

The goals of reentry are crime reduction, fewer new crime victims, reduced state and local criminal justice costs, and safer families and communities. To accomplish these goals, reentry programs at the center are made available for your participation such as; the pre-release curriculum modules, attaining an ID and JobNet searching.

## RELEASE PROCEDURES

Your Social Worker will coordinate your authorized release with your Division of Community Corrections Agent and you.

Prior to your release the following will occur:

1. You will need to provide release plan information to your Social Worker.
2. You must sign your Rules of Supervision.
3. You will be informed of the date of your release.
4. Your account will be closed about 14 days prior to your program completion date.
5. If you want to order canteen or release clothing, you must order before the account is closed.
6. If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on the morning of your release.
7. Your picture will be taken before you are released.
8. You will be asked to provide a forwarding address.
9. On the day of release, you will be given your release check and your personal property (ID, drivers license, birth certificate - if obtained)

## RELIGIOUS PROGRAMMING

Religious practices must comply with DAI 309.61.01 Religious Beliefs and Practices.

WCCS does not employ Chaplains. You may contact the Program Supervisor with your questions. Volunteers assist with a variety of services and studies. Check the center bulletin boards for religious services and times.

PIOCs are not allowed to lead or conduct a religious service or study group.

## ROOM & BUILDING CONFINEMENT - MISC

### **ROOM CONFINEMENT:**

1. Room confinement is based on 24-hour periods. During room confinement PIOCs are only permitted to:
  - a. Use the bathroom with staff permission
  - b. Attend visits
  - c. Attend religious services (bible studies, pipe ceremonies are not services)
  - d. Attend work or program activities
  - e. Use the ice machine, gain water and unit laundry with staff permission
  - f. Shower, with staff permission
  - g. Health services appointments
2. During room confinement PIOCs are not permitted to:

- a. Attend recreational or social activities
  - b. Visit with other PIOC's outside their assigned room
  - c. Attend library unless specific supervisory permission is given to law library
  - d. Use the dayroom
  - e. Use phones
  - f. Use the rec field
3. Unless loss of electronics is specifically included in the disposition, PIOC's can retain their personal electronics while on room confinement.

### **BUILDING CONFINEMENT:**

1. PIOC's who are under this disposition are confined to the unit to which they are assigned, with the following exceptions:
  - b. Attend work assignments
  - c. Scheduled program assignments/activities
  - d. Visits
  - e. Religious services (bible study, pipe ceremonies are not services)
  - f. Health services appointments
  - g. Law library
2. Unless loss of electronics is specifically included in the disposition, PIOC's can retain their personal electronics while on building confinement.

### **LOSS OF DAYROOM:**

1. PIOC's may not engage in any activity involving the dayroom.
2. PIOC's can gain ice or water with staff permission

### **LOSS OF RECREATION:**

1. PIOC's are prohibited from attending any recreational activities held in the gym, recreation field and program related recreational/exercise activities.
2. Unless specifically mentioned as part of the disposition, PIOC's may attend library.

## **SECURITY MONITORING**

### **SURVEILLANCE OF PIOC ACTIVITIES:**

DAI 306.00.01 Electronic Monitoring Surveillance establishes guidelines for the electronic monitoring and recording of PIOC activities without your awareness. It does not apply to staff observations, exposed cameras, intercoms, or other monitoring systems of which PIOC's should be reasonably aware.

Through this form of surveillance, the institution will gather information on PIOC activities that may jeopardize institution security. These activities may include drug dealing, gang and disruptive group activity, or other illicit activity. Information gathered may be used in any fashion deemed appropriate by the DOC, the center, or law enforcement authorities, to include but not limited to, administrative action, due process, program review, parole hearings and criminal prosecution.

### **SEARCHES:**

1. Strip Searches
  - A full strip search of your person can be conducted at any time, either randomly or for cause. Refusal will result in your being placed in TLU.

2. Pat Searches
  - A pat search may be conducted at any time, either randomly or for cause. Refusal will result in your being placed in TLU.
3. Room Searches
  - A room search may be conducted at any time, either randomly or for cause.
  - Any contraband found will be removed from your room.
  - You will receive written notification of any confiscated items.

### **URINALYSIS (UA) / BREATHALYZER:**

1. Urine and breath tests will be conducted at any time, on a random or for cause basis.
2. If you are unable to submit a urine sample you will be provided water and a limited amount of time to produce a urine sample. You will be required to wait in a designated area during this time.
3. Refusal to provide a sample will result in your being placed in TLU.
4. You may request a confirmation test if UA results are positive.

## **SECURITY THREAT GROUPS**

Security Threat Group activity in any form is prohibited. If you are found to be in possession of, wearing, manufacturing, or distributing any gang related materials or participating in gang related activities, you will be issued a conduct report.

Examples of security threat group activity include but are not limited to the following:

1. Wearing any item of clothing that symbolizes a gang, whether by color or design.
2. Haircuts and braiding which incorporate gang symbols or signs.
3. Possession of any written or printed material that details the code of ethics or dogma of a gang, or other group, not specifically authorized for membership within this center.

## **SMOKING/USE OF TOBACCO PRODUCTS**

All WCCS centers are smoke-free and tobacco-free facilities and recognize tobacco products and smoking materials, in any form, as contraband. The possession and or use of tobacco products and smoking materials are not allowed while on center grounds or at any off grounds activities.

## **TELEPHONE PROCEDURES**

PIOCs may only communicate using approved methods. Use or possession of a cellular phone or unauthorized telecommunication device and using any communication device located at a worksite is strictly prohibited.

PIOC phones are provided for your use and are subject to the following rules:

1. All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
2. All calls are collect in nature, charged to the party you contact.
3. At no time can phone calls interfere with program or work assignments. You are responsible for scheduling your calls around these activities.
4. Call length is limited to 15 minutes each.
5. No back to back phone calls are permitted. Once finished with a call, you are expected to leave the immediate area.
6. You are required to use your assigned DOC PIN. Use of any other PIOCs PIN is prohibited.

7. You will need to complete a telephone request attorney add or delete from and forward it to the BRCC Business office for processing to add an attorney to your call list.
8. Only one PIOC is permitted to use a phone at one time.
9. No food or drink is permitted when using the phones.
10. No 3-way calls or call forwarding is permitted.

**ATTORNEY TELEPHONE CALLS**

Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded.

All attorney calls not placed through the collect call system must be coordinated through BRCC Records Associate.

**TELEPHONE PROBLEMS:**

If your friend or family member is experiencing problems receiving phone calls from you, please have them contact the phone vendor ICSolutions.

**VISITING REGULATIONS**

The Department of Corrections encourages visitation of an PIOC's family and loved ones to maintain close and constructive family and personal relationships and support. Your visiting list and visiting procedures are regulated by the Administrative Code 309.12 and DAI 309.06.01 Visiting.

**VISITING HOURS:**

**Saturday            8:00 AM till 4:00 PM**  
**Sunday             8:00 AM till 4:00 PM**  
**Holidays           8:00 AM till 4:00 PM**

**Note: Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours. Visits will end approximately ten minutes prior to close to allow you to say goodbye and clean up the table.**

**HOLIDAY VISITS:**

1. All PIOC's will be allowed visitors on recognized holidays.
2. WCCS recognizes the following holidays for visiting purposes:
  - New Year's Day                    January 1
  - Martin Luther King Day        Third Monday in January
  - Memorial Day                     Last Monday in May
  - Independence Day                July 4<sup>th</sup>
  - Labor Day                          First Monday in September
  - Thanksgiving Day                Fourth Thursday in November
  - Christmas Eve                     December 24<sup>th</sup>
  - Christmas Day                    December 25<sup>th</sup>
  - New Year's Eve                    December 31<sup>st</sup>

**VISITING RULES:**

1. All visitors must complete the DOC-176 Request to Visit Offender form.
2. You are not permitted to pass or receive items during a visit without authorization from staff.
3. You must check in with the visiting room Sergeant when arriving for your visit and at the end of it.
4. All visits will be assigned tables by the visiting room Sergeant. Neither you nor your visitor is permitted to change seats once assigned.

5. You will be allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit.
6. PIOC's are required to sit directly across the table from their respective visitor(s).
7. PIOC's and visitors must keep both hands above the table at all times. Hand holding is permitted but this is the only contact allowed during the duration of the visit.
8. Visitors leaving the visiting areas are not allowed to re-enter the building on that given day.
9. You are not allowed to leave the visiting room for any reason while on a visit.
10. You must remain seated during the duration of the visit with the exceptions of restroom use or photos.
11. You are not permitted to handle money or use the vending machines. Your visitor(s) is the only one who can handle money and or operate the vending machines.
12. No personal mugs, cups or bowls are allowed on a visit.
13. Parents are responsible for supervising their children during visits. If you have children or your family brings children, you are required to keep the children under control at all times. If staff feels that you are not keeping minor children under control, your visit will be terminated and or those children may be temporarily suspended from visiting again.
14. An adult must accompany any visitor under the age of 18.
15. Visiting with another PIOC's visitor is not allowed.
16. Visitors are required to use the designated bathroom facilities. PIOC's are not to enter those bathrooms for any reason.
17. PIOC's are to use designated PIOC bathrooms with permission of staff.
18. Your visitors are not permitted to bring in paperwork or documentation of any kind nor when requiring a signature. Such items must be mailed in to the facility and processed by staff.
19. No property items for PIOC's may be brought in on visits.
20. 1 Credit card and a maximum of \$40 cash may be brought into the visiting room.
21. All food items from the vending machine must be consumed during the visit, as they cannot be brought back to your room.
22. No personal property is allowed in the center except for baby supplies.
23. Changing of infant diapers is only allowed in the designated visitor bathroom by the visitor.
24. You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
25. The use of offensive, loud, or vulgar language will result in the termination of your visit.

#### **SPECIAL VISITS:**

1. Intended as a one time visit only.
2. Individuals that will visit regularly must be added to your visitor list.
3. Requests for special visits must be submitted on the DOC-1115 Special / Extended Visit to the Social Worker at least 10 working days in advance of the visiting day and specify the exact date of the visit. Exceptions may be approved by the Warden/Superintendent.

#### **VIDEO VISITS:**

1. Video visits will be conducted in the designated area of the main hall.
2. All video visits are scheduled by your visitors through the third-party vendor ICSolutions.
3. Video visits are regulated by the Administrative Code 309.12 and DAI 309.06.01 Visiting.

## 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 – No assignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)</p> <p>Wisconsin Statutes s. 301.30 – PIOC 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 PIOC 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 PIOC's</p> <p>Wisconsin Administrative Code s. DOC 309.45 – PIOC 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 PIOC requests for disbursements of PIOC account funds</p> <p>Wisconsin Administrative Code Ch. DOC 310 – PIOC 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 PIOC's 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 – PIOC Classification, Sentence and Release Provisions</p>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Sub Ch. 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 – PIOC 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 – PIOC 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 – PIOC 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 – PIOC 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> <p>Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients</p>

	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) – PIOC 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 – PIOC 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 – PIOC mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.45 – PIOC 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 ministrations</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 Incl. Atty and International	<p>Wisconsin Administrative Code s. DOC 309.39 – PIOC Telephone Calls</p> <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	<p>34 U.S.C. §30301 Prison Rape Elimination Act of 2003.</p> <p>28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape</p>
Programming	<p>Wisconsin State Statutes s. 301.03 General Corrections authority</p> <p>Wisconsin Administrative Code s. 302.13 - Program Need Assignment</p> <p>Wisconsin Administrative Code s. 302.14 – Program Enrollment</p>
Property	<p>Wisconsin Administrative Code s. DOC 309.02(16) – Pornography</p> <p>Wisconsin Administrative Code s. DOC 309.04 – PIOC Mail</p>

	<p>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</p>
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	<p>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 – PIOC 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</p>
Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches	<p>Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution  Wisconsin Administrative Code s. 306.17 – Search of PIOC  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</p>
Sex Offender Notification	<p>Wisconsin Statutes s. 301.45 – Sex Offender Regulations  Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law</p>
Social Media Use (I/M)	<p>Wisconsin Administrative Code s. 303.28 – Disobeying Orders  Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication</p>
Urinalysis Testing	<p>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 PIOC  Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings</p>
Work Assignments	<p>Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC  Wisconsin Administrative Code Ch. DOC 313 – Prison Industries</p>
Visiting	<p>Wisconsin Statutes s. 302.095(2) – Delivering Articles to PIOC  Wisconsin Administrative Code s. 306.18 – Search of Visitors  Wisconsin Administrative Code s. 309.02 – Definitions</p>

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 PIOC  
 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

**DAI Handbook References – Additional References for Minimum Security Facilities**

Community Service  
 Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Offsite Authorization  
 Wisconsin Statutes s. 303.065(2m) – Work release plan for prison PIOC  
 Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions  
 Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Project Crew  
 Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions  
 Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Work and Study Release  
 Wisconsin Statutes s. 303.065 – Work Release Plan for Prison PIOC  
 Wisconsin Administrative Code s. DOC 303.72 – Major penalties  
 Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition  
 Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing  
 Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses  
 Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds  
 Wisconsin Administrative Code s. DOC 309.52 – Canteen  
 Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release  
 Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

**DAI Handbook References – Additional References for Restrictive Housing Unit Handbooks**

Controlled Separation  
 Disciplinary Separation  
 Protective Confinement  
 Wisconsin Administrative Code s. 303.72 – Controlled separation  
 Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation  
 Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions  
 Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use  
 Wisconsin Administrative Code s. DOC 303.73 – Major Penalty: Disciplinary Separation  
 Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement

Restrictions/Sec Precautions  
 RHU Meal Restrictions  
 Wisconsin Administrative Code 303 – PIOC Discipline  
 Wisconsin Statutes s. 301.33 – Freedom of Worship: religious ministration  
 Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice

Temporary Lock Up  
 Wisconsin Administrative Code s.303.10 – Temporary lock up: use