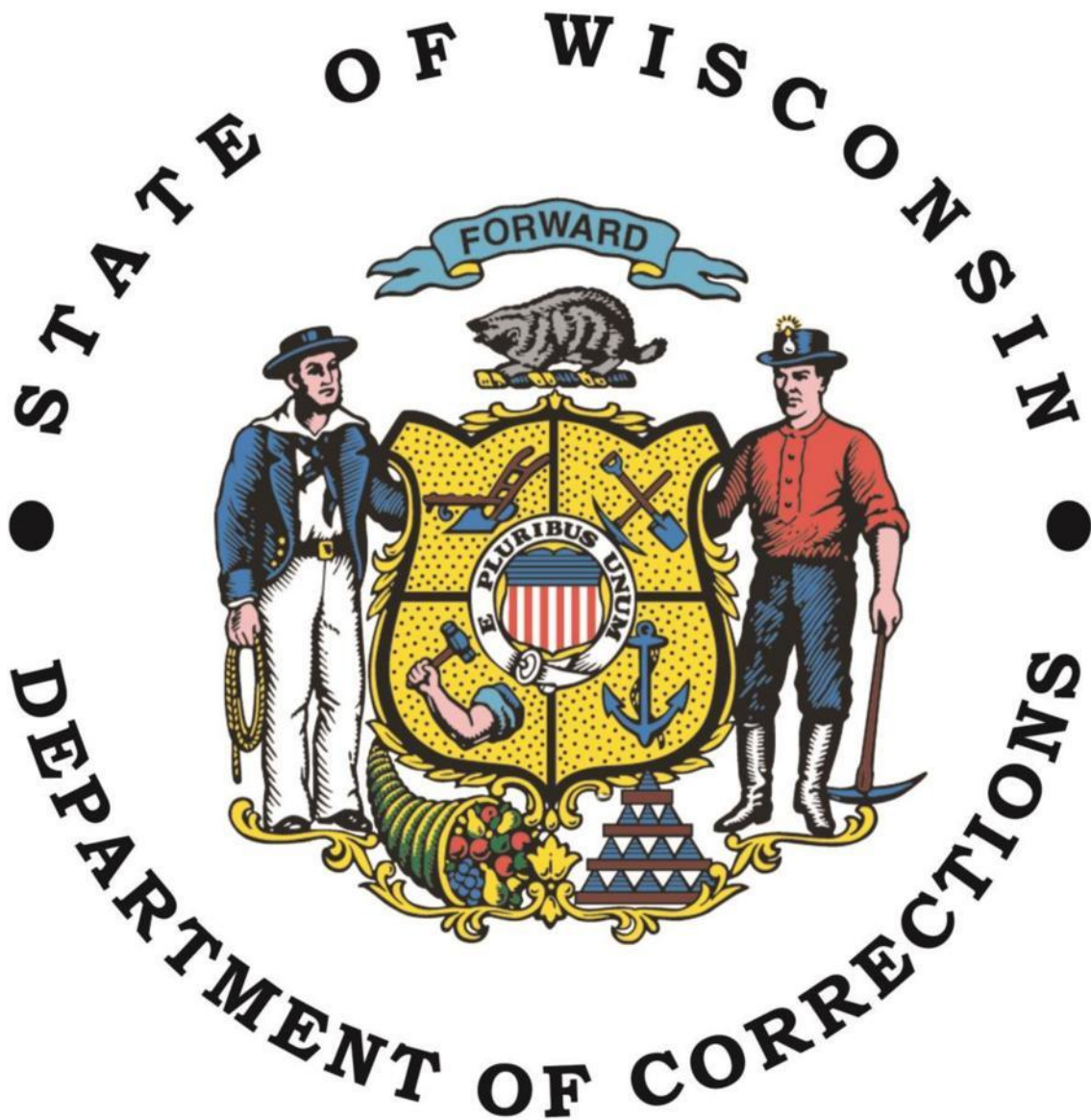




WCCS

OREGON CORRECTIONAL CENTER RESIDENT HANDBOOK – 2026

A Spanish version of the **Resident** 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 OCC

Oregon Correctional Center (OCC) has a standardized orientation/intake process that encompasses center expectations and the code of conduct for Residents (Resident). You will be given a preliminary orientation on your day of arrival and a more comprehensive orientation soon thereafter. The Superintendent and staff conduct orientation sessions on a regular basis. You must attend the first scheduled comprehensive session after your arrival. Bring your handbook with you, located in the Resident rooms on the back of the door.

Special notices, policy changes, memos, etc., are posted on Resident bulletin board outside of officer control and/or on the tablets under notices. It is your responsibility to read Resident bulletin board notices and Tablet notices.

YOU ARE EXPECTED TO:

- Address all non-uniformed staff by Mr. or Ms. All uniformed staff shall be addressed by their title, either Sergeant or Captain. Residents are not allowed to address staff by their first names.
- Treat your fellow Residents and the 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 Department of Corrections (DOC) Administrative Rules, center rules, policies and procedures, and staff directions.

Center contact information:

Oregon Correctional Center
5140 County Road M,
PO Box 25
Oregon, WI 53575-0025
(608) 835-3233

HSU FAX: 608-835-3145

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.

You have been placed in minimum custody and are expected to demonstrate your ability to comply with rules and expectations. OCC staff are here to help you learn and will monitor your behavior to ensure compliance with rules, promote public safety, and hold you accountable for the decisions you make. You are expected to be an active participant in case planning, which begins upon your arrival at OCC.

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 OCC and during your assignment in the community, if you receive one. You are expected to respect yourself and those in authority, as well as other Residents and their property. You are expected to work hard and comply with rules of the department and center.

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.

You are required to follow direction 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 inmate complaint using form DOC-400, Inmate Complaint, form. There is zero tolerance for profanity and aggression toward individuals with whom you come in contact. 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. Additional rules and information will be posted throughout the center. You will be charged \$6.00 if you damage or lose this handbook and have marked it off on the Cell Inspection sheet.

AFFORDABLE CARE ACT (ACA) COMPLIANCE

The DOC provides Residents 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, you cannot use Medicaid services until release.
- Center staff will provide information to you about health care system changes and health coverage options through reentry planning.
- Center staff 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.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

In accordance with Department of Adult Institutions (DAI) Policy 300.00.35 – Americans with Disabilities Act (ADA), DAI will ensure fair and equitable treatment of Resident and members of the public with disabilities who seek access to DAI services, programs or activities. To request consideration for accommodation under the ADA, please complete the top portion of the DOC-2530 and forward your request to an ADA Coordinator.

To ensure effective communication with Residents who have a hearing disability, the Wisconsin Department of Corrections will provide appropriate auxiliary aids and services free of charge, which may include: qualified sign language interpreters and oral translators, TTYs, videophones, note-takers, computer-assisted real time transcription services, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, closed caption decoders or TVs with built-in captioning, and open and closed captioning of Wisconsin Department of Corrections.

Prior to announcement being made, staff will activate common area lights which indicates an announcement will be made. The announcement will then be displayed on the center display TVs in the dining room and dayroom along with on channel 29.2 on personal TVs in cell. This process will only be completed for center wide announcements and not for individual PA calls. Resident with severe/profound/deaf hearing loss will be issued a pager for in-cell notifications. These pagers will buzz when you are being called to control.

CANTEEN

Every other Wednesday, you will receive a Trust Account Statement showing the balances in your accounts and all transactions processed for that time period.

Canteen ordering will be completed on the ICS tablets.

Canteen orders can be placed or amended on the Resident tablet from Wednesday morning **9:00pm** Monday. The maximum amount you may spend in one week is \$65.00. Canteen will be distributed by a Sergeant on Thursday. A menu is posted on the tablets for your convenience. There will be no substitutions for items. If there is a problem when you receive your order, notify the Sergeant immediately. The problem will be documented on the receipt. The item in question will stay with the Sergeant and you keep the correct portion of the order.

Items purchased through canteen cannot be sent out on visits or through the mail. You have 60 days to consume food products from date of purchase verified by canteen receipt. After 60 days the items are considered contraband.

CENTER JOB ASSIGNMENTS

Center jobs are necessary to maintain center operations. Center staff determine, hire and schedule Resident for job assignments.

- All Resident, including those on work release, may be assigned to a center job assignment.
- Resident on work release are only allowed to hold part-time center jobs.
- Work is supervised and inspected by staff. Be sure to read the position description and ask staff if you have questions.

CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, complete a DOC-643, Interview/Information Request, form. The forms are located in the dining room or on your tablet. 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 any one time. Follow the chain of command and wait at least three business days for a reply before contacting the next higher-level staff member. Do not write to the Superintendent or Captain unless you have attempted to resolve your issue with the appropriate staff. Do not stop and confront staff about your issues. We encourage you to ask questions of our staff and to do so in an appropriate manner via an interview request form. Simply fold your Interview/Information Request form, do not staple, clip, tape or adhere the form in any way.

CONCERN	1 ST LEVEL	2 ND LEVEL	3 RD LEVEL
Accounts	Financial Specialist	Captain	WCCS Inmate Accounts
ACA	Social Worker	Captain	Superintendent
Americans with Disabilities Act	Captain	Superintendent	WCCS Program Supervisor
AODA & Other Programs	Social Worker	Program Supervisor or Treatment Specialist	Superintendent
Canteen	Canteen Sergeant	Captain	WCCS Financial Program Supervisor
Dental	Nurse	Captain	Superintendent

Emergency Contact Forms	Social Worker	Captain	Superintendent
Education	Social Worker	Captain	Superintendent
Food Services	Food Service Leader	Captain	Superintendent
Health Services	Nurse	Captain	Superintendent
Hobbies	Hobby/Recreation Sergeant	Captain	Superintendent
Housing Unit Issues	Sergeant	Captain	Superintendent
Interstate Compact	Social Worker	Superintendent	WCCS Deputy Warden
Jobs – (Center)	Individual Work Supervisor	Captain	Superintendent
Laundry	Laundry Sergeant	Captain	Superintendent
Legal Loans	Captain	Superintendent	WCCS Correctional Management Services Director
Library	Library Sergeant	Captain	Superintendent
Mail	Sergeant	Captain	Superintendent
Medical Co-Pay	Nurse	Captain	Superintendent
Notary Services	Social Worker	Captain	Superintendent
Open Records Request	Superintendent	N/A	N/A
Parole	Social Worker	Captain	Superintendent
PREA Compliance Manager	Captain	Superintendent	WCCS Security Director
Reclassification Committee	Social Worker	Captain	Superintendent
Property / FEDEX	Property Sergeant	Captain	Superintendent
Psychological Services	Nurse	Captain	Superintendent
Records	Social Worker	Captain	Superintendent
Recreation	Recreation Sergeant	Captain	Superintendent
Reentry	Social Worker	Captain	Superintendent
Religious Issues	Religious Service Sergeant	Captain	Superintendent
Sentencing Information	Social Worker	WCCS Records Office	WCCS Deputy Warden
Social Security Card	Work Release Coordinator, Employment Services Specialist, Social Worker	Captain	Superintendent
Veterans Affairs	Social Worker	Captain	Superintendent
Visiting Information	Social Worker	Captain	Superintendent
Work Release	Work Release Coordinator	Captain	Superintendent

To contact the Wisconsin Correctional Center System (WCCS) staff located in Madison please use the below address:

Name and Title
Wisconsin Correctional Center System
PO Box 7969
Madison, WI 53707-7969

COMPLAINT PROCEDURE – INMATE COMPLAINT REVIEW SYSTEM (ICRS)

OVERVIEW:

The Department maintains an inmate complaint review system accessible to all Resident in institutions. Prior to filing a formal complaint, you must attempt to resolve the issue by following the designated process specific to the subject of the complaint. If you have not done so, the Institution Complaint Examiner (ICE) may direct you to do so.

- Resident who do not feel comfortable using English to file a complaint may file in their native language.
- Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE.

- The ICE will acknowledge your complaint with an ICE Receipt, or return the complaint to you for correction or with further instructions, within 10 days of receiving your complaint submission.
- Each complaint may contain only one clearly identified issue and contain sufficient information for the department to investigate and decide the complaint.
- A Resident may not file more than one complaint per calendar week except for complaints regarding the Resident health and personal safety or complaints made under PREA.
- A calendar week means Sunday through Saturday
- Challenges to a complaint or submission returned by the Corrections Complaint Examiner (CCE), a parole commission decision, a classification decision, records or actions not originated by the division, the declination or denial of a public record request, the content of health care records, actions of the legislature or court decisions or orders are not subject to review through the ICRS.
- A complaint or appeal will not be processed and a referral for disciplinary action may occur in accordance with Ch. DOC 303 if the complaint contains a foreign substance or obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint.

PROCEDURE:

You may find specific procedures you need to follow and general Inmate Complaint Review System processes in the Administrative Code, Chapter DOC 310 located in the library.

ADA COMPLAINTS: in consultation with the ADA Coordinator for each facility.

- DOC 310.10(8): "The ICE shall give priority to complaints dealing with health or personal safety."
- DOC 310.12(8): "The CCE shall give priority to health or personal safety complaints."

PREA COMPLAINTS:

- A Resident may file a complaint alleging sexual abuse using the procedures under this chapter.
- A Resident may file a complaint regarding sexual abuse or sexual harassment at any time. If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment, the time limits apply.
- A Resident is not required to attempt to resolve the issue with the staff member who is the subject of the complaint or to file a complaint regarding sexual abuse or sexual harassment with the staff member who is the subject of the complaint.
- Complaints filed under this section will be referred for a PREA investigation.
- Third parties, including fellow Resident, staff members, family members, attorneys, and outside advocates, shall be permitted to assist an Resident in filing a request for administrative remedies relating to allegations of sexual abuse or sexual harassment and shall also be permitted to file such requests on behalf of Resident.
- Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are:
 - The Resident may contact any staff member who is not the subject of the allegation for immediate corrective action.
 - The Resident may file a complaint. Complaints collected under s. DOC 310.08 shall be immediately forwarded to the Warden.
 - Reports of substantial risk of imminent sexual abuse or sexual harassment outside of the complaint process under this chapter shall be immediately forwarded to the Warden.
- The Warden may discipline a Resident for filing a complaint related to alleged sexual abuse or sexual harassment only if the Warden demonstrates that the Resident filed the complaint in bad faith.
- Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

The Captain acts as the Institution Complaint Examiner (ICE) in the Center System. The ICE will make an impartial investigation of the complaint using whatever sources are deemed important. The investigator makes a detailed report to the Superintendent, along with a recommendation. The Superintendent reviews the recommendation of the ICE and makes a decision.

To contact the Wisconsin Correctional Center System (WCCS) staff located in Madison please use the below address:

Name and Title
Wisconsin Correctional Center System
PO Box 7969
Madison, WI 53707-7969

CONDUCT REPORT DISPOSITIONS AND APPEAL PROCESS

ROOM CONFINEMENT:

- Room confinement is a 24-hour disposition.
- You must remain in your room as directed. All personal business such as phone calls, kiosk use, microwave area, request forms, etc. must be conducted prior to the beginning of the confinement or with specific approval as determined by the Captain.
- You will continue to perform your center job duties and work release assignment as assigned.
- No recreation, library (unless permission to use law library) or TV room.
- You must notify staff prior to using the bathroom.
- You may attend meals, visits, religious services and authorized program activities on grounds.

BUILDING CONFINEMENT:

- Building confinement is a 24-hour disposition.
- Resident who are under this disposition are confined to the building, with the following exceptions, work assignments, program activities, visits, and religious services.
- Resident shall notify staff prior to exiting the building.

LOSS OF RECREATION:

- Resident are prohibited from attending or participating any recreational activities indoors or outdoors.
- Resident are approved to sit on benches along the north wall of the center while on sanction.
- Unless specifically mentioned as part of the disposition, Resident may use the library or TV room.

CONDUCT REPORT APPEALS:

- If you decide to appeal a conduct report disposition you must submit it to WCCS.
- In order to submit an appeal in accordance with Wisconsin Administrative Code DOC 303.82 (1), you must mail the completed DOC-91, Appeal of a Contested Hearing, form within 10 days of your receipt of the DOC-84, Major Disciplinary Hearing, form to:

WCCS – Conduct Report Appeal
3099 E. Washington Ave.
P.O. Box 7969
Madison, WI 53707-7969

CONTRABAND

In accordance with 2019 Wisconsin Act 111 and 303.00.05, Resident'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 Resident 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 work, activities or events, you are not permitted to bring any items back to the center with the exception of your water container, cooler or other approved item for Residents on work release. No personal bowls or containers are to go out of the center.

COUNTS

FORMAL COUNTS:

A formal count is a count taken at specific times during each 24-hour period. All formal counts require Residents to be in their room during the count process. OCC has six (6) formal/standing counts throughout the day. The following are the listed times and locations of the mandatory formal and standing counts:

06:15 a.m. – Standing
10:00 a.m. – Standing
02:15 p.m. – Non-Standing
05:30 p.m. – Standing
09:15 p.m. – Standing
01:00 a.m. – Non- Standing

Resident shall be in assigned room for count. The only exception for not being present for count is if you are on work release or staff directed assignment.

Count is announced via the "all call" system. You must stay in your room or the designated area until it is announced that count is "clear." This includes if you are working on institution grounds unless otherwise directed by a supervisor or a Sergeant.

During Standing Counts all residents shall be visible in their rooms with lights on until staff has counted entire wing.

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 Resident.

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

DOG PROGRAM

The following are rules for all General Population Residents in regards to the dog program:

1. **No Unauthorized Contact** - Do not touch, pet, or interact with a dog while they are wearing their red training vest. This indicates they are working and should not be distracted. Additionally, if the dog is not wearing its vest, ask permission from the handler before approaching the dog, or before attempting to gain its attention.
2. **No Unauthorized Feeding** - Do not give the dogs any food, treats, or scraps unless explicitly approved by the trainers.
3. **Follow Trainer Instructions** - Only designated handlers and trainers may issue commands or corrections to the dogs. Unapproved training techniques or rough handling is strictly prohibited.
4. **Respect the Dog's Space** - Do not enter a dog's designated living or training area without permission from a trainer or assigned handler.
5. **No Disruptive Behavior** - Loud noises, sudden movements, or any intentional attempts to startle or agitate the dogs are not allowed.
6. **Report Health or Behavioral Concerns** - Any signs of illness, injury, or unusual behavior in the dogs must be immediately reported to a trainer or designated staff member.
7. **Leash and Handling Rules** - Only approved handlers may walk, train, or handle the dogs.
8. **Respect the Training Process** - Avoid interfering with training sessions, including making noises, calling the dog's name, or attempting to distract them while they are working.
9. **No Horseplay or Roughhousing** - Engaging in rough play or encouraging aggressive behavior with the dogs is not allowed.
10. **Follow Program Expectations** - Residents involved in assisting with the program must adhere to all additional training and care responsibilities assigned by trainers and staff.

DRESS CODE

GENERAL REGULATIONS:

- You must wear your ID badge around your neck at all times except:
 - in the shower
 - in your room
 - while engaging in recreational activity
 - when attending a court appearance
 - while at project crew or work release (You must have your ID in your possession at the project crew or work release site.)
- You are responsible for the cost of replacing lost, stolen, or damaged cards or cords. Cords or lanyards provided for use with identification cards issued by work release sites are not to be used for your State-issued ID.
- You must wear all clothing items in the manner in which they are designed to be worn.
- You will not be allowed to order or receive any oversized shirts or pants. Sizing will be determined using the guidelines listed below.
- You must wear properly-sized clothing: pants at or above the waist, shirts tucked in and shoes tied.
- You must be fully dressed (shirt, pants, underwear, shoes and socks) when leaving your room and going to other areas in the center. The only exception is when going to or from the shower when robes and shower shoes will be permitted.
- During the timeframe of June 1 until September 30 you are allowed to wear shorts throughout the center including while on the phone. The rest of the year shorts are only allowed to be worn to and from the bathroom, weight room, and outside recreation activities.
- Crocs, shower shoes, and slippers are not considered regular shoes and cannot be worn throughout the center. Shower shoes may be worn to and from the bathroom, while slippers are only to be worn inside of your cell. Crocs are classified as slippers; therefore, they are only to be worn in your cell.
- You may not lounge naked or in only undergarments. A cover up and undergarments must be worn.
- You will not be allowed to wear hats, caps, scarves, bags, visors, or other headgear or sunglasses anywhere inside the center, except for the following: do-rags in cell.

- Sweatpants, shorts, and tank tops may not be worn for any center jobs or off-ground work assignments/activities.
- Work Release apparel is only to be worn to and from work site. Upon return to center these items shall be placed in your assigned room.

CLOTHING SIZE GUIDELINES:

Pants: The waist size shall be no more than two inches greater than your actual waist as measured at your hips. The inseam shall be no greater than the measurement from your groin area to the floor. Pants waist line will be worn at or above the waist.

Shirts: Sweatshirts, shirts, and t-shirts are sized based on your chest and/or neck measurements. Chest size is measured just below your armpits.

ADMINISTRATION, DINING ROOM AND VISITING:

You shall be properly dressed when entering the Administration, Dining Room, and Visiting areas. Proper attire includes your Resident ID, a short-sleeve t-shirt or green shirt, sweatshirt, underwear, State-issued green pants or blue jeans, socks, and shoes or boots. If you do not come with the proper attire, you will be sent back to your room to change.

OFF-SITE MEDICAL AND DENTAL:

You must wear your Resident ID, state-issued greens (shirt and pants) and boots when at these locations.

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

Resident Emergency:

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

Upon arrival you will complete DOC-851, Offender Emergency Contact Information form, to provide the name, address, and phone number of two family members to be contacted. If you have questions, please ask the sergeant conducting your intake.

Family Emergency:

If you or center staff are notified of a serious illness or death in your family, report the necessary information to verify the emergency 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. You must provide your social worker with the name of the hospital, funeral home or other details. Superintendent approval is required. Out-of-state trips are not allowed. (Further information reference DAI Policy 325.00.02 in library)

EMERGENCY PROCEDURES

FIRE ALARMS:

1. If the fire alarm goes off, you must immediately leave the building by the nearest exit.
2. Exit locations are posted throughout the center.
3. You are to assemble outside the building as follows:
 - Resident housed on the west wing will assemble on the west end of the small outdoor walking track located north of the center.
 - Resident housed on the east wing will assemble on the east end of the small outdoor walking track located north of the center.
 - Remain in this position until you receive further instructions from staff.
 - Keep noise levels to a minimum so that everyone can hear staff instructions.
4. Follow all staff instructions.
5. An emergency count will be taken.
6. Do not go back into the building until directed to do so by staff.

POWER FAILURE:

- In the case of a power failure, some operations will continue.
- During nighttime hours, report to your room and remain there until you receive direction from staff.

TORNADO PROCEDURE:

- When a tornado warning is announced by staff, immediately report to OCC's designated tornado shelter located in the lower-level hallway of the center. Staff will give you further instruction as needed. Do not leave the assigned area until directed to do so by staff.
- When a tornado warning is issued while driving/riding in a center vehicle, take immediate cover. The driver should attempt to contact the center with the assigned cell phone.
- If you are at work release, follow the directions of your worksite's emergency procedures.
- If a tornado damages the work site to the extent you cannot remain there you must contact the center immediately and follow staff direction provided for your return to the center/DOC.

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.

Leaving the center or worksite without permission, failure to return from your work release or other off-grounds placement as scheduled, or failure to return from a recreational outing is an escape. If you escape, appropriate action will be taken to obtain your arrest, and you will be referred for prosecution.

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

Complete a DOC-3035, Health Services Request and Copayment Disbursement Authorization, form. 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 face-to-face contact initiated by you (patient) when a copayment is required. You will not be refused health care for inability to pay a copayment.

- You will not be charged for written responses, medication refills, review of medical records, medical emergencies, or work-related injuries. Work release related injuries must be reported to your civilian work supervisor at the time of injury. Upon return to the center, you must report the injury to the Work Release Coordinator if available. If not available on duty Sergeant shall be notified.
- You will not be charged for contacts with PSU staff.

Resident-INITIATED REQUESTS INCLUDE:

- Request for health services by you
- 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 OCC are typically available Monday through Friday during the morning and afternoon hours. Times may vary based on availability. Early morning and evening appointments will be pre-scheduled.

HEALTH PROFESSIONAL REFERRAL:

- The nurse will evaluate you and determine the nature of the problem and how it should be treated.

A referral for dental, psychological, or further medical care will be made to other healthcare providers (including local physicians, local hospitals, or the UW Hospital) as deemed appropriate by healthcare staff.

MEDICATION AND REFILL PROCESS:

- All medication must be kept in the original container and locked in your footlocker, drawer or cabinet.
- Medications may never be sold, loaned, traded or given to another Resident.
- 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.
- Allow seven days for all medication refill requests to be reviewed.
- Over-the-counter (OTC) medications must be purchased from canteen.

MEDICATION PASS SCHEDULE

A courtesy announcement will be made for medication delivery during the approximate windows of time indicated below. Unanticipated center operations may impact medication delivery times, so if you do not hear an announcement, it is your responsibility to verify with staff when medication delivery will take place. Be mindful of abnormal floor and common area closures as well as specific directions from staff.

AM: 07:00 – 07:15 (following the breakfast meal)

Noon: 12:15 – 12:30 (following the lunch meal)
PM: 16:30 - 16:45
HS: 20:30 - 20:45

DIABETIC NEEDS

The standard blood sugar check times, as coordinated by the Sergeants, are approximately 30-60 minutes prior to each meal and again around 21:00 in the evening. If any diabetic is not feeling well, and they believe their blood sugar levels to be at fault, they can request to check their blood sugar levels outside of the above timeframes. Snack bags are handed out in the evening at the 21:00 blood sugar check.

ACCESS TO MEDICAL RECORDS:

To view your medical record or receive photocopies of medical records, you 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 a 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.

After your release, you can request your primary care provider obtain your records from the Department of Corrections for continuity of care by sending a release of information to:

Dodge Correctional Institution
Attn: Inactive Central Medical Records
1 West Lincoln St.
PO Box 661
Waupun, WI 53963-0661

SICK CELL AND LAY-IN:

Lay-In: A non-paid status indicating you have been excused from your work or program assignment by designated staff.

Sick Cell: A paid status at an involuntary unassigned rate. Sick cell status must be established by Health Service staff. HSU will determine directions regarding activities for sick cell which will be communicated per form Medical Restrictions/Special Needs, DOC-3332B. Only HSU can impose sick cell.

Any illness that prevents you from reporting to your work or program assignment must be reported to Officer Control immediately so appropriate notifications to the employer/program provider can be made.

Resident in a sick cell or lay-in status will be required to adhere to the following rules:

- The on-call nurse will be contacted if your health appears to have deteriorated and you need 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.
- Unless excused by Health Services, staff will determine if you will report to the dining room or receive an in-room tray.
- While in sick cell status, you will only be allowed to leave your room, or assigned bed, to use the washroom, shower, attend meals, in the event of an emergency, or due to change in medical status.
- You will participate in the formal counts unless medically excused by HSU personnel.
- If it is determined you have a contagious illness, activities and visitation may be restricted for the safety of others.
- Sick cell may only be extended on a day-to-day basis with the approval of a health care professional.
- If you are placed into a sick cell status on a Friday, you will remain in that status until the following Monday or until cleared by Health Services. Lay-ins are okay to return to work the following day.
- If you are placed in sick cell status as a result of an injury sustained in a job-related accident, you shall be compensated at the rate you were earning in your center job.

HOUSING RULES AND GUIDELINE

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

ROOM ASSIGNMENTS/LIVING QUARTERS:

- A Sergeant will assign you to a room upon your arrival. You are not permitted to select your own room or roommate(s).
- You are responsible for any damage and/or contraband in your room. Therefore, anytime you are assigned a new room, a cell inspection sheet must be filled out and report damage/contraband to a Sergeant immediately. If you do not report it, you will be held responsible.
- One locker and one padlock will be provided to you. You will be charged \$12 for replacement of a lost or damaged padlock. It is your responsibility to ensure your valuables are secured.
- Room Key
 - You will be issued one room key.
 - 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.
 - Inspect your key frequently for damage or cracks.
 - If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge.
- Anytime you are assigned a new room, you are responsible for fully cleaning the room you are vacating before you move. You must take all your bedding with you, including sheets, blankets, pillowcases, and towels. Leave the pillow and mattress.

STORAGE:

- Shoes are to be stored under the bottom bunk or in the footlocker.
- All property, state or personal, must be stored in the wall closet or footlocker other than your radio, alarm clock, fan, and TV.
- Locker or closet doors must be closed at all times when not in use.
- Footlockers may not be lined with any material (newspaper, towels, etc.).
- Padlocks must be secured to footlockers or drawers at all times.

FLOOR CLOSURE TIMES:

15 minutes before each meal and during formal counts. The floors will re-open when staff announce the count is clear.

INSIDE THE CENTER:

- The Control room is off limits to Resident.
- Only staff may identify persons and authorize entry into the building.
- Do not loiter in front of the Control room or in the hallway for any reason.
- Do not remain in or enter the dining room, visiting room, or kitchen at any time without permission.
- You may only enter the hallway of your assigned room.
- Do not prop open any door without staff permission.
- All socializing is to be done in the dayroom.
- No personal cups or mugs are allowed in the laundry room, barbershop, job center and library.
- Only water is allowed in the weight room.
- Canteen food items are only allowed in your room or microwave area.
- Running in the center is not allowed. You are expected to walk at a normal pace.
- The east and west bathrooms are only to be used by the rooms 1 through 13 and 37 through 58 respectively. All other rooms are to use the basement bathroom.
- Notify staff of any items that are broken or in need of repair.
- You may request a clothes iron from a Sergeant.
- Razors shall be disposed of properly by placing them in the puncture proof container in the designated location.

- Between 10:30pm and 05:00am you are expected to remain in your assigned room with the exception of normal bathroom usage, work assignments, weight room or emergencies. Dayroom, recreation and other common areas are closed.
- In accordance with the Prison Rape Elimination Act (PREA) standards, an audio and visual (blue light) notification will be made when a person, who is the opposite gender of Resident assigned to a housing unit, enters the unit.

CENTER GROUNDS:

- 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.
- You must wear a shirt/tank top and pants or shorts during recreation. The waist line of pants and shorts will be worn at or above your waist.
- You are not to approach the fence or cross center limits for any reason.
- You must stay on the walking track.
- You must sit at picnic tables in a normal fashion. No sitting on top of the tables, lying on top of the tables. Straddling the bench of the table is allowed.
- Personal mugs and cups are allowed outside.
- Do not hang clothes or other articles on any fence.
- Do not leave the center grounds for any reason without permission.
- The maintenance building, garden, green house, parking lot and visiting areas are off limits, unless specifically authorized by staff.
- Resident shall sign out when going outside for on grounds work assignment.

BULLETIN BOARDS/CENTER DISPLAY:

- Information such as rule changes, schedules, announcements, appointments, and center information will be posted. You shall look for and read new postings daily. You are responsible for knowing this information.
- Bulletin boards/Center Display TVs are located at the following locations:
 - Dining Room
 - Dayroom.
 - Center Display channel can be viewed on personal TVs channel 29.2
- You may not post, remove or alter any material on the bulletin boards.

ROOM REGULATIONS:

- Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the outside window and window of your door.
- Room/furniture layouts are standardized. You may not rearrange the furniture in your room.
- Rooms shall be kept clean at all times.
- Beds shall be made when you are not sleeping in them.
- Do not place anything in front, behind or near the door that interferes with opening and closing the door.
- Your room door shall be closed and locked at all times, whether you are inside or outside of the room.
- Do not tamper with the door lock. Do not put any object in the door to hold it open or keep it from closing completely.
- Do not tamper with the smoke detector for any reason. Covering the smoke detector's sensors is prohibited.
- The bulletin boards in your room are used to hang photos of family and friends, cards, calendar and schedules.
- Posters and cutouts from magazines are contraband and will be removed by staff.
- Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, bed, footlockers, wall lockers, or blinds, by any method. Television antennae are permitted in windows to facilitate reception.
- Cords, string or other material may not be strung across the ceiling, floors, or walls.
- Talking to someone outside of your window is not allowed.
- Do not place anything on the windowsill.
- No coverings on the outside windows, besides the installed window shade.
- No tampering with window screens.

ROOM INSPECTIONS:

- Room inspections may be conducted at any time.
- Following a room inspection, you may be provided with a notice that indicates what needs to be cleaned or corrected.
- You are subject to discipline including restitution for damaging or destroying any item in the room.

CLEANING SUPPLIES:

- Cleaning supplies may be obtained from the janitors closet or the Control room.
- Cleaning supplies may not be kept in your room.

PERSONAL ELECTRONICS:

- Headphones or earbuds shall 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.
- All electronic equipment, with the exception of tablets, shall remain in your room.
- Tablets may be used in dayrooms and outdoors, but are not allowed to be used while on large walking track, during groups, facility and offsite work assignments or project crew assignments.
- Phone calls on tablets shall only be completed in your room.
- Tablets and headphones/earbuds are not to be used or worn while in hallways or on the phone.
- All lights, lamps, and electronics (radio, television, fans, tablets) shall be turned off when you are not in your room.

NOTARY SERVICES:

- To request notary service, complete an interview request slip and send to the Notary.
- The Notary will schedule an appointment with you to review the documents and determine if the service will be provided in accordance with DOC DAI Policy 300.00.56 Notary Services to Inmates.
- Do not sign documents prior to your appointment with the Notary.

JOB CENTER

Rules for the Job Center are as follows:

- You must attend Orientation and sign a Code of Conduct and Technology Resources User Agreement prior to scheduling a Job Center appointment.
- To schedule Orientation and appointments through tablet request or interview request to the Employment Support Services.
- Orientation days will change monthly. Available dates will be posted as notices on the tablets and the Job Center door, the first week of each month.

RESIDENT ACCOUNTS

The official record of your Resident account is maintained in the WCCS Business Office in Madison, Wisconsin. You are responsible for keeping copies of your disbursement requests and account statements. It is not the responsibility of center staff to do this for you. 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. Refer to WCCS 900.30.01 Inmate Spending for specific account guidelines.

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

REG
RS

Regular Account
Release Savings

REL
WR

Release Fund
Work Release

WRS Work Release Savings
BON Bonds

SAV Savings

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 account. When you receive the form, complete the information and attach it to a DOC-184, Disbursement Request, form payable to WCCS for the amount of \$50.00. No envelope is needed for the disbursement request. Interest earned will be posted to the appropriate account.

TRANSFERRING BETWEEN ACCOUNTS:

You may request to transfer funds between sub-accounts by submitting a DOC-184, Disbursement Request. No envelope is needed for the transfer of fund requests. The following sub-account transfers may be requested:

- Transfer from REG to REL
- Transfer from REG to SAV
 - A minimum of \$50 is required to open an account
 - Monthly transfers of \$20 or more may be requested
- Transfer from WR to WRS
 - A minimum of \$100 is required to open an account
 - Monthly transfers of \$100 or more may be requested
- Transfer from REL to RS
 - A minimum of \$50 is required to open an account
 - Monthly transfers of \$20 or more may be requested
- Transfer from SAV to REG

CLOSING AN INTEREST-BEARING SAVINGS ACCOUNT:

To close a SAV or WRS account, complete a disbursement request to close the account and transfer the funds to the account the funds originally came from. No envelope is needed for the disbursement request.

- Close Account and Transfer Funds from SAV to REG Account
- Close Account and Transfer Funds from WRS to WR Account

CHILD SUPPORT:

If you are approved for work release, you must complete a DOC-371, Offender's Statement of Financial Obligations, form to verify you understand your obligations. If deductions are currently being withheld from your account by WCCS and you gain employment through the Work Release Program, your employer may also receive an order to withhold child support from your work release payroll check. Deductions will be taken per the court orders by both the work release employer and 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:

- Be sure all information on the disbursement request is complete and legible.
- Sign and date the request before submitting.
- Make sure that 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).
- Attach the envelope to the disbursement request or place the disbursement request inside the envelope.

Authorization/Approval:

- Disbursement requests are reviewed by designated center staff to insure you have sufficient funds for the purchase.
- Generally, disbursement requests will be reviewed by center staff within seven days of receipt.
- Disbursement requests that are denied by center staff will be returned to you.

- Approved disbursement requests are mailed to the WCCS Business Office for processing.

Processing Your Request:

- The WCCS Business Office will review your request to determine if your request is allowable.
- After your request is processed by the WCCS Business Office you will receive the yellow copy of the disbursement request for your records.

Types of Requests:

- **Support Requests:** Up to \$25 may be mailed to one close family member once per month. Make the request payable to the individual and include a disbursement for postage. "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the Resident's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings.
The Superintendent must approve a request to send more than \$25 to a close family member. Provide an explanation for the increased amount along with the disbursement request. If approved, the Superintendent may require you to match the amount of money approved to pay off a court ordered financial obligation.
- **Copies:** The cost for copies is \$0.15 per page. Submit a disbursement request to designated center staff. Indicate the number of copies requested and attach the documents to be copied to the request. Staff will calculate the amount once the copies have been made. An envelope is not needed. Copies from publications is prohibited.

Photos: The cost for photographs is \$3.00 per photograph. Make the request payable to the "Photo Project."

- For any other type of disbursement request, ask center staff for assistance in completing the form.

MONEY ORDER TRANSACTIONS:

Money orders or personal checks to be deposited in a Resident account must be sent to Access Corrections at the following address:

Secure Deposits-Wisconsin DOC
PO Box 12486
St. Louis, MO 63132

Make payable to Access Secure Deposits and have offenders name and ID on the money order or check (10-day hold) and mail with the completed Access Money Order Deposit Slip (available online) (black or blue ink only) to the above address.

Funds may also be deposited into a Resident account by going to AccessCorrections.com, by calling 1-866-3451884 or at Cash Walk-In sites. To find locations, go to CashPayToday.com

Funds are typically deposited into the Resident account within three business days. Upon receipt in the WCCS Business Office, activity will be posted to your regular account and a receipt mailed to you at the center. The transaction will also be listed on the Trust Account Statement provided to you by center staff.

The WCCS Business Office or facilities will no longer accept money orders, Western Union, or cashier checks. In the event a money order or check is received at the center, you will need to provide a postage-paid envelope and the money order/check will be sent to the original sender in the envelope you provide. Center staff will not forward money orders or checks.

MONTHLY TRANSFER OF FUNDS FOR CANTEEN PURPOSES:

Resident who are active on work release the first day of the current month are eligible for transfer of funds from their work release account to their regular account up to the maximum of \$65 per week for canteen or regular account spending. The funds must be available in your work release account at the time of transfer. If the maximum amount was not available in your work release account at the time the monthly transfer occurred but funds are now available, submit a DOC-643, Interview/Information Request form to the Financial Specialist to request the remaining balance be transferred within the next two months. Contact Financial Specialist when you think you are eligible for a transfer of funds, but nothing is listed on

your Trust Account Statement. WCCS Business Office staff will review your account and funds will be transferred if appropriate.

PAYROLL:

Institution payroll is processed BI-WEEKLY. You will be paid for the number of expected hours of work for your work assignment. After payroll has been processed and you receive your biweekly Trust Account Statement, verify that your payroll is correct. If you find any discrepancies, submit an interview request to the Financial Specialist stating what the discrepancy is. The information will be verified and corrected if needed.

ROOM, BOARD & TRANSPORTATION:

DOC DAI Policy and Procedure 309.45.02, Inmate Trust System Deductions, mandates the WCCS Business Office to withhold room, board and transportation (RB&T) charges from all work release compensation.

Room, Board and Transportation fees for Resident on work release will be deducted as work release compensation and posted to the Resident trust account by the WCCS Business Office. This may occur after you have been released. Deductions are based on the percentages and limits provided in DAI Policy 309.45.02 Inmate Trust System Deductions. Occasional delays in posting of work release compensation may occur due to incomplete information submitted by the employer or due to workload in the Business Office.

The date of the posting of work release compensation to your account, not the month in which the money is earned, is the date used for determining room, board and transportation charges. This means that if the pay period ends during one month and is not received until the following month, charges apply for the month received in the Business Office. Note that due to layoffs, job changes, etc., you may not be working when your paycheck arrives at the Business Office. You are still responsible for room, board and transportation charges.

RELEASE INFORMATION:

Seven to fourteen (7-14) business days prior to your release from OCC, your account will receive an initial closeout. Your agent will determine if you will be released with all of your funds or if your funds will be managed by your agent for reasons noted on the DOC-0015, Offender Release Authorization form. You will receive account closeout information from the Financial Specialist during the release process.

It is your responsibility to notify center staff and your work release employer of your new address so that they may mail your tax statements to you at the end of the year. All checks, including funds while on work release, must be sent to the WCCS Business Office for processing.

The WCCS Business Office will hold up to \$50.00 from your funds available 2 weeks prior release to cover purchases not yet received. Day of release a check will be issued for any remaining funds and mailed to agent. If on work release payroll received after your release may take up to 6 weeks dependent on when funds are received in the business office from employer.

BUS TICKETS:

At least 45 days prior to your scheduled release, complete an interview request and submit it to your social worker, indicating your release date and where you would like to be released to. If you are being released to an out-of-state placement, information will be sent back to you regarding the amount of a bus ticket and the procedure for submitting a disbursement request.

RESIDENT PHOTO SERVICE

Based on the availability of a Resident photographer, Oregon Correctional Center allows you to purchase photos for family, friends or yourself. Photographs will not be taken during the last hour of the visiting period. Please notify visiting staff at the

beginning of your visit if you are requesting photos to be taken. This service will be closely monitored and regulated by Visiting Room Staff. All center rules and regulations regarding appearance and visitation shall be followed.

Photo service activity will be under the general supervision of the Visiting Room Sergeant. You may have digital photographs taken during visits as outlined below:

- You must have adequate funds in your regular account to request to purchase photos.
- A DOC-184 form, made payable to Oregon 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 you and your approved visitors for that day may be in the picture.
- Photos will be taken at predesignated locations only for the both inside and outside visits. You cannot have photos taken outside during inside visits or vice versa.
- Resident shall stand side by side with visitors.
- Resident may hold one's child.
- Resident can stand alone.
- No obscene gestures, displays of affection (hugging, holding, kissing, etc.), symbols, signs, stances, etc., are allowed.
- Only those photos displaying authorized and acceptable images will be allowed.
- Nothing, including sunglasses, may be worn or hung from your body or clothing during photos.
- Nothing may be held in the hands, under the arm, etc.
- You may view the photo image and request one retake if the photo image is not acceptable. The Sergeant 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.
- You may give approved photos to your visitor(s) or take them back to your room.
- Single photos are available.
 - These photos are taken on Sunday mornings at 9 a.m.
 - DOC-184 form, disbursement request, must be turned in before 8 a.m. Sunday morning.
 - Group photos are not allowed 1 Resident per photo only.

LAUNDRY

INSTITUTION LAUNDRY:

- The institution laundry is used for laundering and distribution of State-issued clothing and linens.
- You shall not use the institution laundry for personal use. This includes your work release clothes.
- You are not allowed in the institution laundry room past the pick-up window unless the Resident laundry worker or a staff member is present.
- You are responsible for all clothing issued to you.
- State-issued clothing and laundry is exchanged on a one-for-one basis. You must turn in an item to receive the same item.
- All knots shall be removed prior to turning in your sheets
- Upon your release from the center, you are to return all State-issued clothing and laundry items to the institution laundry.
- Laundry Exchange:

o	Monday	7:00 a.m. to 9:00 a.m.	3:00 p.m. to 5:00 p.m.	7:00 p.m. to 9:00 p.m.
o	Wednesday	7:00 a.m. to 9:00 a.m.	3:00 p.m. to 5:00 p.m.	7:00 p.m. to 9:00 p.m.
o	Friday	7:00 a.m. to 9:00 a.m.	3:00 p.m. to 5:00 p.m.	7:00 p.m. to 9:00 p.m.

WASHERS AND DRYERS FOR PERSONAL USE:

Washers and dryers for personal use are located adjacent to the exit leading to the outdoor recreation area. These laundry facilities may be used from 5:00 a.m. to 10:00 p.m. except for during formal counts and meal times.

LAUNDRY INSTRUCTIONS:

- Clothing only may be washed in these machines. Sheets, pillow cases and blankets are to be exchanged in the center laundry downstairs.
- Loitering is not allowed in the laundry room. If you are not actively using a machine you are not allowed in the laundry room.
- Do not sit/lay on the machines.
- Only laundry detergent is to be used as a cleaning agent in the washers. Use of dish soap, shampoo, or hand soap is not allowed.
- Do not add water to the washer for any reason.
- Do not dry footwear in the dryer (shoes/boots/slippers).
- All dried clothing shall be removed from the dryer immediately.
- Make sure equipment is shut off after use.
- Leave the laundry room clean and orderly.
- Report all equipment problems to security staff.

LIBRARY

You have access to an electronic law library. A Legal Assistance to Institutionalized Persons (LAIP)/ Remington Center Desk Reference is also available. Please review applicable policies regarding the use of USB flash drives (300.00.15 - Development and Use of Inmate Portfolio, 300.00.67 - Digital Formatted Legal Materials, and 309.15.01 - Institution Law Library).

DOC DAI Policy and Procedure 300.00.15 allows you to obtain one USB flash drive to store electronic file copies created during your participation in the pre-release curriculum. DOC DAI Policy and Procedure 309.56.01 allows for you to store education, legal and reentry documents on your USB flash drive. The use of USB flash drives for any other materials is prohibited.

Library materials will be accessible to all Resident in accordance with DAI and center guidelines.

Library is available anytime areas are open.

Limit of patrons in the library at any given time is four, not including the library clerk. A total of three items may be checked out at one time. Items may be checked out for a period of two weeks. Loss of, damage to, or failure to return items may result in disciplinary action, including restitution and/or suspension of library privileges. A typewriter is available for checkout in the library.

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 individuals. Center staff will request that you identify your primary language at different times while at the center, consistent with DAI 300.00.61 Limited English Proficiency (LEP) Inmate's policy.

You may request LEP services using one of the following methods (regardless of primary language and/or skills):

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

MAIL REGULATIONS

Mail content is subject to Administrative Code Ch. DOC 303 and Administrative Code Ch. DOC 309. If violations are discovered, incoming and outgoing mail will not be delivered as specified by Administrative Code Ch. DOC 309.04(4)(c). With the exception of the parties listed in Administrative Code Ch. DOC 309, staff may open and inspect all mail received at the center.

All mail, sent or received, shall be processed through the vender (Text Behind) except for legal mail. Documents entering the center from off-ground trips, received from a non-DOC professional visitor, or received by a department for distribution will be photocopied by staff and distributed to you along with a copy of the front of the envelope. Originals will be held for 30 days and will be shredded if not appealed. Please advise correspondents that the correct postage must be on their 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.

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.

INCOMING MAIL:

- To avoid delays in the delivery and processing of incoming mail, all correspondence should include your complete incarcerated name, DOC #, and full facility name as part of your address. Inform those who write you to include this information when addressing any correspondence to you.
- Mail pickup will typically be called after lunchtime as well as after the dinner meal.
- If incoming mail is denied, both you and the sender will be notified via a DOC-243, Notice of Non-Delivery of Mail/Publications.
- If you transfer to another institution, mail received at the center will be forwarded to you for thirty (30) days.
- 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. Bulk mail will not be forwarded. Mail received at the center will be forwarded to you for thirty (30) days.
- If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.

LEGAL MAIL:

- Resident will be called to Polycom room when legal mail was delivered.
- Staff distributing mail will verify your identity by checking your DOC ID.
- When verify with staff you are accepting the mail staff will then open the mail in our presence.
- Staff may inspect the mail to the extent necessary to determine if the mail contains contraband or if the purpose is misrepresented. Staff may read the mail if staff has reason to believe it is other than a legal document.
- Number of pages will be counted in front of you and documented on the DOC-2919.
- Staff will make photocopies in your presence and distribute all pages to you to verify they are legible and correct number of pages have been received.

- Staff will shred the originals in your presence.
- Legal Mail in which originals are needed to be returned with signatures will be forwarded to your social worker to set up a time for this to occur.

OUTGOING MAIL:

- The return address on the item you are mailing must include your complete incarcerated name, DOC #, center name, street address, city, state and zip code (see pg. # 3). Items without this information will not be mailed.
- Do not seal mail addressed to another Resident. All other outgoing mail shall be sealed.
- Outgoing mail may be opened and inspected for contraband.
- As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the "Wisconsin State Prison System."
- No drawings are allowed on the envelope or package.
- Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to OCC-Postage may be used in conjunction with pre-stamped envelopes for additional postage.
- When sending certified, registered, overseas, airmail or other packages, you shall submit a DOC-184 for the additional total amount of postage due.
- If you do not have sufficient funds to cover the additional postage, the item will be returned to you.
- If outgoing correspondence is denied, you will be notified.
- To send a letter by certified mail, attach a DOC-184 payable to OCC-Postage. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail.
- All outgoing mail is to be placed in the center Resident mail box.

Resident-TO-Resident MAIL:

- Resident-to-Resident mail must be sent to the vendor (Text Behind).
- Staff will read incoming and outgoing Resident-to-Resident mail.
- Mail with a "Legal Mail" notation on the envelope or its contents, is not excluded from review until staff have verified the claim of legal discussion by reading a portion of the correspondence.
- If an envelope labeled "Legal Mail" is submitted sealed, it will be opened by staff in your presence.
- In order to properly identify Resident-to-Resident mail, the return address on the envelope must contain your completed incarcerated name, DOC #, name of the center, street address, and city, state and zip code. Envelopes without this information will be returned to you.
- If the envelope does not identify the sending Resident, it will be opened and reviewed by staff to attempt to determine the sender.

KIOSK E-MAIL:

- E-mail sent or received from the kiosks is subject to the same staff screening as outlined above. E-mail is screened and processed daily during third shift. Do not ask staff to process your mail outside of this time period.

PARCELS:

- All packages, parcels, or any items other than correspondence shall be subject to inspection for contraband.
- Items that are not permissible are contraband and will be processed in accordance with Administrative Code Ch. 303 and Ch. 306.

MEALS AND DINING ROOM REGULATIONS

MEAL TIMES:

Early Breakfast (Work Release only)	4:00 a.m. – 5:45 a.m. (beginning 30 minutes prior to your leave time)
Breakfast	6:30 a.m.
Lunch	11:30 a.m.
Dinner	5:45 p.m.

MEAL REGULATIONS:

- You are to remain in your room with your door closed until your wing is called for meals.
- Line up single file in an orderly manner.
- Do not ask for extra food from the food service workers.
- Food may only be given away or traded at the table you sit down at to consume your meal.
If you have a complaint, report it to the Food Service Leader or Sergeant monitoring the food line. Do not direct complaints to the Resident food service workers.
- When finished eating, push in your chair, discard your trash, place your tray in the dish room access window, put your utensils in the bucket provided, and leave the dining room.
Nothing is to be taken from the dining area back to your room, except one piece of fruit when it is on the menu (must be eaten the same day).
- Personal mugs are not allowed in the dining area.
- You may bring one personal condiment to the meal.
- No food is provided between meals.
Floors, common areas and all outside areas are closed during meals. Center job assignments can resume after staff announce common areas are open.

RELIGIOUS DIETS:

You must complete and submit a DOC-2167, Religious Diet Request, form to the Food Service Leader 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.

EARLY MEAL TIMES:

Early meals must be approved by the Superintendent or Captain.

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 kitchen without staff permission. Saved trays are to be eaten in the dining room.

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. Bag lunch items are not to be saved, brought back to the center or left in the vans.

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. It is your responsibility to follow all policies, procedures, and staff directives to meet personal hygiene standards.

BASIC HYGIENE KIT:

Upon arrival at the center, if you do not have basic hygiene items and are otherwise considered indigent you may obtain a basic hygiene item from the Sergeant.

A basic hygiene kit includes:

- Razor
- Comb (small)
- Toothpaste
- Toothbrush
- Deodorant
- Soap
- Shampoo

SHOWER PERIODS:

- You must shower at least twice per week, unless medically excused. You may be required to shower more often based on your work assignment.
- Staff may direct you to shower any time it is determined you are creating a health hazard or are offensive to others.

HAIR RESTRICTIONS:

- No Security Threat Group related haircuts.
- No sculpting designs, lines, numbers, letters, or symbols.
- No dying or bleaching.
- No hair extensions.
- Shaving of the head must be the total head.
- Tufts or tails are not permitted.
- Braiding of your hair must be from front to back.
- If you arrive at the center with an unauthorized haircut, you will be required to cut your hair to conform with an allowable haircut.
- The Superintendent or the Captain will determine the appropriateness of questionable haircuts.

Resident-TO-Resident HAIR CARE:

- You must have staff permission to do another Resident's hair.
- Hair care activities will only be allowed in the Resident bathrooms.

PRISON RAPE ELIMINATION ACT (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 Resident and among staff and Resident in confinement is against the law. Violators will be disciplined and may be referred to outside law enforcement for prosecution.

The Prison Rape Elimination Act (PREA) was signed into law in 2003 after unanimous support from Congress and years of pressure from advocates and survivors. PREA extends far beyond the elimination of rape in prison; it is the first federal law to support preventing, detecting and responding to sexual abuse and sexual harassment in all confinement settings.

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.

Wisconsin Statute § 940.225(2)(h), Administrative Code Chapter DOC 303 and DOC Executive Directive 72 reflect this commitment.

To report any of the above activities, a Resident 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. A Resident pin number is not needed when dialing 777 or 888.

Following an incident of sexual abuse, a Resident may receive ongoing support from internal services such as a medical provider, mental health provider, social worker or chaplain. Residents 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 Resident 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 DOC DAI Policy 309.20.03 Inmate Personal Property and Clothing, available in the library, for further content and size limitations.

PROPERTY REGULATIONS:

- All of your personal property must be inventoried and recorded on your property inventory form prior to you being allowed to take possession of it.
- You may not exchange, trade, sell, loan, or give away any article of your personal property.
- Alteration of state-owned or personal property is not permitted.
- All property items must be purchased and received directly from a DOC- approved vendor.
- You may not purchase property via disbursement and send it to a different location.
- You may not have newly acquired property sent out on a visit.
- In the event you are transferred from the center to another institution, your personal property must be in compliance with the receiving institution's property regulations. Disallowed items may be mailed out at your expense or be destroyed upon your request. Only allowed property items will be transferred to the receiving institution.
- The Property Sergeant will process all packages received from the USPS and Union Supply.
- The Property Sergeant will contact you when your property is ready for pick-up.
- Union Supply scheduled delivery days are Tuesday, Wednesday and Thursday.

ITEMS RECEIVED THAT ARE NOT APPROVED:

- Items received at the center for you and are not approved must be returned in one of the following ways: to the vendor at your expense; sent out on a visit; mailed at your expense to a person on your visiting list within 30 days; or destroyed.
- Hazardous or dangerous items will not be stored by the center and must be disposed of immediately.

DAMAGED OR ALTERED PROPERTY:

- The Property Sergeant controls all records of personal property. Report all damage to personal property immediately to the Property Sergeant.

- If you choose to donate, dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237B, Property Disposition, form.
- Lost or stolen property must be reported to staff. Staff will update your property inventory form.
- You must wait 90 days from the date the item was reported lost before you will be allowed to receive replacement items. Refer to DOC DAI Policy 309.20.03.

MONETARY SPENDING LIMITS:

- The cost of all individual or combination electronic items may not exceed \$350 in value.
- The cost of prescription eyeglass frames shall not exceed \$125.00.
- The cost of all other individual items may not exceed \$75 in value.

RECREATION

DAYROOM:

- The lights shall remain on at all times when occupied.
- Sleeping is not allowed.
- You are not allowed to put your feet on furniture or walls.
- Food is not allowed in the dayroom.
- Beverages are allowed
- Do not lie or sit on tables or chairs that are stacked.
- Do not slap dominos.

INSIDE RECREATION:

- Food is not allowed in this area.
- Water is allowed.
- You may use the equipment subject to any medical restrictions you may have.
- Do not abuse the equipment or slam the weight stacks.
- Report any damage immediately so we can keep everyone safe until repairs are made.
- Shirts are mandatory in this area at all times.

OUTDOOR RECREATION (ALL AREAS):

CLOTHING:

You must wear the proper attire while participating in outdoor recreation. You must wear a shirt or tank top shirt, and pants or shorts and proper footwear. Being shirtless is not permitted.

RULES:

- Outside recreation will be permitted only when weather allows and staffing levels permit.
- All Outside recreation areas are closed once the outdoor lights come on or Staff deem it is too dark.
- Outside recreation is restricted to certain areas of the grounds.
- Recreation may be limited by personal medical restrictions you have.
- When using the track, you must keep moving forward at all times; there is no loitering on the track.
- You must stay on the paved track; there is no "cutting across" the track.
- You shall not have contact with civilians while outside for recreation. This includes talking, motioning, or communicating with civilians in any manner.
- You must be playing basketball while on the court; there is no sitting or loitering on the court.
- Food items are not allowed.
- Beverages are allowed.
- Do not shelter, feed or pet feral / wild animals

HOBBY AND MUSIC:

- You must register with the Property Sergeant to participate in music or a hobby.
- You can only be registered for two hobbies at one time.
- The volume of musical instruments must not be loud enough that it can be heard in the hallway.
- Visiting Room may be utilized to play instruments during the hours of 9am-9pm with the exception of count, visits, canteen distribution, vending machine stocking and staff direction.
- Please see DOC DAI Policy 309.36.01 Leisure Time Activities for more detail.

REENTRY

The Reentry Vision Statement: "Promote public safety and offender success from admission to custody through reentry and supervision in the community."

The public is best served if you have the opportunity to become a law abiding and successful member of the community when released. 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 centers are made available to you for participation, such as, obtaining valid IDs and vital documents, establishing personal portfolios, release planning, and searching for employment.

The Department's reentry initiative means that we engage offenders, as early as possible and challenge them, motivate them, and encourage them to change. Effective offender reentry also includes quality risk assessment and strong supervision practices proportionate to the level of risk to the public safety. We also focus on key factors that help offenders succeed and become law abiding citizens-including employment, alcohol and drug treatment, housing, and positive support from families and organizations.

RELEASE PROCEDURES

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

Prior to your release the following will occur:

- You must provide your release plan information to your Social Worker.
- You must sign your Rules of Supervision.
- You will be informed of the date of your release.
- Your account will be closed no sooner than 14 days prior to your release.
- You must order canteen or release clothing before the account is closed.
- Release clothing must be purchased from a DOC-approved vendor within 30 days prior to your release.
- If you do not have any clothing to wear upon your release, the Superintendent or Captain may approve you to have a set of appropriate clothes brought in for you to wear on the morning of your release. You will be allowed to change in the lobby bathroom just prior to being released.
- If you are taking a bus home, you are only allowed to bring one box with you on the bus.
- You must mail out your remaining property before your account is closed.
 - Sergeants will help you pack and mail your property.
 - Sergeants will pack your remaining property the night before your release.
- Your picture will be taken before you are released.
- On the day of your release, you will be given your release check if one is available, otherwise you can expect funds through your agent (if on Extended Supervision or Parole) or it will be sent directly to the address the Business Office

has on file. You will also be given your personal property, vital documents (ID, driver's license, birth certificate, flash drive), and prescription medications.

- You will be given a ride to the bus on the day of release (if needed).

RELIGIOUS PROGRAMMING

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

WCCS does not employ Chaplains. Volunteers assist with a variety of services and studies; You are not allowed to lead or conduct a religious service or study group. Check the center bulletin boards for religious services and times. You may contact your Social Worker with any questions

SECURITY MONITORING

SURVEILLANCE OF Resident ACTIVITIES:

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

Through this form of surveillance, the institution will gather information on Resident 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 including, but not limited to, administrative action, due process, reclassification, parole hearings and criminal prosecution.

SEARCHES:

- Strip Searches
 - A full strip search of your person can be conducted at any time, either randomly or for just cause in accordance with DOC DAI Policy 306.17.02.
 - A strip search is done for the security of the center, not to embarrass or ridicule you.
- Pat Searches
 - A pat search may be conducted at any time, either randomly or for just cause.
- Room Searches
 - A room search may be conducted at any time, either randomly or for just cause.
 - Any contraband found will be removed from your room.
 - You will receive - notification of any confiscated items.

URINALYSIS (UA) / BREATHALYZER:

- Urine and breath tests will be conducted at any time, on a random or for just cause basis in accordance with DOC DAI Policy 306.17.01.
- If you are unable to submit a urine sample, you will be provided a set amount of 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.
- 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:

- Wearing any item of clothing that symbolizes a gang, whether by color or design.
- Haircuts and braiding which incorporate gang symbols or signs.
- 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

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 in accordance with the DOC 303 guidelines.

SOCIAL MEDIA ACCOUNTS

DAI Policy #300.00.82 – Resident use of social media states: Residents shall not create, maintain, update or develop any type of web-based social networking, social media or internet-based website directly or indirectly, including but not limited to; Facebook, Twitter, Myspace, YouTube, etc. This includes using third parties to assist in participating in the aforementioned. Setup and continued maintenance, updating or posting to any internet based social media site by you or on your behalf is prohibited, see DOC Administrative Code 303.34(1).

TABLET USAGE

Tablets can be used in dayroom, weight room, outdoor patio near the building, and in rooms. Phone calls made with the tablets are to be made in rooms only.

TELEPHONE PROCEDURES

You 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.

A Social Worker may authorize special or emergency calls. A fee of .10 cents per minute will be charged to you based on the specific circumstances.

Resident telephones are provided for your use and are subject to the following rules:

- All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
- Collect calls are charged to the party you contact.
- You can set up your own pre-paid telephone account with IC Solutions.
- Friends and family will only need to set up of an account if they wish to accept collect calls. They can establish an account with IC Solutions.
- Call length is limited to 20 minutes each.
- Back-to-back phone calls are not allowed. There must be a 5-minute time lapse between each phone call.

RESTRICTIONS:

- You are not allowed to make three-way telephone calls.
- You are not allowed to make calls when common areas are closed.
- You are not allowed to make harassing or nuisance calls.
- You are not allowed to have a calling card or to have calling card numbers in your possession.
- You are not allowed to use other inmates phone account to complete phone calls

MESSAGES:

Telephone messages will be only be taken for family related emergencies.

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 shall be coordinated through your Social Worker.

TELEPHONE ACCOUNT REFUNDS UPON RELEASE:

Refunds can only be processed upon release. You will be provided an address. You will be responsible for mailing to IC Solutions to receive any unused funds in your account.

VISITING REGULATIONS

The DOC encourages visitation of Resident family and loved ones to maintain close and constructive family and personal relationships and support. Your visiting list and visiting procedures are regulated by DOC Administrative Code 309.12 and DOC DAI Policy 309.06.01 Visiting.

PROCEDURE:

- Visitors shall complete a Visitor Questionnaire (DOC-21AA) and be on the approved visiting list.
- Visitors shall register for an account on IC Solutions and be approved to visit.
- Each Resident is allowed to have one in person visit per in person visiting schedule.
- Visits must be schedule at least 48 hours in advance through IC Solutions
- Scheduling will be on a first come first serve basis.
- Once a visiting time is scheduled, that visit will count toward the Resident's weekly visits.
- Staff will not re-schedule visiting times.
- There will be no make-up days, time adjustments or add-ons.

IN-PERSON VISITING HOURS:

Wednesday: 6p.m. – 9p.m.

Saturday, Sunday and Holidays: 10:30 a.m.-1:30pm & 2:15pm – 5:00pm

Note: Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting period.

DIRECTIONS TO THE CENTER:

From Hwy 12 & 18 (Madison Beltline) exit 12 & 18 taking Hwy 14 East (you will be heading south out of Madison). Travel approximately six (6) miles to County Hwy MM exit #261 towards Oregon. Exit and watch for the sign "Oregon Correctional Center." Turn right on Hwy M, travel approximately one (1) mile on Hwy M. The Oregon Correctional Center is located on the right-hand side.

HOLIDAY VISITS:

- You will be allowed visitors on state recognized holidays.
- If a holiday falls on a Wednesday there will not be any evening visits.
- WCCS recognizes the following holidays for visiting purposes:
 - New Year's Day January 1st
 - Martin Luther King Day Third Monday in January
 - Memorial Day Last Monday in May
 - Independence Day July 4th
 - Labor Day First Monday in September
 - Thanksgiving Day Fourth Thursday in November
 - Christmas Eve December 24th
 - Christmas Day December 25th
 - New Year's Eve December 31st

VISITING RULES:

- Visitors shall schedule all visits through IC Solutions.
- Visitors not on the schedule will not be allowed to enter and will be asked to leave grounds.
- You are not permitted to pass or receive items during a visit without authorization from staff.
- You will be allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit.
- You and your visitor(s) shall keep both hands above the table at all times. Holding hands is allowed.
- Visitors leaving the visiting areas are not allowed to re-enter the building.
- You are not allowed to go back to your room without permission from the Sergeant on duty.
- No personal mugs, cups or bowls are allowed on a visit.
- 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 may be terminated and/or those children may be temporarily suspended from visiting again.
- An adult must accompany any visitor under the age of 18.
- Visiting with another Resident's visitor is not allowed.
- Visitors are required to use the designated bathroom facilities. Resident are not to enter those bathrooms for any reason.
- You must use designated Resident bathrooms with permission by staff.
- Packages, paperwork or property items will not be allowed during visits.
- Purses and diaper bags are not permitted inside the center. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a clear plastic bag.
- No money orders or certified checks are to be brought in on visits.
- Visitors are not allowed to bring in any food, beverages or smoking materials.
- All food items from the vending machine must be purchased by your visitor and consumed during the visit as it is not to be brought back to your room. You are not allowed to handle money.
- No personal property (including cellular phones, pagers, PDA's, electronic devices or cameras) are allowed in the center except for baby supplies and a maximum of \$20 in cash (for the vending machines).
- Changing of infant diapers is only allowed in the designated visitor bathroom.
- You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
- The use of offensive, loud, or vulgar language will result in the termination of your visit.

- Visitor shall sit on the opposite side of table from you.
- Feet shall remain on the floor at all times.
- If you wish to have a photo taken you shall notify the sergeant at the beginning of the visit and follow the photo guidelines on page 23.

OUTSIDE VISITS:

- Outside visiting is held during the summer months as determined by staff.
- Outside visits are conducted on weekends and holidays.
- You and your visitors shall sit on the picnic benches provided in the outside visiting area.
 - Do not straddle the benches
 - Do not sit on top of the tables
 - Do not move the tables
- Adult visitors shall sit on opposite sides of the picnic tables.
- Visitors will use the bathroom facilities in the visiting room. You will use the bathrooms located in the Center's main entry.
- Once a visit starts, visitors may not return to their vehicles to retrieve items.
- If you are in the walking area, you must keep moving or return to your table.

SPECIAL/EXTENDED VISITS:

- Resident shall initiate the request with their assigned social worker minimum 7 days in advance of visit.
- Resident shall provide the info of the visitors and date of expected visit.
- Special visits are for family members or non-family members traveling over 200 miles who are not on your visiting list.
- Extended visits are for Individuals traveling over 200 miles who are on your visiting list or special visitors.
- Special and Extended visits may occur twice during a calendar year for one visitor
- Social Worker will notify you the results of the visit request
- Individuals that will visit regularly must be added to your visitor list.
- Extended visits will be honored only if room is available in the next period.

VIRTUAL VISITS

The Virtual visiting schedule for OCC is as follows:

Sunday – Saturday: 6:45am-9:45am, 10:30am-11:30am, 12:00pm-2:00pm, 2:45pm-5:15pm, 6:30pm-9:00pm, and 9:30pm – 10:30pm.

All visits must be scheduled through IC Solutions.

All visitors must be registered for the visit. Additional visitors shall be added by visitor who sets up visit. If there are issues Resident may submit interview request to staff to add or use electronic Visitation Addition Interview Request on the tablets.

VOLUNTARY PROGRAMS

- Only center-approved volunteers may facilitate groups, meetings or services.
- Participation in religious and therapeutic activities is voluntary.

WORK RELEASE

The primary goal of the Wisconsin Correctional Center System is to prepare you for release into the community. The objective for centers with work release is to help you obtain employment that will allow you to develop good work habits, pay your obligations, and save money for release. A monitoring period is required prior to obtaining approval for work release as well as any other requirements according to DOC DAI Policy 324.00.01. This allows us to monitor your work habits and make an evaluation when placing you on work release. Remember, work release is a privilege. Amongst other criteria, center staff will evaluate your risk for placement in the community by considering the following: your offense history, risk assessment, conduct history, length of sentence, and victim concerns. Other factors, such as the local job market, your individual work skills, and your willingness to work, also play a vital role in your placement on work release.

WORK RELEASE AGREEMENT:

To participate in work release, the Work Release Coordinator will require you to sign the following:

- A DOC-372, Work Release Agreement, form to indicate your agreement with the rules, regulations and provisions listed.
- A DOC-371, Offender's Statement of Financial Obligations, form.

WORK RELEASE GUIDELINES:

- You must have a community custody classification to be eligible for work release.
- The Superintendent must grant final approval for your work release participation unless your case requires Warden approval. If so, your paperwork will be sent downtown for a Warden's review.
- You may not quit your job without the prior approval of the Work Release Coordinator.
- If you quit your job or are fired for any reason, you will be out of work for a minimum of 90 days and will be required to hold a center job here on grounds for the entirety of your time off.
- You must sign and obey all work rules of the employer if required.
- Being approved and signed off for work release does not guarantee you a work release job.
- The Work Release Coordinator will attempt to match your skills to available jobs.
- The Work Release Coordinator will assist you in arranging job interviews
- You must sign in and out whenever leaving for or returning from work. Failure to do so may result in a Conduct Report.
- You must follow the posted work release schedule – no exceptions. If you believe there is an error you must resolve it with the Work Release Coordinator.
- You may not bring back any items (with the exception of your personal water container and cooler) from the worksite without advanced approval from the Work Release Coordinator, Superintendent or Captain.

REQUIRED IDENTIFICATION FOR WORK:

Two forms of identification are required by federal law and may include the following:

- Birth Certificate
- Driver's License
- State ID
- Social Security Card

If needed, the Employment Support Specialist will assist you in obtaining these. It is your responsibility to coordinate the sending-in of your documents if you have them in your possession back at home.

WORK RELEASE CLOTHING/EQUIPMENT:

- The WR Coordinator will take you shopping one time before you start your employment to get everything you need to start.

- Once you start work and need items, you are to write the WR coordinator and let them know what you need (Sizes, brand, color, etc.)
- It will be at the discretion of the WR coordinator when you'll go out shopping again. You may have to miss work in order to go shopping again.
- State-issued clothing, jackets, and boots are not authorized for work release once you are given the opportunity to purchase clothing.
- Equipment and tools purchased for work release must be kept at your job site.
- You are not allowed to wear employer labeled / supplied clothing within the center at any point. You must change into non-labeled clothing upon returning from work.

DAI HANDBOOK REFERENCES – GENERAL POPULATION

Accounts (Funds)	28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)] 38 USC 5301 – No assignability and Exempt Status of Benefits (as it Pertains to Deductions from Veterans Administration Benefits) Wisconsin Statutes s. 301.30 – Resident wages, allowances, and release payments Wisconsin Statutes s. 301.31 – Wages to prisoners Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners Wisconsin Statutes s. 302.13 – Preservation of property an Resident brings to prison Wisconsin Statutes s. 303.065(5) – Work Release Deductions Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision Wisconsin Statutes Ch. 767 – Actions Affecting the Family Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges Wisconsin Statutes s. 973.042 – Child Pornography Surcharge Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge Wisconsin Statutes s. 973.045 – Crime Victim Witness Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge Wisconsin Statutes s. 973.05 – Fines Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments Wisconsin Statutes s. 973.06 – Costs Wisconsin Statutes s. 973.20 – Restitution 1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 309 – Resources for Residents Wisconsin Administrative Code s. DOC 309.45 – Resident funds and canteen purpose. Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds Wisconsin Administrative Code s. DOC 309.48- Procedure for Resident requests for disbursements of Resident account funds Wisconsin Administrative Code Ch. DOC 310 – Resident Complaints Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee
2017 WI Act 89 Requests	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 Residents in the Department of Corrections Contracted facilities. Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Administrative Code Ch. DOC 302 – Resident Classification, Sentence and Release Provisions
ADA	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) Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services

Canteen	Wisconsin Statutes s. 301.27(2) – Vending Stands Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients Wisconsin Administrative Code s. 309.20 – Personal Property Wisconsin Administrative Code s. 309.45 – Resident Funds and Canteen – Purpose Wisconsin Administrative Code s. 309.52 – Canteen Wisconsin Administrative Code s. 316.04 – Copayment
Classification	Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact Wisconsin Statutes s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty Wisconsin Administrative Code Ch. DOC 302 – Resident Classification, Sentence and Release Provisions
Compensation (I/M)	Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Complaints (I/M)	Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures
Contraband	Wisconsin Administrative Code Ch. DOC 303 – Discipline
Count	Wisconsin Administrative Code Ch. DOC 306.06 – Resident Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – Resident Secure Work Program
DNA Collection	Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014
HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care

	Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients 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) – Resident 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 – Resident mail
 Wisconsin Administrative Code s. DOC 309.05 – Publications

Mail	Wis. Stat. §19.31 Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail Wisconsin Administrative Code s. DOC 303.72 – Major penalties Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Resident mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.45 – Resident funds and canteen – purpose Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying
Marriages	Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministrations Wisconsin Statutes Ch. 765 – Marriage Wisconsin Statutes Ch. 767 – Actions Affecting the Family Wisconsin Administrative Code s. DOC 309.06 – Visitation Wisconsin Administrative Code s. DOC 309.08 – Visiting List Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices
Meals	Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids
Medications	66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140 Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02
Name Changes (I/M)	Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
Notary Services	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Statutes s. 20.919 – Notary public Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property Wisconsin Statutes s. 706.07 – Uniform law on notarial acts Wisconsin Statutes s. 782.04 – Petition; contents Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages
Observation Placements	Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act
Phone Calls	Wisconsin Administrative Code s. DOC 309.39 – Resident Telephone Calls

Incl. Atty and International	Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, et seq. National Standards to Prevent, Detect and Respond to Prison Rape
Programming	Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need Assignment Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – Resident Mail 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
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	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 – Resident 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
Room Cleanliness Searches	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution Wisconsin Administrative Code s. 306.17 – Search of Residents Wisconsin Administrative Code s. 309.20 – Personal Property Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, et seq. National Standards to Prevent, Detect and Respond to Prison Rape
Sex Offender Notification	Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law
Social Media Use (I/M)	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

Urinalysis Testing	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 Residents Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings
Work Assignments	Wisconsin Administrative Code Ch. DOC 309 – Resources for Residents Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Visiting	Wisconsin Statutes s. 302.095(2) – Delivering Articles to Resident Wisconsin Administrative Code s. 306.18 – Search of Visitors Wisconsin Administrative Code s. 309.02 – Definitions 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 Residents 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

DAI HANDBOOK REFERENCES – ADDITIONAL REFERENCES FOR MINIMUM SECURITY FACILITIES

Community Service	Wisconsin Administrative Code Ch. DOC 302 – Resident 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 Residents Wisconsin Administrative Code Ch. DOC 302 – Resident Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for Residents Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Project Crew	Wisconsin Administrative Code Ch. DOC 302 – Resident Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for Residents Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Work and Study Release	Wisconsin Statutes s. 303.065 – Work Release Plan for Prison Residents 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	Wisconsin Administrative Code s. 303.72 – Controlled Separation
Disciplinary Separation	Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation
Protective Confinement	Wisconsin Administrative Code Ch. DOC 302 – Resident 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	Wisconsin Administrative Code 303 – Resident Discipline
RHU Meal Restrictions	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