



**WCCS**

**BLACK RIVER CORRECTIONAL CENTER**

**INMATE HANDBOOK – JUNE, 2018**

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

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

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## ORIENTATION TO BRCC

Black River Correctional Center has a standardized orientation/intake process that encompasses center expectations and the code of conduct for inmates. You will be given a preliminary orientation on your day of arrival. The Superintendent and staff conduct orientation sessions on a regular basis. You must attend the first scheduled comprehensive session after your arrival. **Bring your handbook with you.**

Special notices, policy changes, memos, etc., are posted on inmate bulletin boards. It is your responsibility to read inmate bulletin boards on a daily basis.

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

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

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

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

**(715) 333-5681**

## INTRODUCTION

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

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

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

Your past decisions have impacted many lives and have created many obligations and liabilities for you. You have a personal responsibility to victims and to the community for the crimes that you have committed. It is expected that you practice good decision making skills while at BRCC and upon your release into the community. You are expected to respect yourself and those in authority, as well as other inmates and their property. You are expected to work hard.

It is your responsibility to read and be familiar with the contents of this handbook. Contact staff if you need help reading or understanding these rules. Additional rules and information will be posted throughout the center. You will be charged \$5.00 if you damage or lose this handbook.

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

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

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

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

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

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

It is expected that all inmates will follow the BRCC Handbook and ERP rules and regulations until released or transferred from BRCC.

**Phase I** – All inmates will be in Phase I upon arrival at BRCC. Inmates will remain in this phase until they start group with an assigned Social Worker. In this phase inmates are expected to structure their time with work and appropriate activities. Further, it is expected during this phase that inmates participate in areas defined by center staff. Inmates will be monitored for their work performance, behavior, willingness, and motivation to engage appropriately at BRCC.

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

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

**Incentives:** When inmates arrive at BRCC, they will have the opportunity to start earning incentive points for positive, pro-social behavior. There is an incentive store/list that identifies all the incentives available that can be earned through incentive points. The inmate's Social Worker will keep a log of these points and provide an opportunity to turn them in for different rewards during community meetings.

**Sanctions:** In addition to being rewarded for pro-social behavior, inmates can also be sanctioned for anti-social behavior. These program sanctions range in severity to coincide with the infraction. While serving a sanction, inmates become ineligible to use incentive points. Program sanctions are used in lieu of Administrative Code Chapter DOC 303. Some behaviors cannot be duly addressed with program sanctions; therefore the DOC 303 may be utilized.

**Group confidentiality means:** what is said in group stays in group. All inmates are expected to treat one another with respect, striving to effectively communicate with one another and staff. Inmates are expected to act as adults and work out differences as responsible adults. Disruptive, disrespectful,

threatening behaviors will not be tolerated and these along with breaches of group confidentiality may result in program termination.

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

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

### **CORE PROGRAMS**

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

Cognitive Behavioral Interventions for Substance Abuse (CBISA) is a curriculum designed for individuals who have a need in the area of substance abuse. The University of Cincinnati Corrections Institute developed this curriculum. The program relies on a cognitive-behavioral approach to teach participants strategies for avoiding substance abuse. This program places heavy emphasis on skill-building activities to assist with cognitive, social, emotional, and coping skills development.

#### **Education**

BRCC offers inmates the opportunity to gain a GED or HSED. The teachers work with inmates on correspondence courses and ways to further their education upon release. SERVSAFE certification is available at BRCC. The teachers will also assist in the reentry curriculum, which includes Employment, Parenting and more.

### **ADA Compliance**

The Americans with Disabilities Act (ADA) Coordinators are listed on the Contact List which is posted in your unit. To request consideration for accommodation under the Americans with Disabilities Act, please complete the top portion of the DOC-643 Interview/Information Request form and forward your request to an ADA Coordinator.

### **CANTEEN**

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

You will also receive a scan sheet weekly to place your canteen order. If you lose your scan sheet, you will not receive a replacement scan sheet unless you purchase another scan sheet for \$0.30 (\$0.15/page). Please complete a disbursement request for this stating "canteen scan sheet."

To complete the scan sheet:

Example:

Location: 030

Name: Last Name: **Jones** First Name: **Marshall** Middle Name: **James**

I authorize the charging of my account: **Marshall James Jones**

Your order **must be signed** or your order will **NOT** be placed.

In the upper right hand corner is the area for your DOC #. Your DOC# is a six digit number. You are to first write your DOC# in the boxes provided and then fill in the circles below the corresponding number.

If your DOC # has 0's in the beginning, example: 002316, you would write your DOC# as 2316 and fill in the circles below the corresponding numbers. Therefore, the 0's would not be included.

If your DOC# has 0's at the end (example: 231600) you would write your DOC# as 231600 and fill in the circles below the corresponding numbers.

DESCRIPTION					Marking Instructions					
Yellow Tablets. 8 x 11					<ul style="list-style-type: none"> <li>Use a No. 2 pencil or a blue or black ink pen only.</li> <li>Do not use pens with ink that soaks through the paper.</li> <li>Make solid marks that fill the response completely.</li> <li>Make no stray marks on this form.</li> </ul>					
ITEM		QTY			<b>Correct:</b> <b>Incorrect:</b>					
0	1	0	2	3	4	<b>Instrucciones para rellenar el formulario:</b> <ul style="list-style-type: none"> <li>Use una pluma negra o azul on un lápiz número 2.</li> <li>Rellene por completo el óvalo con una marca oscura.</li> <li>No use plumas cuya tinta empape el papel.</li> <li>No realice marcas sueltas.</li> </ul>				
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Correcto:</b> <b>Incorrecto:</b>				
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SAMPLE:

All scan sheets are to be turned in by 7:30 AM on Monday. The maximum amount you may spend in one week is \$37.50. Canteen will be distributed by the Canteen Sergeant on Wednesday. Menus are posted on the unit bulletin boards for your convenience. If you would like a personal copy of the canteen menu you must submit a disbursement request form, cost \$0.30 (\$0.15/page). There will be no substitutions for items. If there is a problem when you receive your order, you need to notify the Canteen Sergeant right away. The Canteen Sergeant will notify the vendor and the Business Office to correct the problem.

Items purchased through canteen cannot be sent out on visits or through the mail.

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

## CENTER JOB ASSIGNMENTS

All inmates are in program from the moment that you arrive at BRCC therefore, all inmates will be compensated at program pay rate of \$1.20 which will be \$6.00 a week. All inmates are expected to be involved in facility work assignments as part of their program. Inmates will be assigned to work tasks, which will be coordinated around their program schedule, so as to not interfere with treatment needs. All inmates are expected to be involved in program and work tasks while at BRCC. Failure to participate in both may result in your removal from the Earned Release Program(s) and BRCC.

Center jobs include but are not limited to:

- Barber
- Librarian
- Utilities
- Food Service
- Custodians
- Project Crew
- Laundry
- Lawn Care
- Pheasant Farm Workers
- Tutors
- Maintenance
- Garden

## CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, you will find request forms available in the main hall. You must state exactly why you need to see the staff person or state your question exactly. Your request will be answered as soon as time permits. Do not send the same request to more than one staff member at any one time. Wait for your reply. Follow the chain of command. Do not write to the Superintendent or Captain unless you have attempted to resolve your issue with the appropriate staff. Do not stop and confront staff about your issues. We encourage you to ask questions of our staff, but do so in an appropriate manner via an interview request form. Simply fold your interview request form, do not staple, clip, tape or adhere the form in any way.

CONCERN	1 <sup>ST</sup> LEVEL	2 <sup>ND</sup> LEVEL	3 <sup>RD</sup> LEVEL
Accounts	Office Program Associate	Captain	WCCS Inmate Accounts
Americans with Disabilities Act	Captain	Superintendent	WCCS HR Director
AODA & Other Programs	Social Worker	Program Supervisor	Superintendent
Canteen	Sergeant	Captain	WCCS Financial Program Supervisor
Dental	Nurse	Captain	Superintendent
Emergency Contact Forms	Office Operations Assistant	Captain	Superintendent
Education	Teacher	Captain	Superintendent
Food Services	Food Services Leader	Captain	Superintendent
Health Services	Nurse	Nurse Clinician 4	Superintendent
Hobbies	Property Sergeant	Captain	Superintendent
Living Area Issues	Sergeant	Captain	Superintendent
Interstate Compact	Social Worker	Programs Supervisor	Superintendent
Jobs – (Center)	Individual Work Supervisor	Captain	Superintendent
Laundry	Laundry Sergeant	Captain	Superintendent
Legal Loans	Captain	Superintendent	WCCS Correctional Management Services Director
Library	Teacher	Sergeant	Captain



Mail	Office Operations Associate	Sergeant	Captain
Medical Co-Pay	Nurse	Nurse Clinician 4	Superintendent
Notary Services	Office Program Assistant	Captain	Superintendent
Open Records Request	Office Program Assistant	Captain	Superintendent
Parole	Social Worker	Program Supervisor	Superintendent
Program Review Committee	Social Worker	Program Supervisor	Superintendent
Property / UPS	Property Sergeant	Captain	Superintendent
Psychological Services	Psychologist	Captain	Superintendent
Records	Office Program Assistant	Superintendent	WCCS Records Office
Recreation	Recreation Sergeant	Captain	Superintendent
Reentry	Treatment Specialist	Program Supervisor	Superintendent
Religious Issues	Captain	Superintendent	WCCS Deputy Warden
Sentencing Info	Office Program Assistant	WCCS Records Office	WCCS Deputy Warden
Social Security Card	Office Operations Assistant	Program Supervisor	Superintendent
Veterans Affairs	Social Worker	Program Supervisor	Superintendent
Visiting Information	Office Operations Assistant	Captain	Superintendent

## COMMUNITY SERVICE

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

- Community agency requests are approved by the Superintendent.
- Center community service projects are required as part of the Earned Release Program. All inmates are expected to participate in a minimum of at least 12 hours of community service during their stay at BRCC.
- You may receive community service hours for your participation in center community service projects such as, folding papers, collating documents, creating label ribbons, and others.
- The Program Sergeant will track and record all hours of service completed by each inmate and will report it to your respective Social Worker. Failure to participate in community services projects will result in your removal from the Earned Release Program and BRCC.
- You may not participate in center community service projects that conflict with your program or work schedules.

## COMPLAINT PROCEDURE

### INMATE COMPLAINT REVIEW SYSTEM (ICRS)

**OVERVIEW:** The Department maintains an inmate complaint review system accessible to all inmates 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.

- Inmates 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.
- An inmate may not file more than **one complaint per calendar week** except for complaints regarding the inmate's health and personal safety or complaints made under PREA.
- A calendar week means Sunday through Saturday
- Challenges to a complaint or submission returned by the Corrections Complaint Examiner (CCE), a parole commission decision, a classification decision, records or actions not originated by the division, the declination or denial of a public record request, the content of health care records, actions of the legislature or court decisions or orders are not subject to review through the ICRS.
- A complaint or appeal will not be processed and a referral for disciplinary action may occur in accordance with ch. DOC 303 if the complaint contains a foreign substance or obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint.

### **PROCEDURE:**

- An inmate 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 inmate shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- An inmate 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 inmate was committed to the department or the legal name granted by a court, and include the **inmate's original signature**.
- Complaint submissions may not exceed **500 words** total and not exceed two pages.
- Inmates must use a DOC-400 Inmate Complaint form. **All sections of the form must be completed.**
- Inmates must use a DOC-400B form if additional space is needed. Inmates 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. **Inmates 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.

### **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.

### **REJECTED COMPLAINT**

- The ICE will assign a file number and classification code and give written notice to the inmate 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 inmate 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.

### **ACCEPTED COMPLAINT**

- The ICE will assign a file number and classification code and give written notice to the inmate 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 a 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 inmate does not receive a decision within **45 days** after the date of acknowledgement by the ICE, the inmate may appeal to the CCE.

### **APPEAL**

- An inmate 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 inmate was committed to the department or the legal name granted by a court, and include the **inmate's original signature**.
- Appeal submissions may not exceed **500 words** total and not exceed two pages.
- Inmates must use a DOC-405 Inmate Appeal form. **All sections of the form must be completed.**
- Inmates must use a DOC-405B form if additional space is needed. Inmates 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. **Inmates must print clearly; illegible forms will not be processed.**

- Inmates 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.

### **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 make a decision within **45 days** following receipt of the CCE's recommendation.
- **The secretary's decision is final.**

### **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 inmate.)
- The secretary shall make a decision within **45 days** following receipt of the CCE's recommendation.
- The secretary may extend the time for making a decision for good cause with notice provided to the inmate.
- 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 inmate 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 inmate shall consider the administrative remedies to be exhausted, unless the time has been extended. **The secretary's decision is final.**

### **PREA COMPLAINTS:**

- An inmate may file a complaint alleging sexual abuse using the procedures under this chapter.
- An inmate 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.
- An inmate 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 inmates, staff members, family members, attorneys, and outside advocates, shall be permitted to assist an inmate 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 inmates.

- Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are: (a) The inmate may contact any staff member who is not the subject of the allegation for immediate corrective action. (b) The inmate may file a complaint. Complaints collected under s. DOC 310.08 shall be immediately forwarded to the warden. (c) 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 inmate for filing a complaint related to alleged sexual abuse or sexual harassment only if the warden demonstrates that the inmate filed the complaint in bad faith.
- Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

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

## **CONDUCT REPORT DISPOSITIONS AND APPEAL PROCESS**

### **ROOM CONFINEMENT**

- 1 Room confinement is a 24 hour disposition.
- 2 During the hours of confinement you must remain in your room as directed. All personal business such as phone calls, kiosk use, microwave area, request forms, etc. must be conducted prior to the beginning of the confinement or with specific approval as determined by the Superintendent/designee.
- 3 You will continue to perform your center job duties and work release assignment as assigned.
- 4 No recreation, library (unless permission to use law library) or TV room.
- 5 You may not participate in off grounds activities.
- 6 You must notify staff prior to using the bathroom.
- 7 You may attend meals, visits, religious services and authorized program activities on grounds.

### **BUILDING CONFINEMENT**

1. Inmates who are under this disposition are confined to the building, with the following exceptions, work assignments, program activities, visits, and religious services.
2. Building confinement is a 24 hour dispositions.

### **LOSS OF RECREATION**

1. Inmates are prohibited from attending any recreational activities held in the gym, recreation field and program related recreational/exercise activities.
2. Unless specifically mentioned as part of the disposition, inmates may use the library or TV room.

### **CONDUCT REPORT APPEALS**

1. If you decide to appeal a conduct report disposition you must submit it to WCCS.

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

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

## CONTRABAND

You are prohibited from possessing any personal information concerning staff and or the family members of staff. Such information includes, but is not limited to: address, phone number, driver's license, school records, financial records, divorce, adoption, or arrest records, and any other unique identifiers. If you possess such information, you will be subject to discipline.

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

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

## COUNTS

### **FORMAL COUNTS:**

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

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

03:00 AM (non-standing)  
07:00 AM  
11:30 AM  
4:30 PM  
9:00 PM  
12:00 AM (non-standing)

- The Sergeant will provide an all call announcement and ringing of the outside bell 10 minutes prior to all official standing counts.
- Once the ten minute warning is provided, inmates will proceed to their assigned rooms to prepare for count. Bathroom use is not permitted unless in an emergency, with permission from staff.
- Inmates must be fully dressed in trousers or shorts, socks, footwear and shirts for all standing counts.

- Electronics must be turned off and no game playing. No talking is permitted once count is announced until the Sergeant verbally clears it after taking count, after which all talking will be in moderate conversational tones.
- At count time, the Sergeant will announce in all inmate areas; "Time for count".
- Inmates will be in their rooms, with the room light on, and the door open. The inmate assigned to the lower bunk will stand at the foot of their bunk by the window. The inmate assigned to the top bunk will stand at the head of the bunk by the door; both inmates will face the doorway until the count is cleared.
- Inmates assigned to the dorm will stand at the end of their bunks, side by side.
- Inmates assigned to work in the kitchen during count times, will, report to the dining room, standing at the end of the inmate tables, facing the double doors to the main hall, in direct view of the Sergeant conducting the count, until the Sergeant clears count.
- The Sergeant will then walk the hallway counting the inmates. When the Sergeant announces "Clear", inmates may shut their doors and resume normal activities in the room.
- Inmate movement on grounds, hallways, etc., is prohibited during count times, unless under immediate staff escort or given specific staff permission, until such time as the count is cleared via an all call announcement from the Sergeant.
- When the Sergeant announces; "Count is clear, Count is clear", normal center functions and movement may resume unless instructed otherwise.

**EMERGENCY COUNTS:**

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

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

**DRESS CODE**

**GENERAL REGULATIONS:**

1. You must wear your State ID in your armband on your left upper arm , with the ID card facing out , with the inmate photo displayed at the top of the armband at all times except:
  - in the shower
  - in your room
  - when attending a court appearance
2. State issued clothing includes green pants, green shirt and t-shirt. If the green pants have belt loops, a belt must be worn. (May wear a personal t-shirt but a t-shirt must be worn under the green shirt). The sleeves of the T-Shirt will not extend past the sleeves of the green shirt.
3. Once inmates leave their room, with the exceptions of inmates going to and from recreation (indoor and outdoor,) being in full greens would apply. Inmates participating in staff supervised recreational activities such as softball, volleyball, etc., are not required to be in full greens, they can be in appropriate recreational attire. While engaged in recreational activities, the shirt does not have to be tucked in.
4. Inmates will be in full greens from 8:00am – 4:30pm weekdays; or as otherwise noted. Inmates will wear a sleeved t-shirt under their state issued green shirt and the shirt(s) will be tucked in.

(Both the t-shirt and the green shirt will be tucked in). If due to a high heat index, staff will announce that inmates can wear just the t-shirt vs. the green shirt but the t-shirt will be tucked into their state issued green pants. Events where state issued green clothing and appropriate footwear will be worn include but are not limited to:

- a. Staff facilitated program activities in group rooms, visiting room, dining room, etc.
  - b. Visits
  - c. Meals
  - d. All off-site appointments or activities including trips to schools, community services, off grounds AA, etc.
  - e. Lawn mowing, maintenance activities, gardening (t-shirt can be worn vs. the green shirt but green pants will be worn).
  - f. Reunions, graduations, family day events, etc.
  - g. Religious services, bible study, on-site AA, , etc. (anytime there are guest speakers/volunteers present).
5. During the summer months due to high heat index, exceptions can be made for program and work assignments regarding wearing of the green shirt but inmates must be dressed in green pants, t-shirt and proper footwear. Inmates are not permitted to wear shorts during staff facilitated groups.
  6. All clothing will fit properly, shirts tucked in (if feasible) and shoes tied.
  7. All state/personal clothing must be appropriately sized and worn as it was intended to be worn. No baggy or oversized clothing is permitted.
  8. Gang clothing and or insignias are not allowed.
  9. State issued or personal clothing will not be altered or defaced in any manner.
  10. Inmates in Phase III are permitted to wear personal clothing.
  11. Sweatshirts may be worn except for meals and groups unless authorized by your facilitator.
  12. For shirts with buttons; buttons will be buttoned except for the top button.
  13. Hats, caps, gloves and or winter coats may not be worn inside. Inmates may put them on when preparing to exit the building.
  14. Thermal underwear is only permitted to be worn under clothing.
  15. Shoes and slippers will be worn with the foot entirely in them and shoes will be tied.
  16. Shower shoes/tongs may only be worn to and from the showers/bathrooms.
  17. Slippers may be worn in the dayroom/to and from the bathroom. They cannot be worn outdoors and socks will be worn. Slippers that only cover the front part of the foot and are open in the back may only be worn in the room or to and from the restrooms. Socks must be worn.
  18. All clothing and footwear will be worn in the manner in which it is intended.
  19. Footwear without socks is only permitted while in your room, going to and from the shower, or when using the restroom after 11:00 pm and prior to 6:00 am.
  20. Inmates in the dayroom must be fully dressed in pants/shorts and shirt, t-shirt, and footwear including socks.
  21. Winter coats, hats and thermal wear are considered winter clothing attire and are not seen as appropriate to wear during the months of May through September, unless there is inclement weather.
  22. Curlers and/or plastic transparent, cosmetic caps are only permitted to be worn in your room. You are not permitted to wear these items outside your room, unless going directly to and from the restroom/shower areas.
  23. Shoelaces must be properly tied at all times. Velcro straps must be properly fastened at all times. All footwear is to be worn in the manner in which it was intended.
  24. Pant legs are not to be tucked into footwear or socks.



25. Dew-rags are only worn when in your room, with the exception of to/from the bathroom during nighttime sleep hours.
26. Religious type headwear can only be worn in room or when going to or from a recognized religious ceremony and must be removed anytime a staff member requests to search it.
27. **OFF SITE MEDICAL, DENTAL, AND COURT:** You must wear your inmate ID, State-issued greens (shirt and pants), as well as boots, when at these locations.
28. You will not be allowed to order or receive any shirts or pants which are larger than necessary. Sizing will be determined using the guidelines listed below:

**CLOTHING SIZE GUIDELINES:**

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

**Shirts:** Sweatshirts, shirts and t-shirts are sized based on your chest and or neck measurements. Chest size is measured just below your armpits. The following sizes will apply:

For clothing purposes, "Short" describes a body of 5'3" - 5'7", with a short torso or sleeve length. The garment body is 2" shorter and sleeves are 1 1/2" shorter than Regular.

SIZE CHARTS						Extra Tall (6'4" - 6'7")				
Select the chart that corresponds with your build and height. Neck, chest, waist and sleeve measurements determine correct size.						Sizes	LXT	XLXT	2XLXT	3XLXT
						Neck	16-16½	17-17½	18-18½	19-19½
						Chest	42-44	46-48	50-52	54-56
						Waist	36-38	40-42	44-46	48-50
						Sleeve	36½-37	37-37½	38-38½	39-39½
Regular (5'8" - 5'11½")						Big Regular (5'8" -5'11½")				
Sizes	S	M	L	XL	XXL	Sizes	2XL	3XL	4XL	5XL
Neck	14-14½	15-15½	16-16½	17-17½	18-18½	Neck	18-18½	19-19½	20-20½	21-21½
Chest	34-36	38-40	42-44	46-48	50-52	Chest	50-52	54-56	58-60	62-64
Waist	28-30	32-34	36-38	40-42	44-46	Waist	46-48	50-52	54-56	58-60
Sleeve	32½-33	33½-34	34½-35	35-35½	35½-36	Sleeve	35½-36	36-36½	36½-37	36½-37
Tall (6' - 6'3½")						Big Tall (6' - 6'3½")				
Sizes	MT	LT	XLT	XXLT		Sizes	2XLT	3XLT	4XLT	5XLT
Neck	15-15½	16-16½	17-17½	18-18½		Neck	18-18½	19-19½	20-20½	21-21½
Chest	38-40	42-44	46-48	50-52		Chest	50-52	54-56	58-60	62-64
Waist	32-34	36-38	40-42	44-46		Waist	46-48	50-52	54-56	58-60
Sleeve	34½-35	35½-36	36-36½	37-37½		Sleeve	37-37½	37½-38	38-38½	38-38½

**DUTY TO REPORT ILLEGAL ACTIVITY**

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

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

## **EMERGENCY CONTACTS**

**Inmate Emergency:** In an emergency, we may need to talk with your designated emergency contact.

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

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

**Deathbed or Funeral Visits:** You may request to attend either a deathbed visit or a funeral visit of an immediate family member. You need to give your social worker the name of the hospital, funeral home or other details. Superintendent approval is required. No out-of-state trips are allowed.

## **EMERGENCY PROCEDURES**

### **FIRE ALARMS:**

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

### **POWER FAILURE:**

1. In the case of a power failure, some operations will continue.
2. During nighttime hours, if emergency power/lighting is not on, report to your room and remain there until you receive direction from staff.

### **TORNADO PROCEDURE:**

1. When a tornado warning is announced by staff (generally via the all call system) IMMEDIATELY do the following:
  - a. Inmates will be directed to report to the basement, where they will sit on the floor.

- b. Inmates who are on visits will also be directed to report to the basement. Visitors can leave if they wish or will be directed to take cover by sitting on the floor along the wall in the gym.
2. Do not leave the assigned area until directed to do so by staff.
3. When a tornado warning is issued while driving/riding in a center vehicle, take immediate cover.
4. If you are at work release, follow the directions of your worksite's emergency procedures.

**OTHER EMERGENCIES:**

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

**DRILLS:**

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

**ESCAPE PRECAUTIONS**

Any unauthorized leave from the center or assigned off grounds function is an escape. It is a felony punishable by up to five years incarceration consecutive to your present sentence and a fine of \$10,000.

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

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

**HEALTH SERVICES, SICK CELL AND LAY-IN**

Access to Medical, Mental Health and Dental Services

**EMERGENCIES:**

Notify any staff member immediately.

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

**ROUTINE CONCERNS:**

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

**COPAYMENT:**

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

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

**INMATE-INITIATED REQUESTS INCLUDE:**

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

**NURSING SERVICES:**

Nursing services at BRCC are available approximately between 6:00 AM – 5:00 PM Monday-Friday.

**HEALTH PROFESSIONAL REFERRAL:**

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

**MEDICATION and REFILL PROCESS:**

1. All medication must be kept in the original container and locked in your footlocker, drawer or cabinet.
2. Medications may never be sold, loaned traded or given to another inmate.
3. To request a refill of your medication complete a DOC-3035C Medication/Medical Supply Refill Request form. Place the form in the HSU mailbox. You will receive notice of the status of your refill request.
4. Allow seven days for all medication refill requests to be reviewed.
5. Over the counter (OTC) medications must be purchased from canteen.

**ACCESS TO MEDICAL RECORDS:**

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

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

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

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

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

Any illness that prevents you from reporting to your work or program assignment must be reported to Officer Control by 06:00 am.

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

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

## **HOUSING RULES AND GUIDELINES**

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

### **LIVING QUARTERS:**

You are assigned a room upon your arrival at the center. You are not permitted to select who you wish to be roomed with, all room assignments are coordinated by staff. Entry to another room than which you are assigned, is strictly prohibited.

### **STORAGE:**

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

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

Inmate movement to and from the Sergeants' desk, hallways, etc., closes 10 minutes prior to count times. Inmate movement in hallways will be kept to a minimum and generally is only for inmates returning to their rooms for count. Once the announcements are made that it is 10 minutes prior to count, all inmates are expected to return to their rooms.

### **INSIDE THE CENTER:**

1. The area behind the Sergeants' desk may only be accessed if given specific permission by staff and while staff are physically present.
2. Loitering near the Sergeants' desk is strictly prohibited.
3. Loitering in hallways is strictly prohibited. You are expected to walk to and from your assigned room, without delay.
4. While moving within the center, inmates are expected to walk on the right side of the hallways to avoid congestion.
5. Running inside the building is prohibited.
6. You are not permitted to enter a room to which you are not assigned.
7. You may not remain in/enter the dining room, visiting area, laundry room, or kitchen at any time without permission.
8. Except in an emergency, if you need to speak to a non-uniformed staff member, you must write an interview request stating your exact question. The staff member will determine if he/she needs to see you and will approve/disapprove the request.
9. You will address all staff by their last names, utilizing Ms., Mr., Sergeant, Captain, etc. Nicknames are not permitted to be used for staff or inmates, at any time.
10. You are expected to address and resolve issues at the first possible level. The BRCC chain of command identifies to whom inmates should go to if having questions or concerns.
11. You are not permitted to enter a living area, other than the one to which you are assigned, unless you have staff permission.
12. You may bring a personal cup into the dayroom but food items are prohibited.
13. All socializing is to be done in the Dayroom or on the recreation field, not in hallways.
14. Notify staff of any items that are broken or in need of repair.
15. You may request a clothes iron via a Sergeant.
16. Razors must be disposed of properly by placing them in the puncture proof container in the designated location.

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

1. A Sergeant will assign you to a room and bed upon your arrival.
2. You are responsible for any damage and or contraband in your room/bunk areas. Therefore, inspect your room as soon as you move in and report damage/contraband to a Sergeant immediately. If you do not report it you will be held responsible.

3. One locker will be provided to you. A padlock, if requested, will be provided for the footlocker. You will be charged \$10 for replacement of a lost or damaged padlock.
4. Room Keys
  - You will be issued one key when assigned to a room.
  - If you lose or break your room key, or leave the center upon release with your room key, you will be charged \$5.00 for a replacement key.
  - Inspect your key frequently for damage or cracks.
  - If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge.
  - You must turn your key in to the Sergeants when you leave the center and pick it up upon returning.
  - Any time you are assigned to a new room, you must exchange your room key with the Sergeant.
5. Anytime you are assigned a new room, you are responsible for fully cleaning your room before you move. You must take all your bedding with you, including sheets, blankets, pillowcases, and towels – leave the pillow and mattress.

**BULLETIN BOARDS:**

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

**ROOM REGULATIONS:**

1. Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the window of your door.
2. Room/furniture layouts are standardized. You may not rearrange the furniture in your room.
3. Rooms are to be kept clean at all times.
4. You may not lay down, sleep, or be under the covers from 8:00 am to 8:00 pm Monday through Thursday and 8:00 am to 6:00 pm on Friday, excluding holidays. Exceptions may be made for medical reasons, certain work details or as part of program incentives.
5. Your bed must be made properly prior to 8:00 am Monday through Friday, excluding holidays. Knots are not allowed to be tied in any linen items.
6. You are not permitted to leave your room door open or ajar. Door will be kept closed at all times, when not in immediate use.
7. Do not place anything in front, behind or near the door that would interfere with opening and closing of the door.
8. The room door must be locked at all times, whether you are inside or outside of the room.
9. You may not tamper with the door lock. Do not put any object in the door to hold it open or keep it from closing completely.
10. Do not tamper with the smoke detector for any reason. Covering the smoke detector's sensors is prohibited and will result in a major conduct report.
11. The bulletin boards in your room are used to hang photos of family and friends, cards, calendar and schedules.
12. Posters and cutouts from magazines are contraband and will be removed by staff.
13. Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, bed, footlockers, wall lockers, or TV stand, by any method.
14. Cords, string or other material may not be strung across the ceiling, floors, or walls.

15. Talking to someone outside of your window is not allowed.
16. Do not engage in loud, disruptive activities or horseplay.
17. Do not store food on the windowsill.
18. You will be charged for any damage to your room or its contents.

### **ROOM SANITATION:**

1. You are responsible to keep your room clean at all times. You are expected to maintain the highest degree of cleanliness and sanitation and rooms will be inspected daily by staff to ensure they meet cleanliness and sanitation standards.
2. The following tasks that you will be expected to follow to ensure rooms are maintained at an acceptable standard of cleanliness:
  - a. Floors will be dust mopped daily, wet mopped as needed.
  - b. Wastebaskets will be emptied daily.
  - c. All surfaces will be dusted daily.
  - d. Window glass will be kept clean.
  - e. Wardrobes will be neatly organized.
  - f. Beds will be made properly.

### **ROOM INSPECTIONS:**

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

### **CLEANING SUPPLIES:**

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

### **PERSONAL ELECTRONICS:**

1. Headphones or ear buds are to be on your ears at all times when electronics are in use. Staff will direct you to reduce the volume if the sound is excessive. .
2. All electronic equipment must remain in your room.
3. All lights, lamps, and electronics (radio, television, fans), must be turned off when you are not in your room.
4. Use of personal electronics with headphones/ear buds is permitted between the hours of 6:00 am and 11:00 pm Sunday through Thursday, excluding holidays and 6:00 am to 1:00 am on Friday, Saturday and days preceding a holiday.
5. Sound from electronics may not be heard outside of the room, regardless of wearing headphones or ear buds.
6. Electric typewriters may not be used after 9:00 pm and not until dayroom resumes the next day.

### **NOTARY SERVICES:**

1. To request notary service, complete an interview request slip and send to the Notary.
2. The Notary will schedule an appointment with you to review the documents and determine if the service will be provided.
3. There is no charge for this service.



4. Do not sign documents prior to your appointment with the Notary.

## INMATE ACCOUNTS

The official record of your inmate account is maintained in the WCCS Business Office, located in Madison, Wisconsin. You are responsible for keeping copies of your disbursement requests and account statements. It is not the responsibility of center staff to do this for you. You will receive a Trust Account Statement every two weeks. You should review this statement for accuracy. If you have a question or concern about your statement, refer to the Chain of Command section of this handbook.

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

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

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

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

### **TRANSFERRING BETWEEN ACCOUNTS:**

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

1. Transfer from REG to REL
2. Transfer from REG to SAV
  - a. A minimum of \$50 is required to open an account
  - b. Monthly transfers of \$20 or more may be requested
3. Transfer from WR to WRS
  - c. A minimum of \$100 is required to open an account
  - d. Monthly transfers of \$100 or more may be requested
4. Transfer from REL to RS
  - e. A minimum of \$50 is required to open an account
  - f. Monthly transfers of \$20 or more may be requested

### **CLOSING AN INTEREST-BEARING SAVINGS ACCOUNT:**

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

Close Account and Transfer Funds from RS to REL Account  
Close Account and Transfer Funds from SAV to REG Account  
Close Account and Transfer Funds from WRS to WR Account

**CHILD SUPPORT:**

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

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

To complete or submit a disbursement request:

1. A disbursement request must be used in all money transactions for any account transaction within or outside the facility, including requests to send money to close family members.
2. You must submit the disbursement request complete with your name, your number, etc., and dollar amount in legible writing.
3. You must sign and date the request before submitting.
4. When submitting your disbursement request, you must turn it in to unit staff for verification that the identity of the inmate submitting the disbursement request is the same inmate who is the subject of the disbursement request.
5. Unit staff will initial and date the request indicating verification has been made and it can be processed.
6. Disbursements requesting money to be sent home to close family members need to be authorized by your respective Social Worker prior to processing with amounts of \$25.00 or less. Amounts above this must have the Program Supervisor's approval, prior to processing. All other types of disbursement requests only need the verification done and are then forwarded to the business office for processing.
7. All disbursements will be submitted to the business office via facility mail.
8. Ensure you have the correct postage when an envelope is needed to process your request (non-DOC vendor purchases, money to family, or sending documents to court).
9. When requesting additional postage, place the disbursement request inside the envelope, folding the upper half of it over, so that it protrudes from the envelope, with the envelope flap folding down. This is done to ensure the disbursement remains with the envelope to avoid it being lost or misplaced, which happens when the disbursement is attached to the outside of the envelope. Ensure the envelope is left unsealed for the purpose of additional postage requests.
10. Generally, disbursement requests will be reviewed by center staff within three days of receipt.
11. Disbursement requests that are denied by center staff will be returned to you.
12. Disbursement requests that have insufficient information filled out and or are incorrectly filled out, will be forwarded to the Sergeants' desk, which will provide you with direction in accurately completing your disbursement and re-submitting. This process aids in avoiding unnecessary delays in processing and provides an educational tool, in correctly completing disbursement requests.
13. Approved disbursement requests are mailed to the WCCS Business Office for processing.

14. Requests for copies are at \$0.15 per page, a two sided document is two pages for copy purposes. Submit a disbursement request to designated center staff. On the request, state how many copies are needed and attach the documents to be copied to the request. Staff will complete the disbursement request amount once copies have been made. An envelope is not needed.
15. Photos: Photographs are \$2.00 each. Make the request payable to the Photo Project.
16. For any other types of disbursement request, ask center staff for assistance in completion.

### **MONEY TRANSACTIONS:**

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

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

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

Funds may also be deposited into an inmates account by going to **AccessCorrections.com**, by calling **1-866-345-1884** or at **Cash Walk-In sites**. To find locations, go to **CashPayToday.com**

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

The WCCS Business Office or facilities will no longer accept Money Orders, Western Union, or Cashier Checks.

In the event a money order or check is received at the Center, you will need to provide a postage-paid envelope and the money order/check will be sent to the original sender in the envelope you provide. Center staff will not forward money orders or checks.

### **PAYROLL:**

Institution payroll is processed BI-WEEKLY. (for the number of expected hour of work for your work assignment. You will be paid \$1.20 per day which is \$6.00 a week. After payroll has been processed and you receive your biweekly Trust Account Statement, verify that your payroll is correct. If you find any discrepancies, write to the Office Support Staff stating what the discrepancy is. The information will be verified and corrected if needed.

### **RELEASE INFORMATION:**

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

## **INMATE PHOTO SERVICE**

Black River Correctional Center allows inmates to purchase photos for family, friends or themselves. This service will be closely monitored and regulated by staff. All center rules and regulations regarding appearance and visitation will be followed.

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

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

### **Photo Guidelines:**

- You must have adequate funds in your regular account to request to purchase photos.
- A DOC-184, made payable to Black River Correctional Center Photo Project, must be completed and approved by staff prior to obtaining photos.
- The cost of each photo is \$2.00.
- Visitors may not pay for photos.
- Only the center's digital camera will be used.
- Only the individual inmate and his approved visitors for that day may be in the picture.
- No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
- Only those photos displaying authorized and acceptable images will be allowed.
- Inmates may stand, sit or kneel for photos.
- Nothing, including sunglasses, may be worn or hung from any part of the body or clothing during photos.
- Nothing may be held in the hands, under the arm, etc.
- The inmate having the photo taken may view the photo image and request one retake if the photo image is not acceptable. The inmate photographer will delete the rejected photo prior to printing the acceptable photo.
- All photographs will be reviewed by staff to make sure they meet these guidelines.
- Any photo suspected of being related to a Security Threat Group will be forwarded to the center's Security Threat Group Specialist for review and disposition.
- Inmates may give approved photos to their visitors or take them back to their rooms.

## **LAUNDRY**

### **FACILITY LAUNDRY:**

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

## **LIBRARY**

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

Library materials will be accessible to all inmates in accordance with DAI and center guidelines. Use of the library/reading room is available to inmates at specific times. The schedule is posted on the bulletin board. A total of 4 items may be checked out at one time. Items may be checked out for a period of four weeks. Loss of, damage to, or failure to return items may result in disciplinary action, including restitution and or suspension of library privileges. A computer may be available for use while at the center.

## **LIMITED ENGLISH PROFICIENCY**

Limited English Proficiency (LEP) population guidelines of the U.S. Department of Justice require translation of written forms, signs, notices and publications to meet the needs of LEP individuals. Currently, only Spanish-speaking inmates meet the five percent threshold within the DOC. Center staff will request you identify your primary language at different times while at the center consistent with DAI 300.00.61 Limited English Proficiency (LEP) Inmates policy.

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

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

## **MAIL REGULATIONS**

All mail, sent or received, must be processed through the center mailroom. Centers do not accept "Postage Due" mail. Please advise correspondents the correct postage must be on their mail. A completed DOC-238 Consent to Receive Mail must be on file to receive mail. You may write and receive correspondence from anyone as long as the person has not been denied and the correspondence does not violate Federal, State, DOC or center policies and procedures. There is no limit on the number of letters sent out or received. You may possess up to 25 personal letters at any given time.

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

Staff may confiscate any correspondence believed to contain contraband. If contraband is found or if there is any other violation of rules, disciplinary action may be taken, up to and including suspension of mail privileges and or referral for prosecution. Staff may inspect legal mail, if you refuse to show staff the contents of the envelope or package.

### **INCOMING MAIL:**

1. To avoid delays in the delivery and processing of incoming mail, all correspondence you receive should include your complete incarcerated name and DOC number as part of your address. Inform those who write you to include this information when addressing any correspondence to you.
2. Mail will be delivered at starting at 4:00 P.M.
3. If incoming mail is denied, both the sender and receiver will be notified.
4. If you transfer to another institution, mail received at the center will be forwarded to you.
5. Prior to your release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of your new address.
6. If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.

### **OUTGOING MAIL:**

1. The return address on the item you are mailing must include your complete incarcerated name, DOC#, center name, street address, city, state and zip code. Items without this information will not be mailed.
2. Mail addressed to another inmate may not be sealed. Any other outgoing mail may be sealed.
3. Outgoing mail may be opened and inspected for contraband.
4. As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system.
5. No drawings are allowed on the envelope or package.
6. Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to State Collections may be used in conjunction with the stamp for additional postage. (see disbursement request procedures, as needed)
7. When sending certified, registered, overseas, airmail or other packages you may submit a DOC-184 for the total amount of postage due. (see disbursement request procedures, as needed)
8. If you do not have sufficient funds to cover the additional postage, the item will be returned to you.
9. If outgoing correspondence is denied, you will be notified.
10. To send a letter by certified mail, attach a DOC-184 payable to BRCC-Postage. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail.
11. All outgoing mail is to be placed in the center inmate mail box.

Incoming or outgoing mail will NOT be delivered if it does any of the following:

1. Threatens criminal activity or harm to any person.
2. Threatens blackmail or extortion.
3. Concerns sending contraband in or out of the center.
4. Concerns plans to escape.
5. Concerns activity that, if completed, would violate the laws of Wisconsin or the United States, or DOC Administrative rules.
6. Is written in code (which includes nicknames).
7. Solicits gifts from a person other than a family member or a person on the visiting list.
8. Is "injurious", meaning material that:
  - Is, in whole or in part, pornography.

- Poses a threat to the security, orderly operation, or safety of the center.
  - Is inconsistent with or poses a threat to the safety or rehabilitative goals of an inmate.
  - Facilitates criminal activity.
9. Contains information that, if communicated, would create a clear danger of physical or mental harm to any person.
  10. Teaches or advocates illegal activity, disruption, or behavior consistent with a gang or a violent ritualistic group.
  11. Determined by the Warden, on a case-by-case basis, to interfere with an inmate's penological interests, goals, or needs.
  12. Is determined by the Warden, for reasons other than those listed in this paragraph, to be inappropriate for distribution throughout the institution.

**INMATE-TO-INMATE MAIL:**

1. Inmate-to-inmate mail will be submitted unsealed.
2. Staff will read incoming and outgoing inmate-to-inmate mail.
3. Mail with a "Legal Mail" notation on the envelope or its contents, is not excluded from review until staff have verified the claim of legal discussion by reading a portion of the correspondence.
4. If the document's contents reflect communication concerning joint legal proceedings, the review will cease immediately and the mail shall be submitted for delivery without delay.
5. If an envelope labeled "Legal Mail" is submitted sealed, it will be opened by staff in your presence.
6. In order to properly identify inmate-to-inmate mail, the return address on the envelope must contain your completed incarcerated name, DOC#, name of the center, street address, and city, state and zip code. Envelopes without this information will be returned to you.
7. If the envelope does not identify the sending inmate, it will be destroyed.

**PARCELS:**

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

**MEALS & DINING ROOM REGULATIONS**

**MEAL TIMES:**

Breakfast	7:00 a.m. (after count)
Lunch	11:30 a.m. (after count)
Dinner	4:30 p.m. (after count)

**MEAL REGULATIONS:**

1. When count is cleared, meals will commence, as noted above. Inmates will be called by living areas, on a rotating basis.
2. Full greens (pants, belt and shirts) will be worn (except during periods of high heat index where only a t-shirt needs to be worn but tucked in pants) socks and appropriate footwear for all meals. Thermals may be worn September through May, under the green clothing.
3. When called, inmates wishing to eat will walk single file towards the dining room. Talking will be kept to a modest conversational tone.

4. You are not permitted to lean on walls, place feet on walls or have any part of your body come into contact with walls while waiting in line for meals.
5. All food items will be served from the serving line to ensure the highest degree of sanitary conditions is maintained. Once you have left the serving line, you cannot return, unless given specific permission from staff.
6. Serving portions are established by the food service consolidated menu and must be followed. You are expected to take only food items you expect to eat.
7. You cannot give away or trade food items while in the serving line. If you choose to exchange food items, you may do so only at the table at which you are seated. No exchanging of food can occur between tables or while walking to or from tables.
8. Once seated at a table, you cannot move to another table or switch seats. Doing so will result in your being required to clean your tray and leave the dining room.
9. If you have a complaint, report it to the Sergeant on duty. Do not direct complaints to the inmate food service workers.
10. When finished eating, place your tray in the dish room access window, put your utensils in the bucket provided, and leave the dining room.
11. Nothing is to be taken from the dining area back to your room, except one piece of fruit when it is on the menu (must be eaten the same day).
12. The only personally owned condiments which may be brought to the dining room for personal use during meals are hot sauce, a salt substitute or seasoning (only one hot sauce and one seasoning combined, totaling two).
13. No personal cups or containers are permitted in the dining room, during meals.
14. You will be permitted a maximum of 20 minutes to eat your meal.
15. When finished eating, you are to return your dishes to the tray return line, disposing of paper products or uneaten food items prior. Then you must immediately exit the dining room, using the door adjacent to the visiting room hallway.
16. You may only eat with your respective unit.
17. You are not to enter the dining area at any time between meals without permission from staff.
18. No food is provided between meals.

**RELIGIOUS DIETS:**

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

**MEDICAL DIETS:**

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

**EARLY MEAL TIMES:**

Early meals may only be approved by the Superintendent or a Captain.

**SAVED TRAYS:**

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

**BAG LUNCHES:**

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



## **PERSONAL HYGIENE AND HAIRDRESSING**

You are expected to maintain your personal hygiene. This includes personal cleanliness, grooming, and regular exchange of state-issued clothing, bedding, and the laundering of your personal clothing. It is your responsibility to follow all policies, procedures, and staff directives to meet personal hygiene standards.

### **BASIC HYGIENE KIT:**

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

A basic hygiene kit includes:

- Toothpaste
- Soap
- Shampoo
- Tooth brush

### **RESTROOMS:**

1. Use of the restroom during non-dayroom hours is limited to toilet/urinal use and hand washing.
2. No loud or disruptive talking is permitted.
3. Feet are not to be placed in the sinks. Religious issues with foot washing are to be carried out by using a washcloth, foot basin or the shower.
4. During non-dayroom hours only six (6) inmates are permitted in the restroom at a given time. The only exception to this is from 5:00 am to 7:00 am for kitchen workers, persons going off grounds, etc.
5. Brushing/flossing of teeth can occur during normal dayroom hours and prior to breakfast.

### **SHOWER PERIODS:**

1. You are expected to shower daily or at a minimum of once every three days, unless medically excused.
2. Showering is not permitted during lunch/supper meals or count times and close for the evening at 10:00 pm, daily. Use of the showers will not interfere with custodial duties.
3. Showering is limited to 10 minutes in length.
4. Staff may direct you to shower any time it is determined you are creating a health hazard or are offensive to others.
5. Shower shoes/tongs are only permitted to be worn to and from the bathroom/showers or in your assigned room.
6. Footwear without socks is only permitted while in room, going to and from the shower or when using the restroom after 11:00 pm and prior to 6:00 am.

### **HAIR RESTRICTIONS:**

1. No Security Threat Group related haircuts.
2. No sculpting designs, lines, numbers, letters, or symbols.
3. No dying or bleaching.
4. No hair extensions.
5. Shaving of the head must be the total. Partial shaving is not permitted.
6. Mohawks, punk, or new trend street styles are not allowed.

7. Tufts or tails are not permitted.
8. If you arrive at the center with an unauthorized haircut, you will be required to cut your hair to conform to an allowable haircut.
9. The Superintendent or the Captain will determine the appropriateness of questionable haircuts.

**INMATE-TO-INMATE HAIR CARE:**

1. You must have staff permission to do another inmate's hair.
2. Hairdressing will only be allowed in the inmate bathrooms, and on weekends only.

**PREA**

**You have the right to be safe from sexual violence.**

The Federal government passed the Prison Rape Elimination Act (PREA) in 2003 to help prevent, reduce and eliminate any sexual misconduct between inmates and between inmates and staff. This policy affects all of DOC, including every employee and every person under correctional supervision. Report any assaults or misconduct that is sexual in nature to a staff member. Please refer to your PREA handbook and related postings which are located on all dayroom bulletin boards and near phones.

**PROPERTY**

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

**PROPERTY REGULATIONS:**

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

**ITEMS RECEIVED THAT ARE NOT APPROVED:**

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

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

1. The Property Sergeant controls all records of personal property.
2. If you choose to dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237.
3. Lost or stolen property must be reported to staff. Staff will write an incident report and update your property inventory form.
4. You must wait 90 days from the date the item was reported lost or stolen before being allowed to receive replacement items.

### **MONETARY SPENDING LIMITS:**

1. The cost of all individual or combination electronic items may not exceed \$350 in value.
2. The cost of all other individual items may not exceed \$75 in value.

## **RECREATION**

### **DAYROOM ACTIVITIES**

1. Dayroom activities are generally available during the following times but may be subject to change as announced by staff:  
6:10 am – 6:50 am  
7:10 am – 11:20 am (or after the 7:00 am count clears)  
11:40 pm – 4:20 pm (or after the 11:30 am count clears)  
4:40 pm – 8:50 pm (or after the 4:30 pm count clears)  
9:10 pm – 9:55 pm (or after the 9:00 pm count clears. End time may be extended through program incentives, based on individual inmate incentives earned).  
When dayroom is open, the dayroom lights will remain on.
2. Additional dayroom time in the evening may be granted as part of the incentives program
3. You are not permitted to sleep in the dayroom.
4. A maximum of four inmates are allowed at each table.
5. You are not permitted to sit on tables, place feet on tables or walls and will sit in provided chairs with all four legs remaining on the floor. Leaning back in chairs is not permitted.
6. You are not permitted to eat in the dayrooms you may bring a drink cup in the dayroom and are responsible for cleaning up spills.
7. Casual wear (i.e., shorts, t-shirts, with socks and footwear) may be worn in the dayroom. No sandals or shower tongs are permitted in the dayroom.
8. Slapping of cards, dominoes, etc., is not permitted and may result in your removal from the dayroom, as necessary. All games will be played at moderate tones/volume.
9. The television programming is selected by the majority of those wishing to watch programming. Volume will be kept at a moderate level.
10. Ice is available for your use.
11. Dayroom may be closed at times to accommodate program groups or activities, at the discretion of staff facilitators.
12. All conversations will be kept at moderate conversational tones, yelling, shouting, singing, etc., is not permitted.
13. All provided dayroom related equipment will be used in the manner in which they were intended/manufactured.
14. You are permitted to bring personal or library books (limit is 4) to the dayroom, 2 magazines or 2 newspapers.

15. You may bring personal games (i.e., cards, checkers, chess, etc.) to the dayroom. This facility is not responsible for any loss, theft or damage as a result.
16. Facility provided games must remain in the dayroom, you are not permitted to take them to your room.
17. The dayroom including but not limited to the hot water dispensers, ice machines, games, etc., are only available for use during dayroom availability times.

**GYMNASIUM: Gym Hours: 5:00pm – 9:50pm Nightly.**

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

**OUTSIDE THE CENTER:**

1. There is absolutely no contact with the public; this includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object.
2. You must wear a shirt and pants or shorts during recreation. The waist line of pants and shorts will be worn at or above your waist.
3. Sunbathing is not permitted.
4. You are not permitted to go beyond the posted signs beyond the track, unless involved in a staff supervised activity.
5. When walking/jogging on the track, all inmate movement is counter clockwise. The track will open at 8:00 a.m. until the outside light turn on. It will be closed during meal times.
6. You are to sit at picnic tables in a normal fashion, no sitting on top of the tables, lying on top of the tables, or straddling the bench of the table.
7. You are not allowed in or around parking lots, vehicles, and dumpsters without approval.
8. A personal cup/mug is allowed to be taken outside.
9. Do not leave the center grounds for any reason without permission.
10. The areas outside of the posted boundaries are off limits, unless specifically authorized by staff.
11. There is a recreation box which holds miscellaneous recreation equipment such as but not limited to basketballs, horseshoes, etc. You are responsible to return any and all items you remove from this box prior to leaving the recreation field.

**HOBBY:**

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

**FISHING:**

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

1. Wisconsin fishing regulations must be followed.
2. Fishing is catch and release only. All inmates fishing must have a plastic hook remover as part of their equipment and have it with them when fishing.

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

## REENTRY

The public is best served if you are not only held accountable for your actions, but also have the opportunity to become a law abiding and successful member of the community when released. The goals of reentry are crime reduction, fewer new crime victims, reduced state and local criminal justice costs, and safer families and communities. To accomplish these goals, reentry programs at the center are made available to you for participation such as; the pre-release curriculum modules, attaining an ID, parole planning, and JobNet searching.

## RELEASE PROCEDURES

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

Prior to your release the following will occur:

1. You will need to provide release plan information to your Social Worker.
2. You must sign your Rules of Supervision.
3. You will be informed of the date of your release.
4. Your account will be closed about 14 days prior to your program completion date.
5. If you want to order canteen or release clothing, you must order before the account is closed.
6. Release clothing must be purchased at least 30 days before your release.
7. If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on graduations, or the morning of your release. This must be approved by the Superintendent or Captain.
8. If you are taking a bus home you are only allowed to bring one box with you on the bus.
  - a. You will need to mail out your remaining property before your account is closed.
  - b. Sergeants will help you pack and mail your property.
  - c. Sergeants will pack your remaining property the night before your release.
9. Your picture will be taken before you are released.
10. You will be asked to provide a forwarding address.
11. On the day of release they will give you your release check and your personal property (ID, drivers license, birth certificate) if you have any.

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

## **RELIGIOUS PROGRAMMING**

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

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

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

## **SECURITY MONITORING**

### **SURVEILLANCE OF INMATE ACTIVITIES:**

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

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

### **SEARCHES:**

1. Strip Searches
  - A full strip search of your person can be conducted at any time, either randomly or for cause.
  - Refusal will result in your being placed in TLU.
  - A strip search is done for the security of the center, not to embarrass or ridicule you.
2. Pat Searches
  - A pat search may be conducted at any time, either randomly or for cause.
  - Refusal will result in your being placed in TLU.
3. Room Searches
  - A room search may be conducted at any time, either randomly or for cause.
  - Any contraband found will be removed from your room.
  - You will receive written notification of any confiscated items.

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

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

## **SECURITY THREAT GROUPS**

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

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

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

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

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

## **TELEPHONE & KIOSK PROCEDURES**

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

A Social Worker may authorize special or emergency calls. A flat fee of \$5.00 per call will be charged to you for a 15 minute call & a flat fee of \$10.00 for International calls. A disbursement is to be completed at the time of the call to pay this fee.

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

1. All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
2. All calls are collect in nature, charged to the party you contact.
3. Phones are available for use starting at 6:00 am and ending at 9:50 pm daily, with the exception of count times, floor cleaning and or as otherwise directed.
4. At no time can phone calls interfere with program or work assignments. You are responsible for scheduling your calls around these activities.
5. Call length is limited to 15 minutes each.
6. No back to back phone calls are permitted. Once finished with a call, you are expected to leave the immediate area.
7. You are required to use your assigned DOC PIN. Use of any other inmates PIN is prohibited.
8. You will need to complete a telephone request attorney add or delete from and forward it to the BRCC Business office for processing to add an attorney to your call list.
9. Only one inmate is permitted to use a phone at one time.
10. Use of calling cards or pre-paid phone cards is prohibited.
11. No food or drink is permitted when using the phones.

12. No 3-way calls or call forwarding is permitted.

### **ATTORNEY TELEPHONE CALLS**

Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded. All attorney calls not placed through the collect call system must be coordinated through your Social Worker. If not collect in nature, you will be subject to the flat fee of \$5.00 per call for which a disbursement must be completed prior to the call occurring.

### **TELEPHONE PROBLEMS:**

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

### **Kiosks:**

Kiosks can be utilized anytime dayroom is open. They are located in the main hall near the telephones. Inmates must use their own username and password while accessing the kiosk. In the event issues arise, please see the Sergeant responsible for maintaining the kiosk system.

## **VISITING REGULATIONS**

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

### **VISITING HOURS:**

**Saturday**            **8:00 AM till 3:30 PM**  
**Sunday**             **8:00 AM till 3:30 PM**  
**Holidays**          **8:00 AM till 3:30 PM**

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

### **HOLIDAY VISITS:**

1. All inmates will be allowed visitors on recognized holidays.
2. Due to limited space, should the visiting area fill up, the first visit started will also be the first visit terminated.
3. WCCS recognizes the following holidays for visiting purposes:
  - New Year's Day            January 1
  - Martin Luther King Day    Third Monday in January
  - Memorial Day              Last Monday in May
  - Independence Day         July 4<sup>th</sup>
  - Labor Day                    First Monday in September
  - Thanksgiving Day         Fourth Thursday in November
  - Christmas Eve              December 24<sup>th</sup>
  - Christmas Day              December 25<sup>th</sup>
  - New Year's Eve              December 31<sup>st</sup>



## **VISITING RULES:**

1. All visitors must complete the DOC-176 Request to Visit Offender form.
2. You are not permitted to pass or receive items during a visit without authorization from staff.
3. You must check in with the visiting room Sergeant when arriving for your visit and at the end of it.
4. All visits will be assigned tables by the visiting room Sergeant. Neither you nor your visitor is permitted to change seats once assigned.
5. You will be allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit.
6. Inmates are required to sit directly across the table from their respective visitor(s).
7. Inmates and visitors must keep both hands above the table at all times. Hand holding is permitted but this is the only contact allowed during the duration of the visit.
8. Visitors leaving the visiting areas are not allowed to re-enter the building on that given day.
9. You are not allowed to leave the visiting room for any reason while on a visit.
10. You must remain seated during the duration of the visit with the exceptions of restroom use or photos.
11. You are not permitted to handle money or use the vending machines. Your visitor(s) is the only one who can handle money and or operate the vending machines.
12. No personal mugs, cups or bowls are allowed on a visit.
13. Parents are responsible for supervising their children during visits. If you have children or your family brings children, you are required to keep the children under control at all times. If staff feels that you are not keeping minor children under control, your visit will be terminated and or those children may be temporarily suspended from visiting again.
14. An adult must accompany any visitor under the age of 18.
15. Visiting with another inmate's visitor is not allowed.
16. Visitors are required to use the designated bathroom facilities. Inmates are not to enter those bathrooms for any reason.
17. Inmates are to use designated inmate bathrooms with permission of staff.
18. Your visitors are not permitted to bring in paperwork or documentation of any kind nor when requiring a signature. Such items must be mailed in to the facility and processed by staff.
19. No property items for inmates may be brought in on visits.
20. No money orders or certified checks are to be brought in on visits...
21. All food items from the vending machine must be consumed during the visit, as they cannot be brought back to your room.
22. No personal property (including cellular phones, pagers, PDA's, electronic devices or cameras) are allowed in the center except for baby supplies and a maximum of \$15 in cash (for the vending machines). They are only allowed to bring in items as identified in the BRCC visitor handbook.
23. Changing of infant diapers is only allowed in the designated visitor bathroom.
24. You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
25. The use of offensive, loud, or vulgar language will result in the termination of your visit.

## **SPECIAL VISITS:**

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

## VOLUNTARY PROGRAMS

1. Only center approved volunteers may facilitate groups, meetings or services.
2. Participation in religious and therapeutic activities is voluntary.
3. Eight consecutive center bible studies are required before you become eligible to participate in off ground meetings.
4. Four center NA/AA meetings are required prior to becoming eligible for off ground meetings.
5. Off ground requests must be directed to the Captain or Superintendent.
6. You are not to engage in any contact with family or friends during these activities.
7. You are not allowed to make any phone calls at these activities.
8. You may not request to add a person that you meet at these activities to your visiting list.
9. Inmates must be seated together.
10. Inmates pending approved for off grounds activities are expected to continue to participate in the center meetings. If you do not, you will not receive approval for off-ground activities.