

# Stanley Correctional Institution

## **PIOC Handbook**

“

There are no secrets to success. It is the result of preparation, hard work, and learning from failure.

COLIN POWELL

”

“

Failure has been correctly identified as the line of least persistence.

ZIG ZIGLAR

”

“

Do not be afraid of failure, but learn from it.

JOHN WOODEN

”

“

Persistence, persistence, and persistence. The Power can be created and maintained through daily practice—continuous effort.

BRUCE LEE

”

Read this handbook carefully to ensure awareness of basic rules. Please refer to policies and procedures for further clarification.

- Upon arrival at SCI, PIOC are temporarily assigned to Reception and Orientation (R & O) for institution orientation. During this time, there will be an introduction to our programs, the physical plant, and members of our staff.
- PIOC will be permitted movement within the institution to attend work, school and leisure-time activities.
- SCI offers academic and vocational training, domestic violence, anger management, Cognitive Based Programs (CBP) many other programs.

## **SCI MISSION STATEMENT**

**Maintain a safe and secure institution & provide PIOC opportunity for self-improvement.**

### **Objectives:**

- To ensure the safety of the public, staff and PIOC by application of sound correctional practices.
- To create a sense of community and shared responsibility in the workplace.
- To develop individualized correctional strategies based on the unique needs of individual PIOC.
- To ensure that all staff have the opportunity for professional development.
- To safeguard the assets of the State of Wisconsin by appropriate use and maintenance of the equipment and thrifty use of supplies.
- To advocate novel and creative ideas in establishing environmentally friendly and cost-effective measures when dealing with fiscal planning. To ensure future success by being willing and open to explore new ideas and make changes.
- To emphasize employee assistance and workplace enhancement programs so staff are well aware of our dedication to a positive work environment and to providing support for them in dealing with difficult situations and incidents they may encounter.
- To teach, model and reinforce respectful relationships through our daily interactions with each other and with the PIOC placed here.

## **Sexual Abuse and Sexual Harassment Prevention and Intervention**

The Wisconsin Department of Corrections has a zero tolerance for sexual abuse and sexual harassment within its facilities.

- Sexual abuse and sexual harassment among PIOC and among staff and PIOC 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) of 2003 created national standards to prevent, detect and respond to sexual abuse and sexual harassment.
- **Reporting methods:** Tell any staff person, send a request to any staff person, call the PREA Reporting Hotline (777 monitored by WI DOC, 888 monitored by outside agency), tell a family member, friend or outside support person (they may report on your behalf by telling any staff person or submitting a report at [www.doc.wi.gov](http://www.doc.wi.gov) (click on "Prison Rape Elimination Act"), file a complaint and/or contact local law enforcement.
- Refer to POC-41 (also identified as your Red Book) for additional information.

## **LIMITED ENGLISH PROFICIENCY POLICY**

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) services. PIOC may request LEP services.

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) services PIOC may request LEP services.

If you need help understanding English, please notify the nearest staff person.

Si Usted necesita ayuda con el idioma Ingles por favor notifique al miembro de personal mas cercano.

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## Chain of Command

PIOC are required to utilize the "Chain of Command" when addressing issues within the institution.

- If no response is received within seven days, PIOC may contact the next and subsequent level as needed. Be sure to include steps taken and results received.
- The timeline for response is the same whether a concern is submitted electronically or via DOC-0643 Interview/Information Request. It is not necessary to submit a concern both electronically and via DOC-0643.
- Staff messaging through the tablet will not be printed. If you wish to retain a hard copy of your correspondence, then continue to utilize DOC-0643 to communicate with staff.
- Failure to follow the proper chain of command will only cause delays. Requests may be returned if these steps have not been followed.
- The last level in the institution chain of command is the Warden. The last level in the chain of command for medical concerns is the Bureau of Health Services Director.

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>	<b>THIRD LEVEL</b>
<b>Attorney Calls</b>	Records Office	Records Supervisor	Program Director
<b>Barber</b>	Rec Leader – Gym	Program Director	Deputy Warden
<b>Canteen</b>	Inventory Control Coordinator	Financial Program Supervisor	Correctional Management Services Director
<b>Classification</b>	Social Worker	Offender Classification Specialist	BOCM Director
<b>Core Programs</b>	Social Worker	Unit Supervisor	Deputy Warden
<b>Dental</b>	Dental Staff	Health Service Manager	Bureau Health Service Director
<b>Emergency Contact Forms/Calls</b>	Social Worker	Unit Supervisor	Deputy Warden
<b>Emergency Medical Treatment</b>	Nearest Staff	Sergeant	Security Supervisor
<b>Food Service</b>	Food Service Leaders	Food Service Manager	Food Service Administrator
<b>Health Services</b>	Nurse	Health Service Manager	Bureau Health Services Director
<b>Hobby</b>	Rec Leader – Hobby	Program Director	Security Director
<b>Housing Unit Problem</b>	Unit Sergeant	Unit Supervisor	Deputy Warden

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>	<b>THIRD LEVEL</b>
<b>Laundry</b>	Laundry Officer	Financial Program Supervisor	Correctional Management Services Director
<b>Law Library</b>	Librarian	Education Director	Deputy Warden
<b>Legal Loans</b>	Financial Specialist	Financial Program Supervisor	Correctional Management Services Director
<b>Remington Center Legal Assistance to Institutionalized Persons (LAIP)</b>	Program Services OOA	Program Director	Deputy Warden
<b>Library</b>	Librarian	Education Director	Deputy Warden
<b>Mail / Property</b>	Mail/Property Sergeant	Property Supervisor	Security Director
<b>Medication</b>	Nurse	Health Services Manager	Bureau Health Service Director
<b>Music Room</b>	Rec Leader – Gym	Program Director	Deputy Warden
<b>Notary Service</b>	Records Office	Records Supervisor	Program Director
<b>Open Records Request</b>	Records Supervisor	Warden	Bureau of Records Management
<b>PIOC Accounts</b>	Financial Specialist	Financial Program Supervisor	Correctional Management Services Director
<b>Parole Questions</b>	Social Worker	Records Office	Parole Commissioner
<b>Printing Email / Photo</b>	Librarian	B-Building Sergeant	Security Director/designee
<b>Psychological Services</b>	PSU OOA	Psychological Associate	Psychological Services Supervisor

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>	<b>THIRD LEVEL</b>
<b>Re-Entry</b>	Education OOA	Education Director	Deputy Warden
<b>Recreation</b>	Recreation Leader	Program Director	Deputy Warden
<b>Religious Issues</b>	Chaplain	Program Director	Deputy Warden
<b>Restrictive Housing</b>	Unit Sergeant	Programs Captain	Security Director
<b>School</b>	Teacher	Education Director	Deputy Warden
<b>Sentencing Information</b>	Corrections Sentencing Associate	Records Supervisor	Program Director
<b>Social Service File Reviews</b>	Records Office	Records Supervisor	Program Director
<b>Tablets</b>	Unit Supervisor	Financial Program Supervisor	Correctional Management Services Director
<b>Video conference/ Professional</b>	Program Services OOA	Program Director	Deputy Warden
<b>Visits</b>	Visiting Room Sergeant	Visiting Supervisor	Security Director
<b>Visiting List / Extended Visit / Special Visit</b>	Social Worker	Unit Supervisor	Deputy Warden
<b>Work Problem/Payroll</b>	Work Supervisor	Area Supervisor	Deputy Warden
<b>Work Termination</b>	Work Supervisor	Program Director	Deputy Warden

Note: PIOC must try to resolve issues through the Chain of Command before filing a complaint in accordance with DOC 310.



## I. PIOC COMPLAINT REVIEW SYSTEM (ICRS)

**ICRS OVERVIEW:** The Department maintains an PIOC complaint review system accessible to all PIOC 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.

- PIOC 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 PIOC may not file more than **one complaint per calendar week** except for complaints regarding the PIOC 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.

### ICRS PROCEDURE:

- A PIOC shall file a complaint within **14 days** after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. An PIOC shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- A PIOC shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
- Complaints must be typed or written legibly and be filed only under the name by which the PIOC was committed to the department or the legal name granted by a court, and include the **PIOC original signature**.
- Complaint submissions may not exceed **500 words** total and not exceed two pages.
- PIOC must use a DOC-400 PIOC Complaint form. **All sections of the form must be completed.**
- PIOC must use a DOC-400B form if additional space is needed. PIOC may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. **PIOC must print clearly; illegible forms will not be processed.**
- The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

### ICRS RETURNED COMPLAINT

- If a complaint is returned to you, follow the directions in the return letter.
- Failure to follow directions in the return letter may result in the complaint submission not being processed.

### **ICRS REJECTED COMPLAINT**

- The ICE will assign a file number and classification code and give written notice to the PIOC within **10 days** of collection that the complaint has been received.
- The ICE will reject a complaint within **30 days** from the date of receipt.
- An PIOC may appeal a rejected complaint within **10 days** to the appropriate reviewing authority who shall only review the basis for the rejection of the complaint.
- The reviewing authority shall make a decision within **15 days** following receipt of the recommendation or appeal of rejection.
- The reviewing authority's decision is final.

### **ICRS ACCEPTED COMPLAINT**

- The ICE will assign a file number and classification code and give written notice to the PIOC within 10 days of collection that the complaint has been received.
- The ICE will send a recommendation to the appropriate reviewing authority within **30 days** from the date of receipt.
- The ICE may recommend to the reviewing authority that the complaint be affirmed or dismissed, in whole or in part.
- The reviewing authority shall make decision within **15 days** following receipt of the recommendation.
- The reviewing authority shall affirm or dismiss the complaint in whole or in part or return the complaint to the ICE for further investigation.
- If the PIOC does not receive a decision within **45 days** after the date of acknowledgement by the ICE, the PIOC may appeal to the CCE.

### **APPEAL**

- A PIOC may appeal the reviewing authority's decision to the CCE within **14 days** after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. 310.12(6)
- Appeals must be typed or written legibly and be filed only under the name by which the PIOC was committed to the department or the legal name granted by a court, and include the **PIOC original signature**.
- Appeal submissions may not exceed **500 words** total and not exceed two pages.
- PIOC must use a DOC-405 PIOC Appeal form. **All sections of the form must be completed.**
- PIOC must use a DOC-405B form if additional space is needed. PIOC may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. **PIOC must print clearly; illegible forms will not be processed.**
- PIOC must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

### **ICRS REJECTED APPEAL**

- The CCE may recommend rejection of an appeal not filed in accordance with s. DOC 310.09.
- The CCE shall send the recommendation to the secretary within **45 days** of receipt of the appeal.
- The CCE recommendation will be reviewed by the secretary, who shall affirm or dismiss (in whole or in part) or return the appeal to the CCE for further investigation.
- The secretary shall decide within **45 days** following receipt of the CCE's recommendation.
- **The secretary's decision is final.**

### ICRS ACCEPTED APPEAL

- The CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part.
- The CCE shall send the recommendation to the secretary within **45 days** of receipt of the appeal. (The CCE may extend the time for submitting a recommendation with notice provided to the PIOC.)
- The secretary shall decide within **45 days** following receipt of the CCE's recommendation.
- The secretary may extend the time for deciding for good cause with notice provided to the PIOC.
- The secretary shall affirm or dismiss the CCE's recommendation, in whole or in part, or return the appeal to the CCE for further investigation.
- If the PIOC does not receive the secretary's written decision within **90 days** of the date of receipt of the appeal in the CCE's office, the PIOC shall consider the administrative remedies to be exhausted, unless the time has been extended. **The secretary's decision is final.**

### ICRS PREA COMPLAINTS

- A PIOC may file a complaint alleging sexual abuse using the procedures under this chapter.
- A PIOC 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 PIOC 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 PIOC, staff members, family members, attorneys, and outside advocates, shall be permitted to assist an PIOC 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 PIOC.
- Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are:
  - The PIOC may contact any staff member who is not the subject of the allegation for immediate corrective action.
  - The PIOC 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 an PIOC for filing a complaint related to alleged sexual abuse or sexual harassment only if the warden demonstrates that the PIOC filed the complaint in bad faith.
- Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

## **Institution Conduct Standards**

The rules contained in this handbook are not meant to be all-inclusive. The directives of staff are to be followed at all times. Any violation of the rule within the Institution Handbook may result in any of the following; verbal warning, written warning or conduct report for DOC 303.28, Disobeying Orders.

- A. Any changes that occur or are directed by the institution after the printing of this handbook take precedence.
- B. Basic Institution Standards:
  - 1. Any language demeaning or disruptive to others is inappropriate and will not be tolerated.
  - 2. No running anywhere inside buildings except gyms.
  - 3. No running to and from non-recreation activities.
  - 4. PIOC are not allowed to bring any personal items to their work assignments.
  - 5. PIOC are prohibited from possessing, wearing, manufacturing, or distributing security threat group (gang) related materials, or participating in any security threat group related activity.
  - 6. No sunglasses are to be worn inside any institution building, unless medically approved.
  - 7. Loitering/Horseplay is not allowed.
  - 8. Hands not allowed in pants.
  - 9. DOC forms and correspondences must be completed in black or blue ink only, with the exception of HSU/Dental/PSU. DOC forms are to be used for intended purpose.
- C. Hygiene, Grooming and Hairstyles
  - 1. Each PIOC shall keep appearance neat and maintain an appropriate level of personal cleanliness.
  - 2. Fingernails must be kept trimmed and not exceed the end of the finger.
  - 3. Tattooing and body piercing is not permitted.
  - 4. Placing objects in piercings/gauges is not permitted
  - 5. One bar of soap and two rolls of toilet paper will be issued per week on a specific day designated by each unit.
  - 6. Toothbrush, toothpaste and additional toilet paper will be issued on a one for one exchange basis.
  - 7. Hairstyles/Facial Hair shall comply with DOC 309.24.01 Personal Hygiene and Hairdressing.
    - a. Only vendor-approved hair ties are authorized.
    - b. Hair ties are for hair purposes only, ties are not authorized for use on facial hair.
    - c. One tail and/or ponytail using only one hair tie is permitted and must be centered in the back of the head or at the base of the neck and must be in the taper of the cut.
    - d. Braids: Cornrows are permitted in straight lines only. Braids in PIOC hair must be straight from front to back or side to side of the head only. Box braids and plaits are allowed in straight lines only. Tufts, zigzags and designs are not allowed. Dread locks are allowed however may be subject to search at staff discretion. Any hairstyle must be taken down upon staff orders. The number of braids cannot equal 3, 5, 6 or 7. Twists will be considered a braid and will need to follow braid guidelines.
    - e. Hairstyles that present a hygiene problem or cannot be adequately searched are not allowed.
    - f. PIOC who have haircuts that do not meet policy will be directed to see the institution barber.
    - g. Only the institution barber will be allowed to cut an PIOC hair, on an appointment basis.

## **PIOC Sanction Definitions**

- A. All sanctions begin immediately after the conduct report hearing or acceptance of the sanction and ends after the 7:30 a.m. standing count the day after completion of the disposition.
- B. A PIOC may be assigned a period of “extra duty” as a result of a conduct report disposition. The Hearing Officer shall inform the PIOC and staff of extra duty assigned. The specific tasks shall be determined by staff in accordance with restrictions.

The following chart outlines the specific activities a PIOC will be allowed when given Room Confinement, Building Confinement, Loss of Cell, Loss of Recreation or Loss of Dayroom disposition, whether it is a minor or major disposition.



<b>ACTIVITIES</b>	<b><i>LOSS OF DAYROOM</i></b>	<b><i>LOSS OF RECREATION</i></b>	<b><i>BUILDING CONFINEMENT</i></b>	<b><i>ROOM CONFINEMENT (less than 8 days)</i></b>	<b><i>ROOM CONFINEMENT (8 or more days)</i></b>	<b><i>Loss of CELL</i></b>
<b>Chapel</b>	Yes	Yes	Services only	Services only	Services only	Yes
<b>Courtyard</b>	Yes	Yes	No	No	8:00 am – 9:00 am Tuesday, Thursday and Saturday	Yes
<b>Dayroom</b>	No	Yes	Yes	No	8:00 am – 9:00 am Tuesday, Thursday and Saturday	Yes During dayroom hours except late night
<b>Electronics</b>	Yes	Yes	Yes	Yes, unless specified on CR	Yes, unless specified on CR	No
<b>HSU</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Library</b>	Yes	Yes	Law Library only with Unit Supervisor's approval	Law Library only with Unit Supervisor's approval	Law Library only with Unit Supervisor's approval	Yes
<b>Personal Laundry</b>	Yes	Yes	Yes	No	Yes	Yes
<b>Phone Calls</b>	Unit Supervisor's approval	Yes	Yes	Unit Supervisor's approval	8:00 am – 9:00 am Tuesday, Thursday and Saturday	Yes Dayroom Phone Only
<b>Programs</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Recreation / Haircuts</b>	Yes	No	No	No	8:00 am – 9:00 am Tuesday, Thursday and Saturday	Yes
<b>Showers</b>	6:00 am – 6:25 am	Yes	Yes	6:00 am – 6:25 am	8:00 am – 9:00 am Tuesday, Thursday and Saturday	6:00 am – 6:25 am
<b>Unit Supervisor/ Social Worker</b>	By Appointment Only with Verification	Yes	Yes	By Appointment Only with Verification	By Appointment Only with Verification	Yes
<b>Visits/Video visit</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Work/School</b>	Yes	Yes	Yes	Yes	Yes	Yes

## HOUSING UNIT INFORMATION

### PIOC Identification Cards

- A. General population PIOC are required to wear DOC issued ID's and room keys when out of their rooms, except for instances listed below:
1. PIOC in RH.
  2. PIOC taking a shower. ID shall be placed on clothing hook.
  3. PIOC working in areas where it may be a safety hazard.
    - a. The work supervisor will instruct PIOC to place their ID's inside their shirt for safety reasons.
    - b. PIOC will immediately display the ID's when leaving their work area.
  4. While actively engaged in the following recreational activities or recognized religious activities ID may be removed and kept in immediate area.
- B. The only items allowed on your lanyard are your ID, Unit bead, and your room key.
- C. The following list includes the lanyard colors for each unit:
- |                |               |
|----------------|---------------|
| Unit 1: Purple | Unit 4: Blue  |
| Unit 2: Yellow | Unit 5: Green |
| Unit 3: Red    | R&O: Pink     |
- D. A bead will be placed on the lanyard which will be a specific color for each wing. The following list includes the bead colors for each wing:
1. Wing – Red
  2. Wing – Green
  3. Wing – Blue
- E. ID's must not be altered or damaged in any way; this includes the PIOC photo. PIOC shall be responsible for the cost of a new ID shall it need to be replaced due to alteration or damage. In the event a PIOC ID or lanyard is lost, stolen or broken, the PIOC will:
- F. Immediately report this information to the unit sergeant.
- G. Submit an Interview/Information Request (DOC-0643) and Disbursement Request (DOC-184) to the Intake Officer requesting a replacement ID.
1. PIOC may be charged a replacement fee.
  2. If an PIOC wishes to dispute replacement charges, submit a request to the Unit Supervisor for review prior to requesting a replacement.
- H. Lanyards are made from a hypo-allergenic material. Lanyards from other institutions are not allowed. The length and charges for lanyards and ID cards is designated in DAI Policy.

## Count

- A. SCI has 6 official counts per day.
- B. Standing counts will be conducted each day at: 7:30 a.m., 12:25 p.m., 4:45 p.m. and 9:30 p.m. including weekends and holidays. You are responsible to be ready for count.
- C. PIOC are required to be locked in cell 15 minutes to count time, including PIOC Unit Workers.
- D. Standing count announcement.
  - 1. Count will be announced over the Institution 'All Call' system; "Standing Count in three minutes."
  - 2. The "Standing Count" visual announcement shall be visible on the rail of the officer station.
  - 3. Dayroom lights will cycle on/off twice at the time of the all call announcement "Standing count in three minutes" will be announced verbally.
  - 4. PIOC that are identified as deaf or hard of hearing will be allowed to come out of their cell to see what the visual notification is (refer to page 44 section E for color code definitions). Once the PIOC sees the visual notification, they must return to their cell. Count will **NOT** be verbally announced again.
- E. Conduct of Standing Count
  - 1. PIOC in housing units will stand side by side in the center of their room facing the door with the bright light setting on.
  - 2. No listening to electronic equipment, reading, etc.
  - 3. Minimum attire will consist of either pants or shorts (not just undergarments) and a shirt.
  - 4. PIOC will stand until the officer completes the count of their room, and remain in their rooms, with their door secured, until the "dayroom" announcement is given.
  - 5. In other areas, PIOC will stand in a designated area.
- F. Clearing Count
  - 1. "Count is Cleared" will be announced over the institution "all call" system.
  - 2. The "Dayroom Open" visual announcement shall be visible on the rail of the officer station.
  - 3. Dayroom lights will cycle on/off twice at the time of the all call announcement
  - 4. "Dayroom Open" will be announced verbally.

## General Population Housing Unit/Dayroom hours:

6:00 a.m. – 6:30 a.m. dayroom called at 6:25 a.m.

After 7:30 a.m. count - 10:50 a.m. dayroom and courtyard called at 10:45 a.m.

After 12:25 p.m. count – 4:30 p.m. dayroom called at 4:25 p.m.

6:00 p.m. – 9:15 p.m. dayroom called at 9:10 p.m.

After 9:30 p.m. count – 12:00 a.m. Dayroom called at 11:55 p.m.

**(Holidays are:** New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas, and New Year's Eve.)

Late dayroom may be closed due to institution needs

- A. Dayroom is called 5 minutes prior to closing. PIOC are to stop what they are doing immediately and return to assigned cell.
- B. PIOC workers are required to be locked in cell 15 minutes to count time.



## **Housing Unit/Dayroom Standards**

- A. Officer station will be closed during meals and shift change. The Officer's Station is closed for 15 minutes prior to, and 15 minutes after shift change unless you have an emergency. During closed dayrooms, meal times and shift change staff will not be able to answer your questions, nor distribute forms, supplies or mail.
- B. Officer Stations will be closed from:
  - 1. 5:45 a.m. – 6:15a.m.
  - 2. 1:45p.m. – 2:15p.m.
  - 3. 9:45p.m. – 10:15p.m. (Late nights only)
- C. Only one PIOC allowed at the officer's station at one time. You must wait behind the yellow line until called forward.
- D. Items such as white out, paper clips, tape, envelopes, paper, etc. will not be given out by staff for PIOC use.
- E. There is a staple-less stapler available for use at the Officer's desk to secure disbursements. Use of regular stapler may be utilized for 5 or more pages being sent through inter-department mail. Stapler is not to be used for personal or legal mail.
- F. PIOC may pick up mail between 3:30 p.m. and 4:25 p.m. Photo ID is required.
- G. The dayroom may be used for watching TV, playing games, reading and socializing. Do not disturb other PIOC. The noise level in the dayroom shall be kept as low as possible.
- H. Dayrooms may be closed for group, unit meetings or institution needs.
- I. Showers are only allowed during open dayroom hours. No items may hang on the shower curtain at any time.
- J. No items may be retrieved from the garbage bins or recycling bins.
- K. Do not sit on tables, take more than one seat, save seats, step or put feet on furniture or walls.
- L. Individuals will clean up after themselves at all times.
- M. Exercising is not allowed in the dayroom, this includes walking laps.
- N. No snapping, rapping, tapping, whistling, singing or table pounding is permitted.
- O. Drawing, sketching and coloring are the only hobby activities that may be actively worked on in the dayroom.
- P. Visiting or loitering is not allowed in the entrance to the unit, doorways of the rooms, outside the rooms, on the tiers, in the vestibule, or on the stairways.
- Q. Cell doors must be secured at all times.
- R. No personal or state property items permitted to be stored outside of cell included but not limited to rugs, shoes, clothing, hobby items/ any decoration of any means.
- S. Only assigned PIOC are allowed in assigned cell.
- T. No talking or throwing items across dayrooms or over tiers.
- U. PIOC are to be seated while in the dayroom – no standing and visiting.
- V. Microwaves are provided on each wing for use during dayroom hours, however will be closed 15 minutes prior to meal setup and duration of mealtime.
  - 1. Only one PIOC is allowed to be standing at each microwave.

2. Do not put any item in the microwave that may cause damage. Nothing is to be placed on top of the microwave. It is the responsibility of the PIOC to clean up after themselves and properly discard any garbage.
  3. Microwaves cannot be moved from designated circuits and must remain at installed location.
  4. Homemade candy making/baking is prohibited. Examples include, but not limited to: peanut brittle, fudge, cake/brownies, cookies and hard candies.
  5. Fish product will not be allowed in microwave.
- W. PIOC are allowed one bowl and one cup in the dayroom.
- X. Musical instruments are not allowed in dayroom
- Y. Sinks, drains, toilets, and shower areas are to be used as designed.
1. The sink in the back of dayroom is the only approved sink to be used for cleaning dishes.
  2. Rinsing items off in the shower or sinks is not allowed, including shoes/boots.
  3. The sink in the front of the dayroom is for hand washing only. Personal hygiene items can only be used in your room or shower.
- Z. Ice and/or hot water will only be dispensed in a cup.
- AA. Turn off electronics, lights, radios, televisions, etc. when no one is in the room.
- BB. No hugging or chest bumping is allowed.
- CC. PIOC are restricted to the tier on which they live.
- DD. No stockpiling forms in cells, forms are only to be used for their intended purpose.
- EE. Only one gray tote allowed per PIOC. Tote must be stored on floor and not suspended.
- FF. Plastic chairs assigned to cells are not allowed in the dayroom.
- GG. Foot basins and hobby/religious totes are only to be used for their intended purpose. They are not allowed in microwave or to hold ice/water.
- HH. Room Assignments
1. Upon arrival to new room inspect the key; report damage/defects immediately.
  2. If PIOC discover anything wrong in the room or its contents, complete cell inspection card and report the problem to the officer or sergeant within one hour of moving into the room. Failure to report room problems within one hour of moving in may result in restitution of related costs for parts and repairs.
  3. Each PIOC is responsible for the contents and condition of their room. They are to keep their room in a clean orderly condition.
  4. PIOC are responsible for the padlock combination and are expected to keep it confidential.
  - 5. SCI is not responsible for any lost or stolen property.**
  6. Each individual room at SCI is equipped with a day key and a call button.
  7. Every time the door is closed, it will lock by itself.
  8. Push the day key call button to unlock the door from the inside.
  9. On third shift the day key will be disabled and pushing the button will activate an emergency intercom in the room.
- II. Tablets (State Issued)
1. Tablets are not allowed outside of assigned room.
  2. Tablets and PIN numbers are not to be shared with other PIOC.
  3. Tablets are not permitted to be connected to a television or a radio.

4. Tablets are considered electronic devices covered under DAI 309.20.03 and are subject to Loss of Electronics sanction.
  5. Tablets are subject to staff search at any time. PIOC in Restrictive Housing (RH) shall refer to RH handbook
- JJ. Tablets (Personal) allowed in-cell, dayroom and courtyard only

### **General Room Rules:**

- A. Room assignments will be determined by staff and assigned by bed space availability. Room or bed changes are based on medical, clinical, or security needs, not PIOC requests.
- B. Changing, marking, damaging or defacing the door tag in any way is not allowed.
- C. An antenna and radio may be placed in the large window of the cell. No other items may be placed in any windows, including the cell door window.
- D. Earbuds or headphones must be used whenever listening to an electronic device.
- E. The designated wall area for displaying items is the wall above the desk, to the bottom of the shelves (toothpaste, glue, bars of soap are not allowed to secure item to wall).
- F. Television must be positioned on the shelf provided. Electronics are not allowed to be suspended from other items, the ceiling or the wall.
- G. No items are allowed in the locking mechanism or the doorframe.
- H. No homemade furniture.
- I. Blocking or covering any part of the door window or cell window or bunk is prohibited. When in their room, PIOC must be visible to staff.
  1. PIOC are not allowed to block the space under the cell door.
  2. Covering of vents and intercom/speaker is not allowed.
  3. No item is allowed to be placed in a position that would obstruct supervision. Do not use blankets, towels, or clothing to cover entire body or to make walls that section off the room.
- J. Sheets, towels, blankets, papers or other articles can be hung on provided hooks only.
- K. PIOC using the toilet may indicate this by sliding their door tag out of the door tag holder two to three inches.
- L. For privacy, a covering may be placed across the PIOC lap or on the privacy string provided in the attached blue brackets while using the toilet.
- M. For the safety and the security of the institution, staff are authorized to look into the cell at any time, including when the door tag indicates the toilet is being used.
- N. Room inspections are random and may occur at any time. These are not considered room searches.
- O. Rooms are subject to search at any time. PIOC will be directed to sit at a designated table during cell search and are not entitled to observe the search.
- P. Room Departure:
  1. Take all personal/assigned property, linen and handbook.
  2. Turn room keys into the officer.
  3. Pillows, mattresses and wastebaskets must remain in the room.
- Q. Unit/Cell Housekeeping:
  1. Cleanliness is a priority in the institution and on the housing units. Although the unit employs PIOC custodians, all PIOC are responsible for keeping the unit clean.

2. Deposit items that can be recycled (aluminum, paper, plastic and newspaper) in bins located in the dayrooms.
3. Baby powder and prayer oil are not to be used as an air freshener per DAI 309.61.02.
4. The following is a list of daily housekeeping expectations for each PIOC:
  - a. Sweep the room.
  - b. Empty the wastebasket.
  - c. Hang or fold clothing and towels neatly. Place all clothing and towels not in use in a storage area.
  - d. Dust all surfaces, including any electronics
  - e. Clean fixtures
  - f. Make the bed
  - g. Clean door, windows, walls and mop a minimum of once per week. Rugs will be shaken along recreation field in front of assigned unit.
5. General cleaning supplies are available to PIOC during open dayroom hours with ID exchange. Misuse / overuse, putting cleaning supplies in personal containers or leaving spray bottles, mops (dry/wet) in cell is not allowed. All cleaning items must be returned to designated area after use. Staff may limit use of any cleaner at any time.
6. The unit janitor closet will remain locked. Staff will allow access to the janitor's closet to authorized PIOC only.

### **Housing Unit Attire:**

- A. Pants or shorts, shirt (to include t-shirt, & tank-top) and footwear (laced and/or tied shoes and socks) or slippers/crocs with a back must be worn in the dayroom.
- B. Pajamas and/or sleep wear is not allowed in dayroom.
- C. PIOC must wear bathrobe or shirt and shorts, underwear, and footwear when going from their room to the shower and back. All robes must be tightly closed, not hanging open or nearly open.
- D. Shower sandals/slippers/crocs are not permitted outside the housing unit or in the vestibule area; this includes during meals.
- E. Shower shoes are worn only when going to and from the shower or in room
- F. PIOC, at a minimum, are required to wear underwear or briefs to bed.

### **Dayroom Television**

- A. Selection of dayroom television programs will be majority rules. Once a program is selected, it will not be changed until the conclusion of that program.
- B. PIOC with a television in their room may be required to move away from the dayroom television area so PIOC without personal electronics will have an opportunity to utilize the dayroom television.
- C. During meals, the dayroom televisions will be tuned to the institution channel.
- D. Staff will control the volume and remote control.
- E. Closed captioning is required to be on the television when available.

### **Telephone Usage**

- A. Using another PIOC PIN is not allowed.

- B. Leaving phones dangling off- the-hook, setting the receiver on top, three-way calls and sharing of phone calls is not allowed.
- C. All telephone calls except approved and authorized attorney calls will be monitored and recorded.

## **Games**

- A. Gambling is not permitted. All games or activities designed or created for the purpose of gambling are not allowed. Examples include but not limited to: Black Jack, poker, Texas Hold'em, shooting craps, etc.
- B. ID is required for checking out unit games.
- C. Games are to be played at the tables in the back of the dayroom.
- D. Maximum of four (4) PIOC allowed per table.
- E. Tables are required to be covered with a game blanket when playing domino and cards.
- F. Game blankets are to be used in dayroom only.
- G. No card or domino "slapping". No finger snapping.
- H. Homemade games are not allowed.
- I. Role playing and/or fantasy sports games are not allowed and are considered contraband.
- J. When playing cards, use the minimum number of decks required at a maximum of two decks.

## **Meals**

- A. Microwaves, sink, hot water dispenser and ice machine are closed 15 minutes prior to dayrooms closing for meal setup and for the duration of mealtime
- B. PIOC shall remain in their cell until tier is called.
- C. No personal food containers/drinking containers allowed in the dining area or servery during meal times.
- D. PIOC are allowed to bring two condiments into the dining area when called to scheduled meals.
- E. PIOC have 20 minutes total from the time the first tier is called to receive their tray and eat.
- F. The officer station is closed during meal times except for emergency situations.
- G. It is the PIOC responsibility to request a save tray if they are not going to be on the unit during meal time.
- H. Issues with a meal tray should be brought to staff attention before exiting vestibule.
- I. Special/Modified diets are assigned to the front two rows of tables on each wing. PIOC receives special diet tray, they should not be getting a line tray. Or taking food off other PIOC trays.
- J. During lunch and dinner meals, a PIOC may take one glass of water and one glass of milk/fortified drink mix or two glasses of water.
  - 1. PIOC are allowed to engage in an individual silent prayer prior to eating. No passing of food items in the servery line or between tables.
- K. PIOC may pass or give a portion of their food to another PIOC only when both are seated at the same table.
- L. Once the PIOC stands up from the dayroom table, they are considered finished and must dump tray and return immediately to assigned cell.
  - 1. All food and beverages served, including condiments provided (e.g. sugar salt, pepper, butter) are to be consumed in the dining area. No state food is allowed to be taken to cell.

2. All institution dishes and accessories must be placed in the proper containers at the conclusion of every meal. PIOC must put appropriate food items into compost pail.
- M. PIOC in work status during meals, are required to consume meal in dayroom

## **General Dress Code**

- A. Clothing is to be worn in the manner in which it is intended, which includes proper fit.
- B. Only one pair of pants or shorts may be worn at a time; sweatpants shall not be worn under green pants or shorts. Thermal bottoms may be worn under shorts.
- C. Only one each of the following articles of clothing may be worn at the same time: green shirt, t-shirt and sweatshirt. (For example, you may wear one t-shirt and one green shirt at one time. You shall not wear two green shirts at the same time.) When wearing more than one shirt with a green shirt, the green shirt shall be the outer garment.
- D. Shoes must be properly fitted, laced and tied at all times. One color shoe lace only.
- E. All pants shall be worn at waist level with no undergarments showing.
- F. Baseball style caps are to be worn facing front.
- G. All thermal wear must be worn under a short or long-sleeved shirt and/or long pants or shorts.
- H. A shirt must be worn at all times with the exception of the courtyard and outside recreation.
- I. A green shirt shall be worn upon leaving the housing unit to go to all locations with exception of courtyard and recreation.
- J. Whenever a button-down green shirt is worn, it must be buttoned except for the top button, which may or may not be buttoned.
- K. Scarves or towels shall not be used to conceal your face.
- L. Towels may not be worn as a clothing item, e.g. head covering, scarf, shawl, etc.
- M. Handkerchiefs - Handkerchiefs must be tucked all the way into a pocket, with NO parts showing. Handkerchiefs may not be worn on a PIOC as a garment.
- N. Only one stocking cap is to worn at a time. Coat/jacket, scarves, hats, and sunglasses are not allowed to be worn in the dayroom; they may be worn traveling directly to or from cell when leaving or entering unit.
- O. Shorts may be worn under pants to and from recreation.
- P. PIOC will not be allowed to carry any excess clothing to and from Housing Units, except for laundry and property purposes.
- Q. An iron may be used to press clothing seam to seam only. No patterns or designs may be ironed into clothing.
- R. PIOC kitchen workers are allowed to wear their state-issued kitchen clothing (whites) instead of their greens when they are coming from or returning to work.

## **Shoes**

- A. State issued footwear must be worn on visits and when going outside the institution fence. OCO, OWO, outside work crews, etc. as defined in area rules.
- B. Recreation Foot Wear – SEE INSIDE RECREATION RULES
- C. Requests for replacement of state boots are to be submitted to the Unit Supervisor.

## **Winter Apparel includes, but is not limited to:**

- A. Winter coat/jacket, hats, scarves and mittens/gloves.

- B. PIOC will be allowed to keep their winter apparel in their cells.
- C. Winter apparel is not allowed to be worn from June 1<sup>st</sup> - August 31<sup>st</sup>.

## Head Apparel

- A. Clear plastic /shower caps can be worn in cell and to and from the shower.
  - B. Curlers, Picks, Hairpins – These items may only be worn in cell.
  - C. Du-rags are allowed in cell only.
  - D. Hats may be worn outside only, unless in work assignment.
- Religious headwear maybe worn per identified umbrella religious group.

## Personal Laundry

- A. PIOC must purchase laundry cards, limit of 2 per canteen period. Disbursement shall be made out to Canteen. Card will be issued with the regular canteen order. Disbursement for individual washes are not permitted.
- B. Personal clothing will be laundered on the unit utilizing the unit laundry. PIOC must sign up with the unit officer one day in advance. **NOTE:** All personal clothing must be inventoried in the presence of the officer at officer station from 6:15a.m. to 6:25a.m. and must match the personal laundry slip.
- C. No personal laundry will be completed on 2<sup>nd</sup> shift/3<sup>rd</sup> shift.
- D. No state clothing will be washed with personal laundry. Follow the state issued laundry process for state clothing.

## State Issued Laundry Process

- A. A time will be established on each housing unit during which PIOC may turn in dirty laundry to the unit laundry worker. (See unit bulletin boards for laundry turn-in days). Laundry worker will verify and log the items the PIOC is turning in to be laundered.
- B. Socks are to be unrolled and the sheets unknotted before they are turned in.
- C. One for one exchange of sheets, pillowcases, and blankets will be done by the unit laundry officer on assigned unit day. Bedding will be unknotted prior to being turned in.
- D. Institution blankets will be exchanged every five weeks. On the unit's linen exchange day.
- E. PIOC are not allowed to possess state issued clothing in excess of the amounts shown in the chart below, unless approved for work assignment:

T-Shirt: 3	Underwear: 4	Towel: 2	Blanket: 2	Winter coat/jacket: 1
Green Shirt: 3	Socks: 3	Washcloth: 2	Pillow Case: 1	Spring coat/jacket: 1
Green Pants: 3	Thermal Top: 1	Sheet: 2	Thermal Bottom: 1	Orange winter hat/pair gloves: 1 of each

- F. Items to be Repaired or Replaced
  - 1. Any PIOC with items that are damaged should immediately report it to designated staff who will authorize an exchange of items if applicable. The items will be replaced or repaired and returned in the laundry cart.
  - 2. PIOC may be called to Main Laundry for resizing.

3. Any requests for size changes will be reported to designated staff. The new size items will be returned from the Main Laundry in the laundry cart.
  4. A record of all exchanges will be kept. PIOC will be charged for items that have been deliberately damaged. PIOC are responsible to maintain the amount of clothing issued to them. Restitution may be charged for missing (not through laundry) or lost state issued clothing items
  5. All state issued clothing and bedding is required to be sent out to BCE laundry for laundering they are not permitted to be laundered on the housing unit.
- G. Transfer to New Unit
1. When PIOC go from one housing unit to another, they are to take their sheets, blankets, pillowcase, and any items included in an HSU restriction with them.
  2. It is PIOC responsibility to notify the sergeant of the unit they are leaving to have their clothing forwarded to them.
  3. PIOC must change the colored dot on clothing as designated by the unit color.
- H. Transferring Out of the Institution
1. If PIOC are being transferred out of the institution, turn in all state issued clothing and linens to the officer.
  2. If PIOC do not have the full amount of clothing issued to them, they will fill out a disbursement request for the dollar value of the clothing they failed to return.

## Courtyard Area

Courtyards are open from:

8:00 a.m. -10:45 a.m.	12:50 p.m. - 4:20 p.m.	6:05 p.m. - 8:50 p.m.
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- A. Courtyards are a privilege and may be closed due to institution needs.
- B. No loitering or standing at/against courtyard fences or walls.
- C. PIOC will be allowed to stand/sit around tables. Max of 8 PIOC per table.
- D. PIOC will not be allowed within unassigned area (yellow lines).
- E. PIOC are not allowed to loiter between tables and yellow lines. Including doorways/snow shovel unit/mister/entrance.
- F. Picnic tables will not be moved for any reason.
- G. Talking/yelling/visiting into a courtyard or recreation areas from another courtyard is prohibited.
- H. PIOC must enter/exit courtyard directly in front of main entrance of Unit. Not allowed to enter/exit sides of courtyards.
- I. Graffiti or other damage to the picnic tables will result in the table being removed for repairs and not replaced until repairs are complete.
- J. No hanging of shirts, rugs, blankets, etc. on the courtyard fences.
- K. Feeding, holding and petting of wildlife is prohibited.

**Designated workout area is assigned to each area (see below sections for rules). Walking laps, working out or any other activities which are not specifically listed as allowed in the courtyards are prohibited.**

## Allowable Courtyard Property

- A. Harmonica or guitar
- B. Personal games. Game blankets may be used.



- C. One personal beverage cup (NO FOOD ALLOWED)
- D. Magazines, books (personal only)
- E. Braiding of hair is allowed; the PIOC doing the braiding will be allowed to stand directly behind the PIOC whose hair he is braiding. One comb/pic and hair tie allowed while braiding.
- F. Shirts may be taken off while in the courtyard and shall wear ID. Shirts shall be put back on before returning inside the unit.
- G. Shoes must be worn in the courtyards. (No sandals/crocs/slippers)
- H. If an item is not included in the above, it is not permitted in the courtyard.

## **COURTYARD WORKOUT AREA**

- A. Only 3 PIOC in the workout area at a given time. PIOC are allowed to use the workout equipment in the courtyard as intended (dips/pull ups) and also perform body weight exercises in the designated area. i.e.: pushups, sit ups, burpees, jumping jacks, planks, stretching, lunges, squats, yoga
- B. Personal Yoga mat allowed for approved exercises that require to be on the ground (1) per PIOC.
- C. Actively engaged in workout/exercise activity while in area
- D. Loitering or sitting on the ground in workout area is prohibited.
- E. Talking to other PIOC in another unit's courtyards, walking track or rec field prohibited.
- F. 1 cup per PIOC allowed in area with clear liquid/water No pitchers allowed.
- G. Spitting is not allowed.
- H. Shoes must be worn at all times.
- I. PIOC are not allowed to lead group exercises.
- J. Individual exercises only.
- K. Gymnastics, hand standing or use of the building wall is prohibited.

## **PIOC Movement**

### **General**

- A. PIOC must sign in/out anytime moving from one location to another, including the courtyard. PIOC must state specific destination and time of departure/return.
  - 1. Once signed out PIOC must proceed immediately to the specified destination.
  - 2. Each PIOC will individually sign out and shall not sign out for another PIOC.
    - a. All signatures/DOC # must be legible and written on the next available line.
    - b. Skipping spaces on the sign out sheet is not permitted. PIOC are not allowed on the recreation field unless they have signed out for scheduled recreation activity and area.
- B. PIOC have up to 5 minutes to get from one area of the institution to another. Once staff call/notify PIOC.
- C. PIOC must remain at an activity until its conclusion, unless specified for specific area.

### **Walking Track**

- A. All PIOC on the track must be actively moving to their destination, loitering is prohibited.
- B. Talking/yelling/visiting from track to courtyard or recreation area is prohibited. Including across the center fence.
- C. The movement for all units will use the track. Walking across any grass is not allowed.
  - 1. All movement (i.e., B-Building, F-Building, Visits) to and from units will be as follows:
  - 2. Unit 5 will go past Gym 2 up towards K-Building to their destination.

3. Units 3 and 4 will travel the road towards K building to go to their destination.
  4. Unit 1 will go past Gym 1 towards K-Building to go to their destination.
  5. Unit 2 will travel the road towards K building to their destination.
- D. Do not pass back and forth in front of the living units.
- E. When a weather advisory is announced by control the most direct route may be allowed.

## **Mail**

- A. All Personal Letters, must be addressed:  
PIOC Name and Number  
Stanley Correctional Institution  
P.O. Box 189  
Phoenix, MD 21131
- B. Legal Mail and Package Deliveries must be addressed:  
PIOC Name and Number  
Stanley Correctional Institution  
100 Corrections Drive  
Stanley, WI 54768
- C. PIOC personal mail may be available at the officer station at 3:30p.m. and 4:25p.m. based on institution operations.
- D. Use of security threat group related signs, drawings, symbols or language, through the use of gestures or code, is prohibited. Security Threat Group related mail is not permitted.
- E. All outgoing mail must include a return address.
- F. All package deliveries incoming and outgoing will be processed through property. An incorrect address may result in additional shipping charges and these will be charged to the PIOC.
- G. All incoming and outgoing mail must be processed through the institution mailroom.
- H. PIOC-to-PIOC mail sent within or between institutions must include both PIOC DOC numbers and will be processed through the US Postal Service. Envelope must remain open for staff review.
- I. Any additional postage costs will be the responsibility of the PIOC.
- J. Outgoing mail must have postage on it. Loose stamps are not allowed nor can stamps be removed from received mail and affixed as postage.
- K. If a letter is thought to be over the weight amount, a disbursement should be sent along to the mail room.
- L. All incoming mail and property damaged by the U.S. Postal Service or any outside vendor will be labeled as such upon receipt of the item by SCI Property Department.
- M. SCI does not accept postage due mail.

## FINANCIAL TRANSACTIONS/PIOC WORK/PAY/DISBURSEMENTS

A. PIOC Disbursement Requests must follow the below chart for approval

<b><i>SUBJECT</i></b>	<b>Officer</b>		<b>Other Staff</b>		<b>Signature Required</b>
	Verify PIOC identity	Approve DOC-184	Verify PIOC identity	Approve DOC-184	
For personal property being purchased \$74.99 and under (other than religious, education, hobby or recreation).	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>Officer, Sergeant, or Social Worker</b>
Disbursements \$75.00 and over for personal property (other than religious, education, hobby or recreation).	<b>X</b>		<b>X</b>	<b>X</b>	<b>Unit Supervisor</b>
Disbursements \$24.99 and under to a close family member.	<b>X</b>		<b>X</b>	<b>X</b>	<b>Social Worker</b>
Disbursements \$25.00 and over to a close family member.	<b>X</b>		<b>X</b>	<b>X</b>	<b>Unit Supervisor</b>
Request to utilize release account funds.	<b>X</b>		<b>X</b>		<b>Unit Supervisor</b>
Requests to pay a bill.	<b>X</b>		<b>X</b>	<b>X</b>	<b>Unit Supervisor</b>
Requests to donate money to institution, person, agency, charity or church.	<b>X</b>		<b>X</b>	<b>X</b>	<b>Unit Supervisor</b>
Hobby or Recreation items	<b>X</b>			<b>X</b>	<b>Hobby or Rec Leader</b>
Religious Items			<b>X</b>	<b>X</b>	<b>Chaplain</b>
UPS or Postage	<b>X</b>			<b>X</b>	<b>Mailroom</b>
Photocopies			<b>X</b>	<b>X</b>	<b>Specific Area Designee</b>
Visiting room pictures	<b>X</b>	<b>X</b>			<b>Officer</b>
Medical Copays			<b>X</b>	<b>X</b>	<b>HSU</b>
Educational Materials (textbooks, course fees)			<b>X</b>	<b>X</b>	<b>Education Director or designee</b>
Key Replacement (broken, cracked, or lost)	<b>X</b>	<b>X</b>		<b>X</b>	<b>PIOC shall turn in broken key to officer.</b>
Special Events.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>As posted for the event</b>

- B. Verify Disbursement Request (DOC-184) through staff.
- C. Disbursements may be denied for insufficient funds.
- D. It is the PIOC responsibility to keep track of their account balances. **Staff will not look up account balances.**
- E. All disbursement requests must be filled out completely and must have the appropriate approvals in order to be processed. Incomplete or unapproved requests will be returned.
- F. All requests for purchase of merchandise from an outside vendor must include the following information:
  - G. Completed order form or a letter detailing the items to be purchased.
  - H. Correct amount of payment including taxes and shipping costs.
  - I. Complete name and address of the vendor.
  - J. Correct shipping address and an embossed envelope.
- K. Disbursement requests for expenditures related to authorized institution program activities should be submitted to the appropriate staff program coordinator for processing.
- L. The original disbursement will not be given back to the PIOC once staff signs it. The disbursement and all other paperwork will be placed in the unit mailbox. Disbursement requests not approved will be returned to the PIOC, who will have to re-submit it.
- M. Work Release funds cannot be used at SCI.

## **Mail Order Purchases**

- A. All mail order forms must include the following information:
  - 1. PIOC name, number, and shipping address.
  - 2. An addressed embossed envelope, signature, and date. Exception is orders to Property Vendors which do not require a pre-paid envelope.
  - 3. PIOC must have sufficient funds in their account or it will not be processed and it will be sent back. No loans will be given.
  - 4. If PIOC have an error in their addition, the disbursement will not be processed and they will receive it back. Shipping will coincide with the property vendor/hobby vendor. Please read this carefully. The total merchandise and shipping and handling are added together before figuring the tax. Please make sure to include this on the order form and disbursement request.
  - 5. When ordering items packaged as a unit, like socks, each pack is 1.  
(EXAMPLE: One pack of 6 pair of socks is 1, not 6).
  - 6. Mail order forms are from all over the United States. Carefully check the area marked TAX. Some companies include tax in their prices, which would be noted on the order form. The sales tax for SCI is 5.5%.

*PLEASE NOTE: All mail orders are processed within 10 days of receipt in the Business Office. It is your responsibility to allow enough time for date-sensitive purchases or requests.*

## **PIOC Payroll**

- A. Effective start dates will be the beginning of a pay period.
- B. PIOC who are classified as voluntarily unassigned (VUNA) shall not be compensated for 90 days. See DAI Policy 309.55.01.
- C. After 90 days, you shall apply for a job to become eligible for involuntary unassigned (INVUNA).
- D. If not hired, request a DOC-1408 be completed through the Area Supervisor to be placed to INVUNA.
- E. PIOC will be placed INVUNA status at the beginning of the next Pay Period.
- F. Monthly payroll statements will indicate wages placed in the PIOC account.
- G. Payroll periods will be bi-weekly. Payroll will be posted by the Friday following the close of a pay period. Any questions regarding rate of pay, hours worked, or amount paid are to be directed to an PIOC work supervisor. If a correction is to be made, it must be approved and submitted by the work supervisor.

## **Release Fund/Clothing**

- A. SCI implements the Department of Corrections Release Fund procedures as per the Administrative Code 309.466.
- B. Release Clothing
  - 1. PIOC may purchase release clothing, coat and shoes. No belts allowed. The total limit is \$150.00 (including shipping & handling) regardless of the account from which the funds are taken.
  - 2. Release clothing cannot be ordered any sooner than 60 days prior to the release date.
  - 3. PIOC with personal clothing will only be allowed to purchase items not already on their current property list.
  - 4. The Unit Supervisor will determine discrepancies as well as sign all disbursement requests for release clothing. Release clothing disbursement requests should be sent to the Business Office as one request or packet (even if from multiple vendors) so the value can be monitored.
  - 5. SCI does not have a release clothing catalog.
  - 6. If you must release in state clothing, restitution will be charged.

## **PIOC Account Transactions**

- A. PIOC may make deposits from their general account and/or segregated account to an interest-bearing account established in the PIOC name at US Bank. Any interest accrued shall be credited to the individual PIOC savings account. A social security card and \$50 is require to initially open a savings account. Deposits and withdrawals of at least \$20 can be made once during the month, at any time.
- B. Withdrawals and Deposits can be made once per calendar month. Using a disbursement request approved by Unit Supervisor.
- C. Withdrawals from savings accounts need to be submitted 14 days prior to the date the money is needed.
- D. At the time of a PIOC release, their savings account shall be closed out and the funds disbursed per instructions on the DOC-15 (PIOC Release Authorization Form) per agent's request and included on

the closeout form. In case of unforeseen circumstances, funds are sent to the most recent address on file or agent if not sent with the PIOC.

- E. Savings Bonds are not available for purchase. Existing bonds will be kept in a secure area at the institution where the PIOC is incarcerated.
- F. Legal Loans
  - 1. PIOC who are requesting a legal loan must submit an Interview/Information Request form for a Loan Repayment Agreement (DOC-1290) form; sign and submit the completed form to the Business Office for approval.
  - 2. The PIOC must submit an Interview/Information Request form to the Business Office for approval every time there is a request for legal supplies and postage. The request for continuing a Legal Loan must be renewed yearly.
  - 3. It is the PIOC responsibility to assure sufficient lead-time for the processing of their request prior to required deadlines.
  - 4. All photocopies for legal loans will follow DAI guidelines.
- G. Incoming PIOC Funds
  - 1. Access Corrections is the only vendor designated to accept funds on behalf of DAI. The PIOC will receive a printed receipt to show the money has been credited to their accounts.
  - 2. Family and friends are referred to DOC public website: [doc.wi.gov](http://doc.wi.gov)

## **CERTIFIED 6-MONTH STATEMENT**

To request a certified 6-month statement, submit an information request along with an addressed (court address) stamped envelope to the business office.

- 1. You may include the court documents in the envelope.
- 2. Attach a disbursement for copies and a separate disbursement for extra postage, if needed.
- 3. A Certified Statement will be enclosed in the envelope provided, sealed and forwarded to the mailroom to be mailed.
- 4. Certified statements cannot be sent to the units.

## **Canteen/General**

- A. PIOC of units scheduled for canteen bi-weekly are limited to \$130.00 per order.
- B. PIOC cannot possess edible items, i.e. food and beverages, they have not purchased within the last two (2) canteen periods.
- C. Any personal hygiene items must be used within 6 months from date of purchase. No more than two times the order limit.
- D. If a PIOC possesses items and cannot prove the purchase, PIOC shall be subject to disciplinary action.
- E. Items purchased at a previous institution canteen, but not sold by the SCI canteen must be used or discarded within 30 days of arrival or the items will be considered contraband.
- F. Canteen is not allowed outside of housing unit wing.
- G. No unauthorized canteen transfers are allowed.
- H. Canteen is processed offsite through a contract vendor.

1. PIOC can add/delete/revise their order right after the orders in the system for their unit are “swept” (up until their order is swept for the next canteen delivery approximately 2 weeks. DO NOT wait until the last few days to place an order.
  2. It is the PIOC responsibility to ensure they have enough funds to cover items ordered and any applicable tax.
- I. Canteen will be delivered to units on designated days.
  - J. If a PIOC has transferred to another unit (including RH), out OWO or OCO on the day of canteen delivery the canteen order will be returned to canteen. Canteen will call PIOC up at a later date to pick up order and the PIOC will be called up at a later time to pick items up.
  - K. Orders for PIOC in RH will be returned to canteen. It will be held for 30 days. The order will be refunded to his account. If the PIOC is released from RH (prior to 30 days), he will be called up to canteen to receive his order.
  - L. If a PIOC is packed up for institution transfer the day of canteen delivery, the canteen order will be returned and the funds credited back to his account.
  - M. If out OWO/OCO when canteen orders are distributed on the housing units, the order will be held in canteen for two weeks.
  - N. If PIOC misses the unit’s canteen ordering period, there are no makeup orders.
  - O. It is the responsibility of each PIOC to keep canteen items secured in PIOC locker.
  - P. Verifying Canteen Orders and Discrepancies
    1. PIOC must inspect their order at the time of distribution.
    2. PIOC signs the receipt to verify all items charged for have been received, are accurate, not expired or damaged.
    3. Once PIOC accepts the canteen order by signing the receipt, Canteen will not be held liable for damages, expired or missing items.
  - Q. Refunds for any SCI shortages/damages will be processed within 7 business days.

## **Property**

- A. Property Catalog
  1. PIOC and their family/friends must order all allowable property through the DOC approved contract vendors.
  2. Prior approval must be granted for outside purchases if the approved vendor(s) do not carry an otherwise approved item.

## **Visits**

General visitation limits and information to schedule visit – Refer family/friends to the DOC public website: [doc.wi.gov](http://doc.wi.gov)

Weekday visits are limited to 2 hours and 45 minutes in length.

Visits on Saturday, Sunday, and holidays are limited to two hours in length.

- A. General Rules - Please refer to the SCI visitors guide for additional information and rules of conduct during visits.
1. All visitors must be on the PIOC approved visitor list by completing DOC-21AA. This includes all children/infants.
  2. Once approved, visitor must use party ID provided by PIOC to create ICSolution account to schedule all visits.
    - a. Any visitor who has a medical condition that will prevent them from successfully passing the metal detector must complete the Visitor Requesting Accommodation Form (DOC-2424). The form must be approved by Security and the visitor will be notified prior to their entrance into the institution.
  3. PIOC must wear state clothing and state shoes to the visiting room. PIOC must also have state ID.
  4. PIOC will be searched on arrival, and when leaving the visiting room. When entering and leaving the visiting room, report to the officer at the desk to check in and to check out.
  5. PIOC will use the designated PIOC restroom. This restroom can only be used during an PIOC visit, and PIOC shall be searched.
  6. PIOC may only bring the following items to the visiting room:
    - a. Room key.
    - b. Ring/wedding band
      - (i) No watches or other jewelry are permitted in the visiting room.
    - c. Coat/jacket/hat/gloves (during inclement and cold weather).
    - d. One comb. Must be used in the PIOC waiting area prior to the start of the visit.
  7. General population visits in the Visiting Room will be able to have pictures taken.
- B. Special or Extended Visits - PIOC need to submit an Interview/Information Request (DOC-0643) to their Social Worker at least 14 days in advance of the proposed extended visit.
- C. Video Visitation:
1. Video visits may be scheduled by visitor utilizing ICSolutions.
  2. Only approved scheduled visitor(s) including children and infants, are permitted on the video screen.
  3. Prior to the video visiting starting, visitors are required to show an approved form of identification. (State ID).
  4. Every eligible PIOC will have the ability to have a video visitation.
  5. PIOC in RH may receive video visits in accordance with the RH handbook.
  6. Video Visitation Hours are allowed during open dayroom hours only.
  7. Video Visits are not allowed during canteen distribution.
  8. Visitors are not permitted to record visit. No cell phones/electronics/videos, pictures are to be shown during video visits
  9. No three-way calls.
  10. Video visiting may be terminated immediately if there is any suspicion of illegal activities or any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance with DAI Policy/SCI Procedure 309.06.01. This includes but is not limited to the following:
    - a. Sexual acts or nudity
    - b. Drug or alcohol use during the visit



- c. Showing of objects identified as a threat (firearms, weapons, knives, etc.)
- d. Inappropriate language
- e. Inappropriate location of visitor, (bar, night club, etc.)
- f. Operating a vehicle during the scheduled visit.

## Social Services

- A. When PIOC needs to meet/contact assigned social worker
- B. PIOC shall see them during open office hours.
- C. Send an Interview/Information Request clearly stating the concern or question, Social worker may set up a meeting as needed.
- D. For immediate emergency, see wing officer
- E. Core Programs
  - 1. PIOC are automatically placed on the waiting list when primary programs are identified.
  - 2. PIOC previously refusing or terminated from core programs should write to their assigned social worker to be placed back on the waiting list if they would like to be reconsidered for enrollment.
- F. Emergency Contact Form - If a visitor list does not include an emergency contact, the PIOC will need to complete an PIOC Emergency Contact Information (DOC-0851) form. These forms should be obtained from and returned to the Social Worker. PIOC shall inform Social Worker who SCI can release property too.

## Program Services

- A. **Attorney Add/Delete**
  - 1. PIOC must request DOC-1631 Attorney Add/Delete from Unit Social Worker
  - 2. PIOC shall complete and route form to Program Department
  - 3. Attorney has 60 days to respond to request. Upon approval, confidential attorney telephone call shall be made collect using the phones in the dayroom.
- B. **Remington Center** otherwise known as **Legal Assistance to Institutionalized Persons (LAIP)** is a program at the University Wisconsin Law School. This program provides legal assistance and advice to PIOC incarcerated in the Wisconsin State Prison System. There is information available in the library on how to apply for help.
- C. **Recreation**
  - a. Rule or game regulations may be changed, implemented or stopped any time based upon security and safety needs or inappropriate activity.
  - b. PIOC will not be allowed to leave early when going to inside or outside recreation.
- 1. **Inside Recreation** -All PIOC are required to sign in upon arrival and show ID.
  - a. State boots or medical shoes must be worn to the gym and personal tennis shoes will be hand carried to the recreation area and worn upon arriving at the gym. If you don't carry your personal shoes to the gym you'll be required to leave and return to the housing unit and change into your state boots/medical shoes and carry your personal shoes back to the gym.
  - b. All PIOC must be in complete gym attire. Coats/jackets, hats, and gloves (except weightlifting gloves) must be removed during inside recreation. PIOC are responsible for their own state boots and clothing that is brought to the Gym.

- c. It is your responsibility to secure your state issued boots with PIOC recreation workers when participating in recreation. If you choose not to secure your boots you may be responsible for replacement cost.
  - d. State tennis shoes will only be provided if the PIOC does not own a pair of personal tennis shoes.
  - e. All PIOC attending recreation must be an active participant.
  - f. When PIOC leave indoor recreation, PIOC must return directly to their unit. Once they leave they will not be allowed to return to the gym.
  - g. PIOC must return to Unit before going to scheduled work or school or appointments.
  - h. Medication Pass: PIOC may go directly to HSU from Gym during assigned time and return immediately.
  - i. No dunking or climbing on nets, rims, or backboard support systems.
  - j. No dropping weights or abusing recreational equipment.
  - k. No horseplay, shadow boxing, or sparring.
  - l. No foul, vulgar, racial slurs, or excessive loud noises will be tolerated.
  - m. No food or drink will be permitted into the gyms.
  - n. PIOC are not permitted to enter any office area without staff permission and supervision.
  - o. Only PIOC recreation workers are allowed in the storage room and PIOC work area.
  - p. All recreation equipment must be checked out with ID and returned by the same PIOC
  - q. Only half-court basketball is allowed with up to eight players (four on each team).
  - r. PIOC will not be allowed to enter the gym before their scheduled recreation period, music or haircut appointment.
  - s. Check in with Gym staff prior to and after appointments.
  - t. PIOC must arrive within 5 minutes after the recreation period starts, this includes scheduled activities.
  - u. No inside recreation equipment will be taken out of the gym.
  - v. PIOC are not allowed to lead other PIOC in workout programs.
2. **Specialty Recreation**
- a. Interview request shall be sent to GYM 1 by the 15<sup>th</sup> of each month to attend a specified specialty recreation event, must be scheduled to attend.
  - b. HSU PT PIOC may not participate in any recreational activities except for using the walking track, unless a medical exemption is granted.
  - c. If an PIOC is removed from specialty recreation, they will not be eligible to attend for the remainder of the current month and the following month.
3. **Outdoor Recreation/Recreation Field**
- d. PIOC are not allowed on the recreation field, unless they have signed out to that area for their scheduled recreation activity.
  - e. PIOC must be continuously walking or running, loitering is prohibited.
  - f. No working out on the basketball courts.
  - g. All recreation equipment must be checked out no later than 5 minutes after recreation begins.
    - (i) The PIOC who checks out the equipment is the one responsible for returning it.

- h. No more than four in a group unless participating in a organized activity/practice. During outdoor recreation period, PIOC are to use the paved walking track in a horseshoe fashion in between the designated yellow lines not passing in front of the housing units.
- i. Walk/Run only on the horseshoe route – no going into “dead end” areas, for any reason.
- j. No spitting on walkways.
- k. Loud noise, foul or abusive language will not be tolerated.
- l. Talking/yelling from walking track into recreation areas or courtyards and center fence is prohibited.
- m. No sunbathing on the recreation field.
- n. Shoes must be worn at all times during recreation, except while playing volleyball (i.e. volleyball court). PIOC may have one personal drinking cup and personal recreation equipment (i.e. softball glove, handball glove) on the recreation field
- o. To retrieve recreation equipment a PIOC must walk around the track to the gym, retrieve the equipment, and then walk around to the entrance point for that activity.
- p. Entry points shall be at the location of each activity off the walking track. PIOC must enter any activity on recreation fields from the south side of track (the outdoor workout equipment is on the south side), except softball field. Cutting across the recreation field is prohibited.
- q. **Basketball-**
  - (i) Only half-court basketball is allowed with up to eight players (four on each team).
  - (ii) No dunking or climbing on nets, rims, or backboard support systems shall be allowed.
  - (iii) All PIOC spectators or PIOC waiting to switch with current players, must be seated on the benches next to the basketball courts at all times, with a maximum of 5 PIOC per bench.
- r. **Bocce ball**
  - (i) Will be played near the horseshoe pit area.
  - (ii) Game will be played underhanded only.
- s. **Hacky Sack**
  - (i) Will be played by the workout stations.
  - (ii) Up to four PIOC at a time.
- t. **Horseshoe** - up to four PIOC to a pit.
- u. **Frisbee**
  - (i) Up to four PIOC at a time.
  - (ii) Tossing the Frisbee is the only approved process and must remain within the recreation field.
  - (iii) Will be played on the grass between the gym and volleyball court on Gym 2 side and between the workout equipment and the track on Gym 1 side.
- v. **Softball**
  - (i) All spectators and players waiting to play must be seated.
  - (ii) No sliding at any time.
- w. **Volleyball courts**
  - (i) A team can be up to nine players, only six players on the court per side at a time.

- (ii) Shoes and socks may be taken off while playing but will be put on before returning to the unit.
- x. **Soccer-** 7 players and 1 goalie will be allowed to play on each team in the designated soccer area during non-league season.
- y. **Workout equipment:**
  - (i) General Rules.
    - o The workout stations may only be used as intended.
    - o PIOC are not allowed to lead other PIOC in workout programs.
    - o No gymnastics permitted.
    - o PIOC shall be actively engaged in exercise (loitering is prohibited)
    - o PIOC is not allowed to lead group exercising.
    - o No personal pitchers or yoga mat allowed
    - o Allowed item is one personal cup or mug
  - (ii) Exercise Pad
    - o Limited to six PIOC
    - o Individual bodyweight exercise only (examples- Push-up, sit-up, lunges, squats, and jumping jacks.) you may also use grassy area near workout equipment
  - (iii) Workout station
    - o Limited to two PIOC per station
    - o Parallel bars may not be used for pushups/sit-ups.

#### D. **Barber Shop**

1. PIOC may receive one appointment for a free haircut every 30 days. To make an appointment, PIOC must complete an Interview/Information Request (DOC-0643) to the gym staff. PIOC email will not be accepted. PIOC need to report at their scheduled time along with their DOC-0643.
2. Two weeks after the free haircut another haircut may be purchased for \$1.00. You must send a completed disbursement (DOC-184) to the gym to be approved by the gym staff. These haircuts are done Saturday mornings.
3. PIOC hair must be clean and free of all hair grease. PIOC reporting with dirty hair will be dismissed and will not be allowed to reschedule for 30 days.
4. The barber is the only PIOC allowed to use the barber shop equipment.
5. PIOC cannot ask for, receive, offer, or barter for any form of payment regarding barber services.
6. The recreation officer will determine the appropriateness of haircuts before the PIOC leaves the area. Questionable hairstyles will be reviewed by a designated Supervisor.
7. PIOC must leave the gym upon completion of their haircut if it is not their scheduled recreation period.
8. Any PIOC in the barbershop without an appointment will be in an unassigned area which could result in disciplinary action.

**E. Music Room**

1. No food or drink in the music room.
2. Scheduling for the music room is done using an information request addressed to Rec Leader – Music Schedule. Requests are due by the 15th of each month and you must resubmit an interview request each month for a music slot. An PIOC name may appear two times on the posted schedule. Max of five participants per session. Only those PIOC on the posted schedule will be allowed in the music room.
3. PIOC who do not show up for two scheduled group times will be removed immediately from their music slot. If there is a reason, i.e. HSU, OWO, OCO, or work, PIOC need to send an information request to the Rec Leader with the reason before the next scheduling period.
4. Groups need to leave the music room when their scheduled time is over. Groups not following this will forfeit their music room privileges for a set period of time.
5. PIOC need to use the state equipment appropriately. Misuse of any equipment will result in loss of music room privileges and possible restitution for damages. PIOC will sign out each piece of equipment they use.
6. PIOC need to follow the posted diagrams and information regarding the equipment. If not followed, PIOC may lose their music room privilege for a set period.
7. PIOC signed out to the music room are to be an active participant in the music room, not participating in other gym activities.
8. Drum machines, keyboards and mics are not to be plugged into the amps.
9. PIOC are allowed to bring personal guitars, keyboards and headphones to the music room. All items must be properly corded to retain the silent music room requirement.

**F. Hobby**

1. PIOC are allowed a total two hobbies. PIOC must register with Rec Leaders to participate in hobby.
2. Upon transfer in, if PIOC possesses hobby items, they shall notify the hobby department in writing with a DOC-0643.
3. Rec Leader must approve all hobby and music purchases before ordering.
4. Once pre-approved orders are received at the institution and issued to the PIOC, the PIOC is then registered for that specific hobby
5. All orders for hobby materials and supplies must come from approved vendors. If the material is not available in the approved vendor catalogs, a Rec Leader must approve the purchase authorizing the PIOC to order from another retailer. A completed disbursement, addressed and stamped envelope, and order form must be available at the time of the purchase. Inform family and friends of this DAI policy/SCI procedure to ensure orders are properly made.
6. Examine all incoming items in the order while in the Property Department. If the wrong size/color or defect is noted, the PIOC may return the items to the vendor via a call tag at no expense to him. Once the item(s) leave the Property Department, it can no longer be verified if the item(s) has been altered or tampered with and therefore the item(s) cannot be returned. Orders received must match pre-approved order form. If it contains items not on the preapproved order or exceeds the monthly \$100 limit (excluding shipping and handling charges), the item(s) not preapproved will be denied and returned at the PIOC expense.

7. PIOC may request denied items be held for ICE review then submit a PIOC complaint per DOC 310.07(2) to contest the denial.
8. Contact the Property Department upon release from RH or placement into a general population housing unit in order to receive items held.
9. Vendor catalogs do not offer back orders. Items not received must be resubmitted as a new order for pre-approval.
10. The PIOC is responsible to remain in property compliance. If the order received is not within property compliance it will be sent out or disposed of at the PIOC expense. PIOC is responsible for the cost of shipping non-allowable items back to the vendor or another location of the PIOC choosing.
11. Completed Hobby projects shall be sent out of the institution within 30 days either through mail/shipping, or on a visit, or put in the display case for sale, or destroyed. A shipping label and disbursement must be filled out prior to the item being sent out. Completed items that have been sent out may not be returned to the institution.
12. Hobby items are not allowed to be kept/used/worn or displayed on their person or personal property. Hobby items used in this fashion will be considered contraband.
13. Paper Craft - Paper Mache or Origami projects are not an approved hobby.

#### **G. Religious Services**

##### **General**

1. Chaplains are available to coordinate and assist PIOC toward spiritual growth and development. Support is provided to individuals as well as groups.
2. PIOC may request to see a Chaplain by sending a DOC-0643 to the Chapel.
3. Religious services and study groups recognized by Wisconsin DOC are provided for PIOC based on their approved faith group. Contact the Chapel for approved and available DAI groups.
4. PIOC may submit a Request for a New Religious Practice and Property (DOC- 2075) only for items or practices not currently allowed by DAI.
5. A Religious Preference (DOC-1090) form will be required for all Chapel functions and activities excluding Media and Chapel library.
6. Special seminars may be attended outside of the assigned URG faith group with prior approval from a Chaplain.
7. PIOC are not allowed to lead Chapel services or studies.
8. Physical contact is limited to handshakes only.
9. PIOC attending religious services, not studies, may be excused from work, school, or programs.
10. It is the PIOC responsibility to follow guidelines of work, school, and program rules (i.e. how many classes can be missed, etc., when choosing to attend services).
11. It is the PIOC responsibility to notify their teacher or supervisor of upcoming services.

#### **H. Religious Library & Media Center**

1. PIOC may use the Chapel Media Center/Religious Library during certain hours to listen to CDs or view DVDs by sending a DOC-0643 to the Chapel.

## **Educational Services**

### **A. Enrollment**

1. Students with an Academic (Primary) need or a TABE test older than two years will be required to take a TABE test to determine school placement. Refusing to take a TABE test is the same as refusing your school assignment.
2. Academic Primary Education assignments are mandatory per DOC Policy and refusal will result in being placed into VUNA status for 90 days.

### **B. Correspondence Courses**

Correspondence course(s) must be approved by the Education Department. An outside sponsor is required. To obtain a list of rules, write to the guidance counselor.

### **C. Attendance**

3. Students are required to attend class. Students are expected to be in class, seated, and ready for work at the designated time for class as assigned on the class schedule that is provided for you.
4. A student late for school for any reason must check in at the officer's station before reporting to class. PIOC should plan to arrive no sooner than 5 minutes prior to the start of school.
5. Students needing to be excused from school for legitimate health reasons will be placed on sick cell, pending HSU contact. If an PIOC becomes sick while at school, school personnel will contact HSU for further instruction. Lay-ins are considered an unexcused absence.
6. PIOC may be excused from class for the following reasons: visits, attorney visits, records file review, attorney visits, video/Zoom court appointments, religious services and HSU/PSU appointments.

### **D. Library Service**

#### **1. General**

- a. PIOC must wear State issued ID when checking out materials and sign a Statement of Responsibility form. PIOC are responsible for the condition of library books when on loan, and all damage of book(s) must be reported to Library staff immediately, damaged library books may not be checked out and must be given to Library staff.
- b. A total of four books may be checked out of the library for a period of 21 days. Overdue notices are sent out when library materials become overdue. When an PIOC is placed in RH, all library materials are the PIOC responsibility.
- c. Library schedules are located on the library bulletin board on each housing unit wing.
- d. A maximum of 23 PIOC are allowed to attend their scheduled library time.
- e. On each housing unit is a library sign-up sheet where PIOC will have the opportunity to sign-up for the unit's scheduled library period. The sign-up is on a first come, first served basis. PIOC is only allowed to sign-up for themselves. PIOC will not be admitted in the library without having signed up on the unit sign-up sheet.
- f. PIOC must arrive within the first 5 minutes of library time.
- g. The sign-up sheet from the unit must be brought to the library before any PIOC is allowed into the library.

## **2. Law Library**

- a. General population law library is in the main library and will have legal references available on a first come first serve basis.
- b. Priority will be given to PIOC with approved extra law time.
- c. Extra law library time may be granted to PIOC who show official court documentation of a court deadline or court appearance within 37 days.

## **3. Photocopies**

- a. Material determined to be inappropriate will not be processed. Photocopies are for legal, educational and re-entry purposes only. All requests must be accompanied with a Disbursement Request and Photocopy Request form before it is processed. Copies are \$.15 cents per copy side. No photographs will be copied.
- b. Photocopies must follow all copyright laws of the United States.

## **Re-Entry Options**

### **A. Wisconsin Identification Cards**

1. DAI facilities now have the ability to assist PIOC in obtaining a Wisconsin Identification Card. If a PIOC cannot have a Wisconsin Driver's License, PIOC may qualify for obtaining a State ID.
2. Please see your Social Worker for additional information.

## **Psychological Services (PSU)**

- A. Psychological services staff are available to work in crisis intervention or brief therapy with PIOC in order to try to resolve mental health issues. Therapy groups are available for specific mental health concerns. However, there may be a waiting list for these groups. A green Psychological Services Request (DOC-3035B) form, submitted to "Psychological Services," is necessary to establish contact. The PIOC must specify the nature of the issue they wish to discuss. If an PIOC believes he needs immediate psychological attention, he should notify any available staff person of his condition.
- B. Initial requests for Psychiatric Services will first be seen by the Psychological Services Department.

## **Health Services (HSU)**

### **A. PIOC Medications** (Times are subject to change)

1. Staff Controlled Medications
  - a. PIOC shall immediately report to HSU for all medications after unit is announced via unit staff.
  - b. Approximate HSU Medication Distribution Times:

Morning:	6:15 a.m. start time
Evening:	3:00 p.m. start time
Noon:	11:15 a.m. start time
Bedtime/HS:	6:30 p.m. start time
2. Keep on person (KOP)/Refill medications: Distributed by Unit staff

Morning:	10:00 a.m. to 10:15 a.m.
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Evening: 4:00 p.m. to 4:15 p.m.

- B. PIOC shall report to HSU for diabetic checks/insulin after their unit and wing is announced via unit staff. Approximate Diabetic Injection times:

Morning:	6:05 a.m. start time	Evening:	5:00 p.m. start time
Noon:	10:15a.m. start time	Bedtime/HS:	8:00 p.m. start time

**NOTE: TOTAL OF 8 PIOC ALLOWED IN HSU WAITING ROOM AT ONE TIME DURING DIABETIC TIME: 5 PIOC for DIABETIC Check and 3 PIOC for APPOINTMENTS**  
It is the PIOC responsibility to take medications as prescribed. If refusing PIOC must still report to HSU.

1. No special accommodations will be made to the medication scheduled times.
2. At distribution time PIOC will obtain a cup of clear water for swallowing oral medication. No personal cups allowed. The PIOC will verify verbally to the officer that the medication(s) are his and are to be delivered at that time.
3. The PIOC will self-administer the medication in the manner it has been prescribed in full view of a second stand-by officer. The PIOC will use the water brought with him at this time.
4. Officer will conduct a visual inspection follow all direction from staff.

C. **Medication Rules for Officer-Controlled and Uncontrolled/KOP Medications**

1. Non-controlled medications distributed to the PIOC by HSU:
  - a. Medication blister cards, creams, and ointments will remain in the PIOC room at all times. The only exception to this will be when the PIOC is told to bring them to the Health Services Unit for refills, exchange, or health service staff requests.
  - b. Non-controlled/over-the-count
  - c. er medication shall keep all medication in the original package and locked in the footlocker.
  - d. The PIOC is to start at the number 30 for the first dose of medication on a blister card and work down to the number one (1).
2. The PIOC will remove the medication only at the prescribed times.
  - a. Medication may not be left loose in drawers or bags, and may not be stored in containers other than the original prescription containers.
3. Medication Refills
  - a. PIOC are allowed a 30-day supply of current prescribed medications.
  - b. PIOC are to request refills of medications when they reach a 7-day supply on their blister card.
  - c. To refill medication, complete the Medication/Medical Supply Refill Request (DOC-3035C) form, list the medication being requested and forward this request to HSU.
4. Right to Refuse Medication or Treatment
  - a. All PIOC who request to be seen and evaluated by HSU and later decide they no longer want to be seen will be required to come to HSU to refuse. The PIOC must complete

DOC-3220 in HSU for every scheduled medication pass until the medication has been discontinued by the provider.

**D. Sick Call and Submission of Health Service Request Form (DOC-3035)**

1. If PIOC believes immediate medical attention, is needed notify the first available staff.
2. PIOC requesting non-emergency medical attention will complete a Health Service Request (HSR) with specifics of their medical condition and put it in the secure/locked box for HSR's on the housing units.
3. When filling out an HSR, the PIOC must comply with the following:
  - a. Be as specific as possible.
  - b. Press hard on the pencil/pen to ensure the information goes through to all copies.
  - c. Check the appropriate box on the Health Service request to identify what type of visit is requested.
  - d. Do not write out an HSR for another PIOC; it is acceptable for an PIOC to ask another PIOC to assist him for the purposes of obtaining health services.
    - (i) BLUE HSU requests are for medical, optometry ("Eye"), requesting medical file reviews or copies of medical documents. Use a separate form for each request.
    - (ii) YELLOW Health Services requests are used to request dental services only.
    - (iii) GREEN requests are for PSU/Clinical Services only.
    - (iv) WHITE 2-part medication reorder forms are for Medication/Medical Supply Refill Request (DOC-3035C).

**E. Copay Procedure (DAI Policy 316.00.01 and Appendix A)**

1. All PIOC-initiated contact with a health care professional (with the exception of Psychological Service) will subject the PIOC to a copay.
  - a. PIOC will not be refused medical services if they do not have these funds, but it will be charged to their account and any incoming funds will be used to pay this debt.
  - b. HSU staff may request PIOC complete and sign a Disbursement Request (DOC-184) for the copayment charge for Health Services and Dental Services.
2. HSU staff shall determine whether a copayment will be charged. Should PIOC dispute the copay, follow the chain of command.

**F. Sick Cell/Lay-in Status (DAI Policy 309.55.02)**

1. PIOC requesting lay-in status must report to their work or program supervisor.
  - a. Lay-In – Non-paid status indicating the PIOC has been excused from his or her work or program assignment until the next work or program day at the discretion of the assignment supervisor. PIOC on lay-in shall remain in their cell/bunk until the start of next work or program assignment.
  - b. Sick Cell – Paid status at involuntary unassigned rate. Sick cell status shall be designated by HSU staff. HSU determines restrictions regarding activities for sick cell and HSU shall document restrictions in WICS.

**G. Medical Devices Authorization and/or Medical Restrictions**

1. PIOC requesting medical device authorization must contact HSU/Special Needs for approval.

2. It will be the responsibility of the PIOC to contact HSU for previously authorized devices/restriction to be continued if SCI authorization has not already been granted by the HSU staff. It is the PIOC responsibility to either get medical approval to renew the authorization, or to turn in the medical device (s) upon expiration of the medical authorization.
3. PIOC will not be allowed to purchase any items from an outside vendor without the written consent of Security.
4. PIOC given medical restrictions are responsible for notifying security staff and ensuring restrictions are kept up to date.

**H. Food/Other Allergies**

1. PIOC who enter SCI with food or other allergies who do not have verifiable information on medical records will receive a 30-day "grace" period. PIOC allergies must be verified by medical testing and documented within 30 days. PIOC will be provided a modified diet for self-proclaimed food allergies during this 30-day grace period.
2. If the PIOC fails to contact HSU within this 30-day period of time, all accommodations previously granted will be rescinded.
3. The PIOC will always retain the option of contacting HSU at any point during his incarceration at SCI to request the allergy testing. This will, however, generate a copay.

**I. Eye/Optomety Services**

1. A co-pay will be charged for a refraction exam. (optical prescription).
2. Submit requests for eye care on a Health Services Request form.
3. Only contacts prescribed by an ophthalmologist will be approved for use.
4. Prescription glasses will be state issued. Personal glasses are allowed from outside facility as long as they meet property requirements of DAI Policy. The PIOC should notify the Optometry Department and/or HSU if they are experiencing any problems with their eyesight or state glasses. HSU is not responsible or involved in repairs, adjustments or maintenance of personal glasses.

**J. Dental Services**

1. A copay will be charged each time an PIOC is seen by the Dental Unit.
  - a. Dental work recommended by an intake facility or another correctional institution is still subject to a copay charge.
  - b. The Dental Unit determines if all dental work can be completed in one visit or if multiple visits are necessary. Multiple or complex fillings may require multiple copay charges.
  - c. Dentures and root canals take more than one visit to complete. The PIOC will be charged a copay for the first visit only.
2. To make an appointment, an PIOC must send a Dental Service Request to Dental.
3. The dentist will determine whether an PIOC described dental condition is/isn't an emergency.
4. PIOC who refuse a dental appointment or fail to appear for an appointment will need to submit a new request for dental services. This may result in the PIOC waiting an extended period of time for the next appointment. There may be a wait of several months to get routine dental appointments or teeth cleanings. Being on a waiting list does not prevent an PIOC from being transferred or released.

## **K. Miscellaneous Health Care**

1. Rescue Inhalers, Epi-Pens and/or Nitroglycerin-PIOC must be on person at all times and visible for staff inspection.
2. Medical Alert Wristband
  - a. Medical wrist bands will be made available to PIOC with emergency type medical conditions.
  - b. An PIOC who wishes to wear a Medical Alert Wristband at any time during his DOC supervision shall make an appointment to see health service personnel.
3. Medical Record Reviews
  - c. PIOC must write HSU to request a medical record review. PIOC who have pressing legal cases or concerns should make a note of this on the original request.
  - d. The PIOC will receive notice he has been scheduled for a review.
  - e. There is no copay charge for a medical record review. Copies will be charged at the DOC rate.
4. Advance Directives for Health Care - Information related to how to enact this right can be obtained from HSU staff or Social Worker.

## **Americans with Disabilities Act (ADA) Accommodation Requests**

To ensure effective communication with incarcerated individuals 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 transliterators, TTYs, videophones, note-takers, computer-assisted real time transcription services, written materials, telephone handset amplifiers, assistive listening devices, telephones compatible with hearing aids, closed caption decoders, TVs with built-in captioning, and open and closed captioning of Wisconsin Department of Corrections' programs.

\*The ADA does not require the DOC to make telephone services free for any persons in our care. Individuals with a hearing disability who use relay services, video phones, or TTY for phone calls or video may still be charged the standard per-minute rate, provided it is no more than what hearing residents are charged. Residents will not be charged for the cost of the equipment, auxiliary aids or services necessary to facilitate the communication more than what hearing residents are charged.

- A. SCI will adhere to all applicable Federal and State laws.
- B. To request consideration for accommodation under the ADA, submit a Reasonable Modification / Accommodation Request (DOC-2530) to the institution ADA Coordinator.
- C. Accommodations made will be of a reasonable nature based upon the institution's ability to meet the required accommodation.
- D. PIOC that do not agree with the ADA decision shall file a PIOC complaint.

- E. Each housing unit will utilize a set of pager system discs to notify individuals of announcements being made over the public address system.

**Color Code Definition**

<b>Announcement</b>	<b>Color</b>	<b>Number</b>
Dayrooms Open	Green	1
Dayrooms Closed	Red	2
Meal	Orange	3
Standing Count	Yellow	4
Count Clear	Purple	5
Diabetic Check	Light Blue	6
Medication Pass	Brown	7
Emergency Count	White	8
Weather Emergency	Dark Blue	9
Check Whiteboard	Black	10

**Re-Classification (RC)**

- A. This office is responsible for reviewing the custody level, program needs, and placement of PIOC during their incarceration.
- B. The Classification Specialist at SCI chairs the Re-Classification Committee, which will review PIOC cases as mandated by the Wisconsin Administrative Code Chapter 302.
- C. This process is a continuation of the Initial Classification (IC) staffing which takes place at DCI.
- D. If PIOC is being transferred to SCI from an institution other than DCI IC, this process is a continuation from the last classification hearing.
- E. An Early RC may be requested by PIOC if there has been a significant change in their situation; PIOC may request this process by completing a DOC-2212 Early Re-Classification (RC) Hearing Request form.
- F. PIOC may request an Administrative Review of the Classification Decision by filing a DOC-1292 Administrative Review of Classification Decision form within 10 days of receipt of the final decision. Administrative Reviews are based on erroneous information, not disagreement with custody and/or placement recommendation.

**Records Office**

**A. File Reviews**

- 1. Records Department maintains PIOC Legal and Social Service Files.
- 2. PIOC shall write to the Records Office to request a file review.
- 3. File reviews are held in the B-building Mondays 9:00 a.m. – 10:00 a.m., except holidays.
- 4. File reviews are limited to one review every six months.
- 5. Copies are \$.15 per copy side.

**B. Notary Services**

- 1. Notary services are held in the Records Office Tuesdays 8:00a.m.- 8:30a.m. and Thursdays 3:00 p.m. -3:30 p.m. Appointments are not necessary.
- 2. There is no charge for notary service.

3. Reference DAI 300.00.56, Notary Services to PIOC, for a list of documents requiring notary services.

**C. Parole Interviews**

1. For questions regarding parole interview dates, PIOC may ask the Social Worker or write to the Records Office.
2. If a PIOC was scheduled to see Parole at a previous institution but were unable to due to transfer, they will be rescheduled and a new parole eligibility date (PED) will be determined. The PIOC will be notified by the Social Worker.
3. PIOC will be called to B-Building by the parole commissioner.

**D. Releases** - Will not occur prior to 8:30 a.m. on date of release if transportation is by family/friend.

**E. Petitions of Sentence Adjustment § 973.195 75 and 85% and Petition for Positive Adjustment Time § 973.198**

1. Instructions are located in the library.
2. Questions shall be addressed to the Law Clerk not records staff.

**F. Service of Process** - When SCI receives documents for service of process on a PIOC from the Sheriff's Department, private processing agency, private citizen, or through the U.S. mail, the PIOC will be called to the Records Office to be served the documents.

**G. Attorney Contacts**

1. PIOC-Attorney contacts will follow SCI 905.05.03, PIOC-Attorney Contacts.
2. Attorneys must contact the Records Office to schedule a professional visit.
3. PIOC wanting to call an attorney may do so using the phone on the unit. PIOC and Attorney must complete a Telephone Request Attorney Add/Delete (DOC-1631) form.
4. If an attorney must speak to his client by phone prior to the Telephone Request Attorney Add/Delete (DOC-1631) form being processed, the attorney shall call the Records Department to schedule a phone call.

**H. Court Calls/Video Court Hearings**

PIOC shall contact the Records Department or Social Worker upon receiving a Notice of Hearing to appear for court without having received a scheduling memo from the Records Department.

## **Natural Disasters / Emergencies**

**A. When emergencies arise follow all staff directives.**

**B. Tornadoes**

1. All PIOC will remain in the designated areas unless otherwise directed by staff.
2. Sit on the floor away from the windows, protect their heads.
3. Stay as far away from exterior windows and doors as possible.

**C. Fire**

1. Upon hearing a fire alarm and when directed by staff, all PIOC will exit their rooms, shut the doors behind them, exit the building, report to the designated area, and wait for instructions from staff.