



Columbia Correctional Institution

Inmate Handbook and Resource Guide

Larry Fuchs, Warden

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Warden's Message to Columbia Correctional Institution Inmates

You have been assigned to Columbia Correctional Institution (CCI), a maximum security correctional institution. This inmate handbook is intended to provide Inmates with general information about CCI, including resources available. It also outlines the expectations each inmate is responsible for fulfilling while assigned to CCI.

CCI staff is committed to providing a safe environment for both Inmates and staff. The rules have been carefully designed to promote the safe operations of this institution. All rules are important and there are consequences for failing to follow them. Inmates are expected to maintain good conduct and abide by all rules and regulations. Inmates should observe reasonable standards of language and conduct themselves with discipline and respect for others. The facility hopes that Inmates will take advantage of the many opportunities available to them in assisting them to prepare for successful transition to a lower custody facility and/or release to the community.

CCI staff are available to provide clarification to questions about the rules, operational procedures or other concerns—you are encouraged to ask them for assistance as needed. This book provides a Staff Resource List that guides Inmates to staff best suited to provide answers (see page 46 section 35). Your understanding and compliance with the rules identified in this handbook is both expected and appreciated.

Larry Fuchs
Warden
Columbia Correctional Institution

LIMITED ENGLISH PROFICIENCY POLICY NOTICE

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the P. The DOC shall not retaliate against any LEP offender for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o supervisión, acceso a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ni por política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

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

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

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Welcome to Columbia Correctional Institution (CCI)

CCI offers a combination of training and treatment programs. Opportunities exist for education and vocational training, various recreational activities, religious services, counseling and medical care. Emphasis is placed on normal community living; personal responsibility and trust; and the development of constructive personal relationships. Inmates will be required to exercise responsibility - responsibility to self, to other Inmates, and to the community. To assist in that responsibility, a Staff Resource Contact List is on page 46.

Tampering with or writing in this book may result in a \$3.00 fee being assessed to an inmate's account.

Inmates are required and expected to follow the rules outlined in this handbook, Administrative Code (e.g. DOC 303), DAI Policies and Facility Procedures, Internal Management Procedures and Administrative Directives as well as all directives given by staff.

SECTION 1 – STAFF RESOURCE LIST

Inmates writing to staff must follow the chain of command below to address their issues. All prior levels must be exhausted before contacting the Office of the Warden. You must start at the lowest level related to your problem before going to the next level. **You must wait at least ten working days after CCI staff receives your request(s) for a response before proceeding to the next level.** You must indicate when you sent a request to the prior step, the response received, and your reason for going to the next step. **Failure to follow this chain of command and/or sending requests to multiple staff about the same issue at the same time may result in your request not being acknowledged.** The last level would be the Warden. Help may be requested from the Corrections Program Supervisor and/or unit staff at any level in order to seek direction or assistance in solving a problem.

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
Accounts	Inmate Accounts/Business Office	Financial Program Supervisor	Management Services Director
Administrative Confinement	Social Worker	Administrative Captain	Security Director
Canteen	Inventory Control Coordinator	Financial Program Supervisor	Management Services Director
Food Service	Unit Sergeant/Officer	Food Service Manager	Food Service Administrator
Laundry	Laundry Officer	Security Lieutenant or Captain	Financial Program Supervisor
Library	Librarian	Education Director	Deputy Warden
Mail/Property	Mail/Property Sergeant	Unit Mgr./supervising Captain or Lieutenant	ICE
Medical	HSU	HSU Manager/Assistant HSU Manager	ICE
Parole Questions	Social Worker	Corrections Sentencing Associate	Records Office Supervisor
Payroll	Work Supervisor/Education Director	Inmate Accounts/Business Office	Financial Programs Supervisor
Photocopy Requests	Education Director	Inmate Complaint Examiner	Deputy Warden

Programming	Facilitator	Corrections Program Supervisor	Deputy Warden
Psychological Services	Unit Psychologist	Psychological Services Supervisor	Deputy Warden
Recreation	Recreation Leader	Corrections Program Supervisor	Deputy Warden
Reclassification	Social Worker	Classification Specialist	Bureau of Classification and Movement
Religious Issues	Chaplains	Corrections Program Supervisor	Deputy Warden
Restrictive Housing & Step Movement	Unit Sergeant/Social Worker	Administrative Captain	Security Director
Safety Issues	Social Worker	Corrections Program Supervisor	Security Director
School	Teacher/Sergeant	Education Director	Deputy Warden
Sentencing Information	Social Worker	Records Office Supervisor	Deputy Warden
Social Service/ Release Planning	Social Worker	Corrections Program Supervisor	Deputy Warden
TLU Placement	Corrections Program Supervisor	Security Director	Deputy Warden
Unit Problem	Staff Sergeant/Officer	Unit Manager	Deputy Warden
Visiting Area	Visiting Room Officer/Sergeant	Security Lieutenant or Captain	Corrections Program Supervisor
Visiting List	Social Worker	Corrections Program Supervisor	Deputy Warden
Visiting Restrictions	Security Director	Deputy Warden	Warden
Work Problem	Work Supervisor	Department Head/Administrative staff	Deputy Warden

SECTION 2 – COUNTS

2.1 STANDING COUNTS

- A. There are four official standing daily counts at 6:10 a.m., 11:10 a.m., 4:10 p.m. and 9:40 p.m.
- B. Announcements will be made five (5) minutes prior to and at the start of count.
- C. Standing counts are mandatory and Inmates are to be standing on the floor.
- D. Inmates must be standing facing the cell door and clearly identifiable.
- E. Inmates are not permitted to talk during count.
- F. Minimum of underwear must be worn during standing counts.

2.2 NON-STANDING COUNTS

- A. There are two (2) daily non-standing counts, which are at 12:05 a.m. and 3:00 a.m.
- B. Inmates must have an appropriate, identifiable part of the body seen while they are sleeping.

2.3 EMERGENCY COUNTS

- A. Emergency counts may occur at any time.
- B. When an emergency count is called, Inmates are required to follow the directions of staff.
- C. Inmates on work and school assignments are to turn in checked out tools and follow staff directives. Inmates away from their shops and in possession of tools are required to follow the directions of staff.

SECTION 3 – IDENTIFICATION (ID) CARDS

DAI 306.00.06 Inmate Digital Photo Identification System.

- A. The inmate ID card is to be worn around the inmate's neck and displayed outside of the outermost garment with his name and number when the inmate is outside of his cell. The ID card must be attached to the lanyard through both holes, must be visible, and facing forward at all times. One beaded lanyard will be provided upon intake.
- B. Report a worn or damaged card to the unit officer immediately.
- C. Do not tamper with, alter or destroy the ID card.
- D. ID cards must be worn whenever Inmates are being transported off grounds by Department of Corrections (DOC) staff. This includes medical trips and transfers. It does not include court trips when county staff are transporting.
- E. ID cards may be taken off while participating at recreation, however, must be worn to and from the recreation area.
- F. New identification photographs may be required of any inmate, whose appearance changes during confinement, including a change in hairstyle or facial hair.
- G.
- H. Inmates can request a new ID by completing a disbursement form and submitting to unit staff who will submit it to the Business Office. Inmates are responsible for replacement cost of damaged, lost, or stolen cards and/or lanyards. Replacement ID cards will be \$3.00, and \$1.00 for a beaded lanyard.

SECTION 4– PRISON RAPE ELIMINATION ACT

DAI Policy 410.20.01 Inmate PREA Education

On May 17, 2012, the National Prison Rape Elimination Act (PREA) was signed into law. The intent of this law is to ensure sexual safety and the safety and security of all Inmates and offenders. The Wisconsin Department of Corrections has zero tolerance for sexual abuse, sexual misconduct and sexual harassment. All offenders have been issued a "red booklet" titled "Sexual Abuse/Assault Prevention and Intervention" (POC-41). You can refer to this booklet for additional information regarding PREA.

If you have been sexually assaulted, threatened or are being solicited for sexual activity, it is important that you tell a staff member. You can tell the Chaplain, Corrections Program Supervisor, Psychologist, Social Worker, Warden, Sergeant/Officer, any Health Service Unit (HSU) staff, or any staff member you trust. You may also call the PREA hotline for PREA related reports.

- PREA Reporting Line requires # to be dialed first
 - #777 will report the call to DOC Central Office
 - #888 will report the call to outside law enforcement
- When the phone system prompts you to dial the number you are trying to call, simply enter #777 and you will be connected to the PREA Reporting Line.

SECTION 5 – STAYING HEALTHY IN PRISON

DAI Policy 500.30.61 Healthy Lifestyle Promotion

Being in prison can be both a difficult time and an opportunity for change. Some Inmates go through prison with relatively few emotional problems or hardships. Inmates may feel emotional stress, grieve losses or have mental health problems.

There are many ways Inmates can stay healthy. Refer to “Staying Healthy in Prison” (POC-47) brochure/pamphlet and contact the Psychological Services Unit (PSU) or Health Services Unit (HSU) if necessary.

Sometimes Inmates experience stress and loss when in prison and may become overwhelmed and/or have suicidal thoughts. If you believe another inmate is thinking of harming himself or if you are having suicidal thoughts, please contact staff immediately. There are ways to improve nearly every situation. Refer to “Suicide Prevention” (POC-47A) for more information.

SECTION 6 – AMERICANS WITH DISABILITIES ACT (ADA) CONTACT INFORMATION

DAI Policy #300.00.35 Americans with Disabilities Act

The Division of Adult Institutions will ensure fair and equitable treatment of Inmates and members of the public with disabilities who seek access to DAI services, programs or activities.

The Warden will appoint staff to serve as ADA Coordinator along with a back-up coordinator. The ADA Coordinator will ensure Inmates at intake are informed of accommodation rights, use of Reasonable Modification/Accommodation Request (DOC-2530), and administrative remedy of denials/modifications of accommodations. To request an accommodation under the Americans with Disabilities Act, Inmates must submit a DOC-2530 to the ADA Coordinator. DOC-2530 forms are available in the library or by writing the ADA Coordinator.

SECTION 7 – RECEPTION & ORIENTATION (RO) UNIT

- A. Orientation consists of an institution overview. See orientation guide for rules specific to intake.
- B. Before leaving R&O Inmates are required to complete the orientation process.
- C. Canteen is offered biweekly.

SECTION 8 – MOVEMENT

8.1 MOVEMENT RESPONSIBILITY

- A. Inmates must use only common sidewalks and/or sidewalks designated to their housing unit when reporting to and from any area unless directed by staff. The route chosen must be the most direct route.
- B. Walking on the grass is prohibited.

All passes must be honored. Inmates will need to refuse at the primary or secondary location of the pass unless the inmate is unavailable because of restricted status (TLU, cell Confinement, lay-in) or on a visit.

8.2 REPORTING TO AND FROM PRIMARY ASSIGNMENTS OR ACTIVITIES

- A. An inmate will have five (5) minutes to reach a destination to and from assignment/activity.
- B. Inmates shall report to the appropriate staff member when arriving at their assignments, programs or activities.
 - 1. Each work/program area or assignment shall have a method of keeping track of the attendance and whereabouts of Inmates assigned to that area/activity.
 - 2. Tardiness and absences will be recorded by staff at the beginning of the scheduled work or program assignment. Tardiness may result in discipline.
 - 3. Absence from a primary assignment or requested activity is considered refusal to attend. Refusal to attend any assignment or activity may result in a conduct report being issued. Inmates also risk having his name removed from the assignment, activity or program he does not attend.

8.3 REPORTING TO AND FROM SECONDARY DESTINATIONS FROM PRIMARY ASSIGNMENTS OR ACTIVITIES

- A. When an inmate is needed by a staff member at a different location, the primary assignment staff member may send him directly to that area with the inmate's pass.
- B. Staff will direct an inmate from secondary destination to housing unit or primary assignment.

8.4 UNSCHEDULED MOVEMENT

- A. No unscheduled movement is allowed without proper authorization.
- B. An inmate may not go to an unscheduled activity (such as an unscheduled meeting with a staff member, HSU, or school) without proper authorization or being called for by a staff member.

8.5 PASS PRIORITY

If a pass time conflict occurs this priority will be followed:

- A. Court ordered hearings / attorney visits and telephone calls
- B. Disciplinary / Classification / ERRC Hearings
- C. HSU
- D. Psychological Services
- E. Social Services
- F. School / Library
- G. ICE
- H. Chapel

8.6 MISCELLANEOUS RULES

- A. Loitering is not permitted in any area of the institution.
- B. No yelling across the courtyard.
- C. No physical contact allowed (including, but not limited to handshakes, bumping of any kind, hugging).
- D. Spitting on institution sidewalks is not permitted.
- E. Inmates must remain at an activity until released by staff.
- F. Running is not permitted anywhere in the institution with the exception of the recreation area.
- G. Inmates are not allowed to walk more than two (2) side-by-side.
- H. Inmates are not allowed to walk backwards during movement.
- I. No personal property is allowed during movement unless specified for the activity. Examples of areas where specific property is allowed are school, recreation and library. No cups, bowls, legal work or any other personal property is allowed at an inmate program or work site.
- J. Littering anywhere in the institution is prohibited.
- K. Inmates are required to be fully clothed when out of cell except when showering. Shirts must be tucked in, shoes tied/fastened and ID's worn properly with name and number facing outward.

SECTION 9 – COURT/MEDICAL TRIPS

9.1 TRIPS

- A. ONLY state-issued clothing is allowed on trips. No personal clothing, including shoes, is allowed.
- B. Inmates with documented medical restrictions should have the black APEX shoes.
- C. Shirts must be tucked in for all trips.
- D. Braids are not permitted on trips.
- E. If you wear personal clothing to Intake, the institution is not responsible for lost property.

9.2 PROPERTY THAT MAY BE TAKEN ON OUTSIDE TRIPS

- A. An inmate may be allowed an approved wedding band. The inmate should notify staff that he has a wedding ring prior to leaving the institution.
- B. If the trip is of a legal nature, legal materials are authorized.

- C. Inmates will be allowed to have on their person nitroglycerin and rescue inhalers during transport, unless specific security concerns exist.
- D. The escorting officers will carry other prescribed medications. It is the inmate's responsibility to notify the escorting officer of his prescribed medication needs.

SECTION 10 – HOUSING UNIT STANDARDS

10.1 CELL/HOUSING UNIT ASSIGNMENTS

Upon reception, Inmates are assigned to the R&O unit or Barracks, except in cases where special needs are an issue. While housed on these units, Inmates will go through an orientation process. The length of orientation varies; and once completed, Inmates from R&O will be assigned to general population beds as openings occur.

- A. Cell/housing unit change
 - 1. Physical moves will not occur until authorization has been given by the Corrections Program Supervisors, security supervisors and/or liaisons/designees.
 - 2. The Corrections Program Supervisor/designee assigned to that unit will approve/deny the move request. The name of the Corrections Program Supervisor will be posted on the unit.
 - 3. Bed changes are based on bed availability.
- B. Requests for changes in cell assignment
 - 1. Inmate requests for cell changes are a privilege, not a right and will be based on institution and unit operations.
 - 2. Inmates who wish to request a change will complete an Interview/Information Request form and send it to the Corrections Program Supervisor for the housing unit staff to review.
 - 3. Unit to unit requests within the same complex may be considered.
- C. Single Cell Restrictions will be made based on DAI Policy 306.00.51.
- D. Single Cell Seniority and Doubling Guidelines. All cell assignments will be based on institution needs as to the best manner to manage the population of the housing unit. Generally, the following guidelines will be used in considering single cell decisions and how to determine institution seniority. Inmates without restrictions in general populations will be considered for single cell by institution seniority:
 - 1. Institution seniority is the most recent date placed in General Population at CCI.
 - 2. Any move to WRC as a treatment placement or DCI infirmary would not count against institution seniority.
 - 3. Inmates housed in single cell seniority receiving a major disciplinary sanction or those placed in Voluntary Unassigned Status will be removed from a single cell and placed at the bottom of the seniority list.
- E. Bumping Cells
 - 1. Inmates with single cell restrictions will displace Inmates without restrictions already in single cells. The last inmate placed in a single cell is the first to get bumped. The displaced inmate is next back in a single cell regardless of his seniority.
 - 2. The last inmate to receive a seniority single cell may be subject to having another inmate on his floor in overcrowding situations.
- F. Seniority Single Cell.
 - 1. Inmates who are in double cell contracts and are offered a single cell may choose to remain in the contract and will be offered the next available single cell.
 - 2. The next inmate on the list will be offered the single cell.
 - 3.

10.2 TRANSFER OF ITEMS TO NEW HOUSING ASSIGNMENT

- A. Items transferring with inmate:

1. State Issued Clothing and Shoes
 2. Personal Property
 3. Medication
- B. Items transferring with inmate that are staff responsibility:
1. Inmate file
 2. Razor
 3. Controlled medication
- C. Items that stay on the Unit:
1. Pillow (turn into Sgt.). Inmates with an extra pillow restriction will be allowed to take one pillow to the new bed assignment. No Exceptions.
 2. Mattress (unless specified by HSU)

10.3 SANITATION/CELL STANDARDS

- A. The highest standard of sanitation is expected from all Inmates and will be maintained at all times.
- B. Each inmate is responsible for cleaning his own cell and is not allowed to have another inmate clean it. Cell cleaning will be offered a minimum of once a week. Cleaning supplies will be issued.
 1. Sweep and dust cell, clean windows, and keep contents separated in designated lockers (locked).
 2. Each cell will be furnished one (1) clear plastic bag that will be exchanged on a one for one basis at the direction of unit staff.
- C. Human waste and toilet paper is the only thing that should be flushed down the toilet. No wrappers, food, clothing items, towels, etc.
- D. Cell inspections/searches may be done by staff at any time.
- E. Only personal photographs may be displayed above the desk area between the desk and the light. A calendar may be displayed outside of the photo area, one (1) per inmate. Double cells must share the space. This may not cover any portion of the cell window.
- F. Items may not be hung from or attached to the light fixture, air handler vents, window, door, smoke alarm, TV, shelf, lockers, or bed. (Exceptions are the hooks installed by maintenance.)
- G. Items may not be placed on top of light fixture.
- H. All items must be stored in their proper containers and areas.
- I. Body fluids are not to be stored in the room.
- J. Clotheslines are not allowed.

10.4 UNIT LAUNDRY ROOM

- A. Personal dirty clothing may be placed in a personal laundry bag that can be purchased from Canteen.
- B. Personal dirty laundry may be washed on the unit's scheduled day, by tier, and will not be allowed to accumulate.
- C. Personal Laundry will not be washed on institution training days. It will be scheduled for the next day.
- D. Laundry bags need to be turned by 8:30 a.m. Bags turned in after 8:30 a.m. will be returned to the inmate and not be washed until the next scheduled personal laundry day.
- E. Inmates are responsible for the clothing they wash in the unit. The institution accepts no liability for damaged, lost or stolen clothing.
- F. Only laundry soap and fabric softener purchased by the inmate from Canteen are used in the machines.
- G. Personal clothing will not be stored in the laundry room
- H. Boots, shoes and slippers are not allowed to be washed or dried in the unit machines. Personal shoes or slippers may only be washed in-cell.

- I. Personal items that contain blood must be disposed of at the direction of staff. The institution is not responsible for reimbursement of these items.
- J. Sheets, pillow cases, blankets, state issued clothing, and mop heads are not allowed to be laundered in the housing unit machines.
- K. Only the laundry workers are allowed in the laundry area. Anyone who enters that area without authorization may be subject to discipline.
- L. The laundry room will be secured during meals.

10.5 WINDOWS

- A. Do not throw anything out the window.
- B. Do not store any items between/around the window and screen.
- C. No item may be used to cover any part of windows, inside or out.
- D. No communication is allowed through the outside room windows. No yelling from windows.
- E. Items may not be hung from or attached to the window.
- F. For consistent heating purposes windows must be closed while the heating system is functioning.
- G. If housed in a double cell, both Inmates may be held responsible for windows not being closed, as directed.

10.6 BED AND DESK

- A. *In double cells, Inmates must keep their property separate from one another.***
- B. Single cells do not have a chair.
- C. Shelves and desktop may not be lined with newspaper or other materials.
- D. Bed linens, blankets and pillows must remain in the cell. Each inmate is allowed two (2) blankets.

10.7 COMBINATION LOCKS

- A. To prevent theft, the locker door needs to be closed; the lock is to remain locked on the locker when the inmate is out of the cell or when not in use.
- B. It is the inmate's responsibility to keep the combination confidential. An inmate may not receive a replacement combination simply because another inmate knows the combination. Questions pertaining to combinations should be directed to the unit staff.

10.8 STORAGE

- A. Each cell is equipped with a locker. Double cells contain two (2) lockers. Inmates are expected to use these for the storage of their personal property.
- B. Wall lockers are assigned the same as bunks. Upper bunk uses upper locker. Lower bunk uses lower locker.
- C. Any excess property must be disposed of appropriately (refer to section 15). Periodic checks will take place to ensure compliance.
- D. Lockers will not be lined with newspaper or other materials.
- E. All substances and food items are to be stored in their original containers and in their original form unless using an approved plastic container. Empty original containers must be disposed of properly.
- F. Factory labels on personal property items that are altered or removed will be considered contraband.
- G. All hobby materials must be stored properly and will not be allowed to accumulate so as to create a hazard. Completed hobby items must be sent out of the institution. Hobby volume limits must not exceed the 14"x14"x14" to include one (1) oversize item per DAI policy 309.20.03.
- H. Non-controlled medications must be secured in the inmate's locked locker in their original container.

10.9 LEGAL MATERIAL

DAI Policy 309.20.03 Inmate Personal Property and Clothing

An inmate's legal materials may not exceed 8000 cubic inches or a 20" x 20" x 20" box. Materials in excess of this amount must be disposed of or shipped, at the inmate's expense, via commercial carrier. The Warden/designee may permit temporary short-term storage to Inmates who demonstrate a need for additional material in conjunction with ongoing litigation. The storage of additional materials shall be consistent with fire codes and regulations.

10.10 CARDBOARD/STORAGE BOXES

Cardboard/storage boxes are not allowed to be kept in cells.

10.11 CELL DOOR

- A. Do not kick, punch, or slam doors. Restitution may be charged for inspection and/or repair of doors.
- B. Do not tamper with doors to prevent closing.
- C. Do not tamper with door tag. Door tag will designate which bunk Inmates are assigned to.
- D. Do not stand in doorways.
- E. Inmate cell doors are to be closed at all times except for movement and cell cleaning.
- F. Cell door window will not be covered at any time for any reason.

10.12 PROPER DRESS

- A. All institution movement inside or outside the institution, will be in state issued clothing. Green/red tops and bottoms are required. Exceptions are:
 - 1. Kitchen and server workers are issued white tops and bottoms and are required to wear them as directed.
 - 2. Recreation: Inmates may wear personal clothing for Recreation.
 - a. Inmates who need to leave Recreation for other areas will need to return to the cell hall and change into their state issued clothing.
 - b. The only exception will be when staff determines an urgent or emergent situation.
- B. All shirts must be tucked in before Inmates leave the housing units including movement between recreation and the housing unit.
- C. Inmates may wear their personal shoes except for visits and trips outside the institution. Inmates may be required to wear state issued shoes if work area requires state issued footwear for safety. An inmate choosing to wear personal shoes while working assumes the risk of any damage to the footwear. All shoes must be worn with the foot fully inside the shoe and the shoe properly tied/fastened.
- D. Button up shirts, pocket shirts, pants with pockets/snaps/belt loops are no longer allowed. It is the inmate's responsibility to turn in any clothing that is not allowed. Inmates may be disciplined for having clothing that is not allowed.
- E. Shirts must be worn at all times out of cell.
- F. Shirts must be worn under coats.
- G. Tank tops, sleeveless shirts or undershirts may be worn in cells or in recreation areas only.
- H. Properly fitted personal shorts and sweat pants may be worn in the dayroom.
- I. State issued recreation clothing items will not be permitted outside of recreation. These items are for recreation use only and will be left in the recreation area. Inmates found in possession of state issued recreation clothing outside of recreation may be issued a conduct report.
- J. Pants shall fit and be worn around the waist and will be worn outside socks, shoes or boots.
- K. Boxer shorts/underwear will not be worn as an outer garment and will not be exposed.
- L. Thermals may not be worn as outer clothing.

- M. An inmate must be fully clothed when leaving the tier with tied/fastened shoes. Pajamas/robes may be worn only in an inmate's cell or to and from the tier shower.
- N. Hairnets may only be worn in cells or while working servery/main kitchen jobs.
- O. Religious headwear may only be worn in the chapel or in cell.
- P. Shower caps/shower shoes may only be worn in cells and/or to and from showers.
- Q. Headbands may only be worn at recreation and/or in cells.
- R. Du-rags may only be worn in cells.
- S. Inmates are allowed a total of two (2) hats/caps, including state issued. Inmates may purchase hats through the Canteen catalogs.
- T. Brimmed hats will only be worn with the brim forward.
- U. Hats may not be worn inside institution buildings except kitchen workers who are working in the walk-in freezers.
- V. State issued stocking hats must be turned into laundry before transferring to another institution.
- W. Inmates are responsible for the repair and cleaning of all personal clothing/linens.
- X. Damaged/worn personal clothing beyond repair must be disposed of through mail/property.

10.13 CONTRABAND FOUND

Inmates are responsible for their assigned cells and all items in the cells. If doubled, both inmates may be held responsible for any contraband found in common areas.

10.14 SHOWERS

Personal hygiene is extremely important and Inmates should shower often enough to preserve personal cleanliness. An inmate exhibiting poor personal hygiene may be directed by staff to address his personal hygiene needs. Frequent hand washing with soap is highly recommended for the prevention of spreading germs.

- A. Inmates are limited to ten (10) minutes for showering starting when the cell door opens.
- B. Doors will be closed and inmates will not be allowed to return for items once they exit their cell.
- C. One inmate is allowed per showerhead.
- D. Inmates that are doubled must shower at the same time if they are in the cell at the same time.
- E. Dirty laundry shall be placed in the proper container.
- F. Washing laundry in showers is not allowed.
- G. Inmates participating in recreation will shower in the recreation building and not be offered a shower back on the unit.
- H. Work showers are for Inmates with jobs that did not attend recreation.
- I. Showers will be offered on designated shower days.

10.15 TOOTHBRUSHES, TOOTHPASTE, TOILET PAPER AND SOAP

- A. Toothbrushes, toothpaste, toilet paper and soap are issued by the unit officer (limited supplies, one-for-one exchange for toothbrush, toilet paper and toothpaste).
- B. Other brands of toothpaste, soap, toilet paper and toothbrushes are available for purchase from Canteen.
- C. Bars of state issued soap will be limited to four (4) bars of soap in cell at one time.
- D. Abuse of supplies may result in a conduct report.

10.16 GENERAL RULES OF CONDUCT

- A. Inmates may only enter the tier of the unit to which they are assigned, unless approved by staff.
- B. Entry into or visiting another inmate's cell is not allowed.
- C. Inmates must not stand in or obstruct any doorway.
- D. Inmates may not sit on tables or desks.
- E. Canteen items may not be traded or given away. Combining Canteen food for group consumption is not permitted.

- F. Medical equipment (bedpan, foot basin, etc.) may only be used for its intended purpose.
- G. Loud talking or unruly behavior (clapping, whistling, etc.) is not allowed.
- H. Inmates may not go past their own cell doors or carry on conversations with other Inmates on the tier without unit staff approval.
- I. When an officer is making unit rounds and Inmates are in bed, the officer must be able to see an appropriate part of the inmate's body.
- J. Lights and electronics must be turned off when no one is in the cell.

10.17 DAYROOM /KIOSKS

- A. Dayroom rules and authorized activities will be determined by complex. Rules and information about dayrooms will be posted on each unit bulletin board. Inmates are expected to follow all posted rules.
- B. In the event dayrooms are not scheduled, Kiosk use will be scheduled by unit staff.
- C. Kiosk monitor and accessories shall not be tampered with. Any damage must be reported to unit staff.
- D. Inmates are not to return to cells for items once out for dayroom.

10.18 TELEPHONE PROCEDURE

- A. Telephone monitoring:
 1. All telephone calls, except for properly placed attorney phone calls, may be monitored.
 2. Unit staff will have the final say in disputes involving telephone use.
- B. Phone use guidelines:
 1. Phone calls are limited to fifteen (15) minutes.
 2. Three-way calls are not permitted.
 3. Inmates will not walk away from active phone calls. Phone calls must be terminated.
 4. Rates are subject to change. In addition to per minute rates, all calls are charged applicable taxes and fees.
 5. International calls are allowed on the inmate phone system, provided funds are available in their debit account to pay for the call.
- C. Enrollment
 1. Inmates will enroll in the CenturyLink/ICSolutions phone system. If assistance is needed, please contact unit staff.
 2. When enrolling, speak clearly and enter your 4 digit passcode slowly to allow the system to properly capture it.
- D. Funding Calling Account
 1. Following enrollment request to add funds to your calling account with ICSolutions. Funds will be available AFTER the Business office processes your request. The phone system allows one open funding request at a time.
 2. Requests to add more funds than are available in your WICS account, will result in the amount being reduced to the nearest whole dollar amount.
 3. The phone system will provide your current balance.
- E. To Add Funds
 1. Press 5 for Commissary and Debit Time Purchases
 2. Enter your PIN (inmate number and unique 4 digit passcode you chose during enrollment) followed by the # sign.
 3. Press 2 to purchase debit calling time in whole dollar amounts.
 4. Enter the amount in whole dollars followed by the # sign.
 5. The system will repeat what you entered.
 - a. Press 1 to confirm.

- b. Press 2 to re-enter.
- F. Family and Friends Account Funding
Family and friends can establish a pre-paid account that allows them to accept calls. That can be done online at <https://ICSolutions.com> or over the phone at 1-888-506 8407 or with a cashier's check or money order through the mail at:
CenturyLink/ICSolutions
Attn: Customer Service
2200 Danbury Street
San Antonio, TX 78217
- G. Refunds will only be processed by the vendor upon release. The vendor's contact information will be provided and takes 2-3 weeks for processing. You will need to deal directly with ICSolutions.

SECTION 11 – GROOMING CODE

11.1 HAIR

- A. All Inmates are expected to maintain an appropriate level of personal cleanliness. Inmates will be permitted to adopt any hairstyle, including facial hair, which conforms to institution policy. Medical staff may authorize cutting an inmate's hair when there is medical concern.
- B. Inmates assigned to food preparation and serving areas shall be required to wear hairnets or other hair coverings. When facial hair presents a probable sanitation problem, the institution may require appropriate trimming to meet sanitary standards.
- C. Inmates performing work assignments around machinery may be required to maintain suitably cropped head and facial hair or wear appropriate protective equipment.
- D. Braids must be straight from front to back or side to side of the head. Tufts, zigzags and designs are not allowed. One side of the hair must appear the same as the other.
- E. Hair braiding must be approved by Corrections Program Supervisor or unit sergeant and will be conducted during assigned dayroom times.
- F. Only the ponytail holder sold in Canteen may be used on braids or ponytails.
- G. Hair curlers are allowed in cells only.
- H. Inmates may not wear combs or picks in their hair.

11.2 HAIRCUTS/BARBER SHOP

- A. The inmate barber shop is located in the library.
- B. Only Inmates with scheduled appointments will be allowed into the barber shop.
- C. Inmates must submit an Interview/Information Request form to the barber shop to request a haircut.
- D. Inmates who sign up for a haircut and do not appear may not sign up for another haircut for thirty (30) days. Exceptions are at supervisor discretion. Under no circumstances may an inmate take another inmate's appointment time.
- E. An inmate reporting to the library for a haircut must sign in and notify the library officer that he is there for a haircut. Inmates are not allowed to enter the barber shop without the officer's permission.
- F. Each inmate will be allowed to receive one (1) haircut each month. The library officer will keep a log of inmate haircut appointments. An inmate who requests a haircut before the month is up will not receive a haircut.
- G. Facial hair, such as beards and mustaches, may be trimmed or removed by the barber. Facial hair will not have any distinctive or decorative lines.
- H. Inmates are expected to maintain an appropriate level of personal hair cleanliness.
- I. Hair must be free of oils, grease or other liquids prior to being cut.

- J. Haircuts will only be done by the barber in the barber shop and by the first available barber.
- K. The hair on the top of the head must taper into the shorter hair on the sides and back of head. No distinction between the tapering should be noticeable.
- L. Tails are not permitted with a shaved head. Gang haircuts or other unusual haircuts are not allowed.
- M. Designs, numbers, shaved lines and/or symbols are not permitted in any haircut.
- N. Inmates are not permitted to change the color of their hair or to assist another inmate in changing hair color.
- O. Newly-received inmates who have haircuts that do not meet policy will have their hair cut or adjusted to comply with institution standards.
- P. After receiving a haircut, inmates may not leave the library area prior to scheduled release times.

11.3 FINGERNAILS

Fingernails are not to extend past the tips of one's fingers.

SECTION 12 – CLOTHING/LAUNDRY

Volume limits on allowable personal property do not include items provided by the institution. Allowable items and limits are included on the property inventory and in DAI 309.20.03. All items must be worn and used as intended. Purchases may be made through the canteen catalogs.

12.1 STATE ISSUED

- A. Inmates will receive intake clothing and will be sent to Laundry for sizing. In Laundry they will be issued the following labeled clothing:
 - 4 pairs of underwear
 - 4 T-shirts
 - 4 pairs of socks
 - 3 pairs of green/red pants
 - 2 green/red shirts
 - 1 winter coat
 - 1 light weight jacket
 - 1 pair of shoes
 - 3 towels
 - 3 washcloths
- B. Two (2) clean sheets, two (2) blankets, and one (1) pillowcase will be issued on a one-to-one exchange basis. No linens will be washed in the cell or in the unit laundry room.
- C. All institution items will be laundered in the main laundry.
- D. If an inmate works in food service or the housing unit servery, they will be issued up to four (4) sets of kitchen whites. Kitchen whites may only be worn while working. Kitchen whites will only be laundered in the main laundry and as directed by kitchen staff.
- E. If an inmate has problems with state shoes/boots, he should contact the laundry officer. The inmate may see the laundry officer by appointment.
- F. All Inmates will be responsible for articles which are issued to them and may be charged for replacement costs.
- G. Inmates are responsible to ensure that the quantities of state issued clothing do not exceed the allowed amount.

12.2 LAUNDRY SERVICES

- A. Each unit is scheduled for a blanket exchange once every six (6) months.
- B. Sheets and pillowcases will be exchanged one-for-one weekly.

- C. State clothing will be repaired or replaced by laundry personnel.
 - 1. Inmates will be responsible to inspect items issued to ensure that they are the correct size, in good condition and not damaged or altered in any manner.
 - 2. Inmates are responsible for any negligent damage, alterations to, or loss of clothing and may be subject to disciplinary action.
 - 3. Laundry exchange slips should be turned in to unit sergeant for review and verification that inmate does not have excess items when requesting items.
- D. Only state issued clothing/linens will be laundered or repaired in the institution laundry. Personal items that contain blood may not be laundered in the unit machines will be bagged and disposed of properly. The institution is not responsible for reimbursement of these items.

SECTION 13 – MEALS

13.1 TIMES

Normally, meal times are estimated as follows:

- Breakfast: 6:25 a.m. – 7:05 a.m.
- Lunch: 11:30 a.m. – 12:15 p.m.
- Supper: 4:20 p.m. – 5:05 p.m.

Inmates whose assignment requires that they leave the unit early will be allowed to be served first with staff permission.

13.2 SERVERY PREPARATION AREA ACCESS

Only assigned serverly workers are allowed in the food preparation area at their scheduled times. Serveries will be locked except during food preparation and meal service. At no time will serveries be left open during dayroom or mass inmate movement. Serverly equipment will only be used for meal preparation as designated by menu.

13.3 MENUS/PORTIONS

Menus and portions are determined by the DOC nutritionists. Inmates are expected to accept the portions that are served to them; because meal plans are specific to meet dietary needs, Inmates are not allowed second helpings. Complaints/concerns are to be brought to the attention of unit staff at the time of the incident, not the serverly workers. Menu portion is made using a level utensil as specified in the serverly handbook/menu.

13.4 FOOD AND CONDIMENTS

- A. All food and state issued condiments must be eaten during the meal times. Two (2) pieces of whole fresh fruit may be taken back to the cell after the meal; these pieces of fruit must be consumed within twenty-four (24) hours).
- B. Personal food or containers will not be stored in the housing unit refrigerators, nor allowed to be filled and taken to the cell.
- C. An inmate may bring two personal condiments to the meal. Personal condiments must be in the original container and may be shared only at his table. Drinks and drink mixes are not condiments and not allowed at the meal.
- D. Styrofoam hinge trays are only permitted as issued by unit staff.

13.5 MEAL LINE

Inmates in the meal line are expected to stand in a single-file line. Changing places and cutting in line are not permitted.

13.6 MEAL RULES

- A. Inmates reporting for meals must be wearing a shirt, shoes, and pants, shorts, or sweat pants. No tank tops or sleeveless shirts are allowed.

- B. Inmates are not to return to cells for any items once out for the meal.
- C. Tables will be filled in sequence as Inmates come from the tray line.
- D. Reserving tables or chairs is not permitted.
- E. Once seated, Inmates may not get up until meal is completed.
- F. Table ten (10) in the television area will be used as overflow. Staff will make the decision.
- G. Trading of food in the food line or between tables is not permitted. Food may be traded only with those seated at the same table.
- H. Personal cups will not be used during the meal. The exception to this is water.
- I. Conversations during the meal are to be kept at a low volume.
- J. Conversations are to be among those who are at the same table.
- K. Inmates will be permitted up to twenty (20) minutes to eat. Inmates who have finished eating before are expected to leave the dayroom and return to their cells. Inmates will be directed to leave the dayroom tables and return to their cells.
- L. Canteen items (except two condiments) are not allowed to be brought to meals.

13.7 DISPOSAL OF TRAYS

Inmates will take all trash, food, flatware and dishes to the tray rack. It will be the responsibility of the inmate worker to separate items.

13.8 ICE

Ice will be available when meals are in the dayroom and at staff direction.

13.9 MEDICAL/RELIGIOUS DIETS

Refer to DAI Policy #309.61.03 Religious Diets

HSU staff and/or Food Service will provide written notification to housing unit staff if an inmate needs a special tray.

- A. Inmates who are on medical diets may not share with or receive food from other Inmates.
- B. Inmates who are on religious diets may receive food so long as the food item is not prohibited by the Inmates’ religious tenets.
- C. Violations of the religious diet requirements may result in termination of requested diet.
- D. Refer to DAI policy 309.61.03.

SECTION 14 – VISITING

Refer to DAI 309.06.01 Visiting; DAI 309.06.02 Visitor Entrance-Special Needs

Visiting is important and can help Inmates maintain positive personal relationships. Everyone is expected to act appropriately in maintaining a family atmosphere.

14.1 VISITING ROOM HOURS

Visiting Hours: *Subject to change based on institutional needs.		
Monday, Tuesday, Wednesday & Friday	2:30 PM – 8:30 PM	4 hour visit
Saturday and Sunday	8:00 AM – 3:00 PM	2 hour visit
Holidays	8:00 AM – 3:00 PM	2 hour visit

NO ADMITTANCE during the following count times:

11:10 AM (weekends) and 4:10 PM (weekdays) until count clears.

Holidays are:	
New Year’s Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year’s Eve

- A. Weekdays: Visitors must be processed through the lobby before 8:00 p.m. Visitors not processed by 8:00 p.m. will not be granted visiting privileges.
- B. Saturdays, Sundays, and holidays: Visitors must be processed through the lobby before 2:30 p.m. Visitors not processed by 2:30 p.m. will not be granted visiting privileges.
- C. Visits will only be allowed on a non-visit day if that day is Christmas or Thanksgiving.

14.2 VISIT GUIDELINES

Refer to DAI Policy #309.06.01 Visiting; DAI Policy 309.06.02 Visitor Entrance Special Needs

- A. A maximum of three (3) visits per week is allowed. Only one (1) of those visits may be on the weekend.
- B. The visiting week is Monday through Sunday.
- C. Only visitors on the inmate's approved list shall be permitted to visit the inmate. This includes adults and minors.
- D. A visitor may visit a particular inmate only once during a visiting day.
- E. The maximum number of visitors will not exceed five (5) adults and their minor children for a single visit, not to exceed a total of twelve (12) visitors.
- F. Visiting hours/days may not be accumulated.
- G. Special or extended visits must be approved in advance by a social worker.
- H. Each inmate will be permitted a maximum of twelve (12) adult visitors on his visiting list, including both family members and friends.
 - 1. The warden may allow additional names to be added if all twelve (12) visitors are close family members. Approval for additional visitors applies only to the specific facility where the Warden/designee's approval was given. For purposes of visiting, close family members are the inmate's spouse; natural, adoptive, foster or step children, parents, grandparents, grandchildren, brothers and sisters.
 - 2. Inmate's children and children under the age of eighteen (18) who accompany an approved visitor must be listed on the approved visiting list, but will not be counted against the twelve (12) visitor list limit.

14.3 VISITING RULES

- A. Excessive displays of affection are not permitted. You may embrace and kiss at the beginning and end of each visit. A kiss will last no longer than two seconds. Any other physical contact will be limited to hand holding above the waistline and hands must be visible to staff at all times.
- B. While seated, visitors and Inmates must remain seated directly across from each other during the visit or at staff's discretion if more than one visitor is present.
- C. Drugs, alcohol, tobacco, ignition devices, weapons, cell phones and accessories are not permitted in the Institution. Persons found to be attempting to bring any of those items into the Institution are subject to prosecution. A felony conviction could be the result of this activity. Persons exhibiting signs of intoxication will not be allowed to enter the Institution.
- D. The presence of contraband in the Institution causes major security/safety breaches, trained dogs are used by the prison administration to detect and prevent the entrance of contraband and drugs into the Institution. These dogs could be present anywhere on the Institution property, including the parking lot, administration building, reception area/lobby, visiting room, or elsewhere in the Institution.
- E. Inmates are responsible for maintaining a current, up-to-date visitor list and advising their approved visitors of visiting regulations.
 - 1. Inmates are responsible for initiating the Visitor Questionnaire (DOC-21AA) by sending it to proposed visitors.
 - a. All areas of the form need to be completed.

- b. The visitor must return the form to the attention of Visitor Processing directly to the facility where the inmate is currently placed.
 - c. Visitor questionnaires will not be processed if they are faxed or received from the inmate.
 - d. Inmates are responsible for notifying the visitor when they are approved and of all rules.
- 2. Program services must be notified, in writing, of any changes to an inmate's visiting list. Inaccurate information delays visitor processing.
- 3. Visitor Questionnaire Not Processed form DOC-2411
 - a. DOC-2411 is completed when a Visitor Questionnaire does not meet the requirements of the initial screening as follows:
 - i. Information provided on the visitor questions was incomplete or illegible.
 - ii. The proposed visitor did not sign the form.
 - iii. The proposed visitor is a minor and the form does not contain the signature of the minor's non-incarcerated adult parent or legal guardian.
 - iv. Approval of the proposed visitor exceeds the number of approved visitors already on the inmate's WICS Visitor List.
 - v. The proposed visitor has pending charges.
 - vi. Less than six (6) months have elapsed since the proposed visitor was denied or removed from the Inmates WICS Visitor List.
 - b. Completion of the DOC-2411 serves as notification that the visitor questionnaire is not being processed further. This is NOT a denial.
 - c. When the DOC-2411 is sent to the inmate, it is the inmate's responsibility to notify the proposed visitor.
 - d. The proposed visitor can resubmit a new visitor questionnaire for consideration at any time.
- F. Inmates are required to wear clean, state-issued, green/red shirts, and pants-during visits.
- G. Inmates must wear state issued boots in the visiting room.
- H. Inmates must present the visiting room officers with the pink property slip which indicates they have package(s) for visitor pick up.
- I. Items that are allowed to go out during a visit are:
 - 1. Electronics
 - 2. Completed hobby projects
 - 3. Eyewear
 - 4. Legal Materials
- J. The visiting room staff will assign tables and seating. Assigned location may only be changed by staff.
- K. Visiting with anyone not sitting at your table is not allowed.
- L. An adult visitor must accompany visitors under the age of eighteen (18) (only exception for the wife of an inmate).
- M. Inmates are allowed to hold their children under 5 years of age.
- N. Parents/guardians are responsible for supervising their children during visits. The inmate is ultimately responsible for visitors' behavior.
- O. Food, drink, and candy is not to be brought to the visiting area. Vending machines are available.
- P. Inmates are not allowed in the vending area during visits.
- Q. Once a visit has started, visitors are not allowed to leave the visiting area except to use the bathroom in the lobby.

- R. Inmates must request to use the restroom. Staff escort is required.
- S. Photos may be taken in the visiting room.
- T. Inmate property allowed in the visiting room:
 1. Comb/pick
 2. Rescue Inhalers/nitro glycerin
 3. Wedding band
 4. Ponytail holder
- U. At the end of the visit, the inmate will remain at his table until his visitors have left the visiting area.
- V. Inmates will be subject to a pat search prior to entering the visiting room and a strip search before leaving.

14.4 SPECIAL VISITS, EXTENDED VISITING TIME AND EXTRA VISITS

- A. Special Visits: A special visit can be requested once (1) per quarter during a calendar year. Special visits are for persons not presently on an Inmates' visiting list. The procedure to follow to be granted a special visit is as follows:
 1. The inmate must provide the social worker with the proposed visitor's name, date of birth, address and telephone number no later than five (5) working days prior to the proposed visiting date. The social worker will then complete a security check and make a recommendation to the Corrections Program Supervisor using the Special Visit Form (DOC-1115).
 2. The Corrections Program Supervisor will review and either approve or disapprove the recommendation for distribution. Any exceptions to the five (5) day time limit must be obtained from the Corrections Program Supervisor.
 3. If the special visit includes minors, the parent or legal guardian of the minor must complete and submit in advance of the visit, the Visitor Questionnaire Form (DOC-21AA).
 4. Once approved, the proposed visitor(s) will be required to provide valid identification documents as outlined on Section VIII, page 10.
 5. If a visitor requests a special visit and does not show up for that visit they will not be permitted to request another special visit for a period of 30 days.
- B. Extended Visiting Time: Requests for extended visiting time must be received no later than five (5) working days prior to the proposed visit to enable the social worker to review the request, noting the frequency of inmate visits, the relationship to the inmate, and the distance to be traveled and frequency of previous requests.
 1. The social worker will make a recommendation to the Corrections Program Supervisor, using special visit form (DOC-1115).
 2. The Corrections Program Supervisor will review and approve/disapprove the recommendation.
 3. Exceptions to the five (5) day time limit must be obtained from the Corrections Program Supervisor or shift commander.
- C. Extra Visits
 1. Request for extra visiting days must be received no later than five (5) working days prior to the proposed visit to enable the social worker to review the request, noting the frequency of inmate visits, the relationship to the inmate, the distance to be traveled and the frequency of previous requests.
 2. The social worker will make a recommendation to the Corrections Program Supervisor, using special visit form (DOC-1115).
 3. The Corrections Program Supervisor will review and either approve or disapprove the recommendation.
 4. Exceptions to the five (5) day time limit must be obtained from the Corrections Program Supervisor or shift commander.

14.5 RESTRICTED STATUS VISITING

- A. Visits in restricted status, including TLU, are tele-visits.
- B. A maximum of two (2) adults may visit; must be 18 years of age.
- C. Visiting times for each restrictive status are as follows:
 - 1. TLU: 1 hour per weekday and 2 hour per weekend
 - 2. Disciplinary Separation:
 - a. Step 1: 1 per week in RH1 up to 1 hour
 - b. Step 2: 1 per week up to 2 hours
 - c. Step 3: 2 per week up to 2 hours
 - 3. Voluntary Confinement: 2 hours per month
 - 4. Observation: 1 hour, if approved by Warden
Control: None
 - 5. Administrative Confinement Levels 1-3: 4 per month up to 2 hours each
Administrative Confinement Level 4: 5 per month up to 2 hours each

14.6 NO-CONTACT VISITING (VISITING ROOM)

No-contact visiting will be held in the designated area of the visiting room. Inmates housed in general population and require no contact visits will not be tethered unless other Inmates are in the no contact area.

- A. A maximum of two (2) adults may visit at one time.
- B. Inmates are required to wear clean, state-issued shirts and pants.
- C. Inmates will be subject to strip search prior to leaving the visiting room.
- D. Inmates are not allowed to embrace and/or kiss visitors at any time.

SECTION 14 – MAIL/PACKAGES

DAI Policy 309.04.01 Inmate Mail

15.1 GUIDELINES

- A. Inmates must place outgoing mail in the appropriate box on the unit before 8:30 p.m.
- B. The institution does not provide writing paper, White Out, tape or other miscellaneous materials.
- C. Any items ordered must be pre-paid with disbursement requests. These requests must be handed directly to unit staff for approval and routing to business office for processing.

15.2 INSPECTION

Incoming mail will be opened and inspected for contraband. It may not be delivered if it contains contraband consistent with Wisconsin Administrative Code DOC-309.04.

15.3 NON-DELIVERY

When incoming correspondence is not approved for delivery to the inmate, the mail may be destroyed, returned at the inmate's expense or held for the Inmate Complaint System. A Notice of Non-Delivery of Mail/Publication (DOC-243) will be completed by staff.

15.4 INCOMING MAIL

- A. Incoming mail will be opened and examined for contraband (except as stated in 14.7).
- B. To avoid delays in the delivery of incoming mail, both the inmate number and housing unit number should be included as part of the address on all correspondence. Inmates are responsible for providing the correct mailing address information to those who write them.
- C. An inmate who has been transferred or released shall have his first class mail forwarded if the address is known. If no forwarding address is available or if the addressee cannot be properly identified, mail will be returned to the sender.

15.5 OUTGOING MAIL

- A. Outgoing mail shall be sealed, except for inmate -to- inmate mail and mail where a check is required to be placed in the envelope (refer to section 14.6).
- B. A legible and complete sender and return address is required (refer to section 14.4).
- C. All outgoing #10 envelopes or greeting card envelopes must contain pre-paid postage from the approved vendors.
- D. Only address and postage are allowed on the envelope.
- E. Disbursement requests to purchase postage through the CCI Mailroom will only be allowed for oversized #28 envelopes (10" x 15"). The exception to this is excess postage.
- F. If extra postage is needed, attach a disbursement request.
- G. The mailroom postage scale is the official weight of all mail. Mailroom staff will document on the disbursement request the proper postage.
- H. Plain greeting card envelopes or plain #10 envelopes purchased through vendor catalogs may only be used for personal use; NOT for mailing out of the institution.
- I. Food items may not be sent through the mail.

15.6 INMATE-TO-INMATE MAIL

- A. Correspondence between Inmates, including within the institution, must be processed through the U.S. Post Office and must have appropriate postage. This includes legal mail.
- B. Incoming and outgoing inmate -to- inmate mail will be monitored.
- C. Inmate-to- inmate mail will be submitted for mailing unsealed so staff may determine content without damage to the envelope. If the envelope is submitted sealed, it will be opened by staff in the inmate's presence or returned to the inmate.
- D. Inmate-to- inmate mail with notations on the envelope or its contents indicating "legal mail" will NOT be excluded from review.
- E. The return address on the envelope must contain the inmate's full name, DOC number, full name of the institution and the institution address.
- F. Envelopes without this information will be returned to the sending inmate.
- G. If the sending inmate cannot be identified by the envelope, and staff cannot determine who the sender is by opening the envelope, it will be disposed of.
- H. No nicknames, aliases, or titles are allowed.
- I. Property items may not be sent from one inmate to another inmate. Inmates found attempting to do this may be issued a conduct report for unauthorized transfer of property.

15.7 EXEMPT COMMUNICATION AND CORRESPONDENCE

- A. Institution staff may not open or read for inspection mail sent by an inmate to any of the parties listed below unless the security director has reason to believe that the mail contains contraband.
- B. Institution staff may open mail received by an inmate from any of these parties in the presence of the inmate.
- C. Staff may inspect the document but only to the extent necessary to determine if the mail contains contraband, or if the purpose is misrepresented.
- D. Staff may read the mail if staff has reason to believe it is other than a legal document.
- E. This applies to mail that is clearly identifiable as being from one or more of the following parties:
 - An Attorney
 - The Governor of Wisconsin
 - Members of the Wisconsin Legislature
 - Members of the United States Congress
 - The Secretary of the Department
 - The Administrator of the Division

- The Attorney General or an Assistant Attorney General of Wisconsin
- An Investigative Agency of the Federal Government
- The Clerk or Judge of any State or Federal Court
- The President of the United States

15.8 ATTORNEY/INMATE MAIL

- Mail between attorneys and Inmates will be opened by staff for inspection in the presence of the inmate.
- Such mail must be readily identifiable as from or to attorneys.

15.9 PORNOGRAPHY

- Pornographic materials received in the institution will not be delivered to Inmates.
- Refer to DAI 309.00.50

SECTION 16 – PERSONAL PROPERTY

DAI Policy 309.20.03 and attachments A B C

16.1 GUIDELINES

- Allowable items and limits are on the property inventory and in DAI 309.20.03 and attachments.
- All items must be used as intended.
- Purchases may be made through the Property/Hobby Vendor Catalogs or the Canteen Vendor Menu.
- One and a half times the Canteen dollar limit is allowed in possession at a time.
- All personal property (excluding medically prescribed items, hobby materials, legal materials and electronic equipment) shall fit into a box measuring 32" x 16" x 16" or 8,192 cubic inches.
- Inmates are required to examine all incoming items upon receipt in the presence of staff.
 - If wrong size, color, or defect is noted during this examination, the item is returned to the Property/Hobby Vendor via the property room.
 - Once the inmate takes possession of the item(s), the inmate is required to pay shipping for any returns.
- Original property labels found to be altered will be deemed contraband.

16.2 SUNGLASSES

- Inmates are allowed one (1) pair of sunglasses. Sunglasses must be purchased through the institution Property Vendor Catalogs. The exception is prescription sunglasses with HSU approval.
- Sunglasses may not be worn inside buildings and no mirror or reflective lenses are permitted.

16.3 WATCH AND WATCH REPAIR

- Inmates are allowed one (1) clear wristwatch.
- No watch repairing is permitted in the institution.
- Watch repairs may be sent out through the mailroom at the inmate's expense.

16.4 WEDDING RING

Married or widowed Inmates are permitted one (1) wedding ring not to exceed a value of \$75.00.

16.5 PIERCINGS

Piercings are not allowed. Inmates are not allowed to use anything to keep any piercing open.

16.6 MUSICAL INSTRUMENTS

Refer to DAI 309.20.03 Inmate Personal Property and Clothing.

16.7 TYPEWRITERS

- Typewriters may only be used in individual cells between the hours of 8:00 a.m. and 10:00 p.m.
- Typewriters may not be loaned to other Inmates.
- Typewriters may only be purchased through Canteen catalogs.

16.8 DISPOSITION OF PROPERTY

Unless it was a determination as part of a disciplinary hearing, Inmates may select one of the following options for disposal of their property:

- A. Have the property disposed of.
- B. Send the property out on a visit (electronics, eyewear, legal material, and hobby). If your item is not picked up within 30 days your property will be disposed of.
- C. Send the property out via common carrier.
- D. Disposals of televisions and radios will have a fee associated with them. The fee will be in accordance with the local recycling center.

16.9 PERSONAL BOOKS/MAGAZINES

- A. Name and number of the inmate must be written in all personal books and magazines.
- B. Personal books and magazines without a name and number or with an altered name and/or number will be deemed contraband.
- C. The inmate will not be allowed to choose an option for disposal if deemed contraband.

SECTION 17 – ELECTRONIC EQUIPMENT AND ACCESSORIES

17.1 ELECTRONICS

- A. Only a TV may be hooked to the institution antenna system.
- B. The antenna of a radio may not be connected with the TV antenna.
- C. Electronic equipment must be placed firmly on a flat surface. Equipment is not to be tied to; balanced on; or hanging from any items (e.g., beds, windows, etc.).
- D. Earphones/headsets are to be worn at all times when using any electronic equipment. Inmates with electronics and not earbuds/headphones will have their items confiscated until earbuds/headphones are purchased and received.
- E. Tablets are not to be connected to any other electronic.
- F. Each inmate is allowed one (1) personal extension cord that will be purchased through approved vendor catalogs.
- G. Inmate's name and number must be etched into all equipment by staff prior to taking possession.

17.2 TAMPER-EVIDENT SEALS

All electronic equipment coming into the institution is required to be secured using tamper evident seals.

- A. This will include such items as televisions and radios, as well as other equipment in which contraband can be concealed.
- B. Any destruction, removal or alteration of the seals will result in a conduct report and the item may be confiscated.
- C. Worn/damaged seals should be reported to unit staff.

17.3 REPAIR OF ELECTRONICS

- A. Repair of electronic equipment will not be done by Inmates or staff.
- B. Electronics may be sent to the original vendor for warranty service at the inmate's expense. Items replaced by the manufacturer under warranty must meet current specifications.
- C. Items in need of repair will be sent to mailroom/property with a note attached explaining the problem and description of needed repairs.
- D. The inmate will provide the address of the repair shop and will submit a disbursement request to cover the shipping and repair costs.
- E. All repaired electronics must be shipped directly from the repair facility.
- F. Electronics will be re-issued from the mailroom after they are returned from the repair shop.

17.4 TV CABLES

TV cables/cords must be purchased through approved vendor catalogs.

SECTION 18 – CONDUCT REPORT DISPOSITIONS

Unsafe items will be documented, photographed, and disposed of immediately. The decision regarding the remainder of property is processed is made by the Hearing Officer and will be documented on the DOC-84 at the end of the hearing. Conduct Report related contraband will be held for appeal process and disposed of at the discretion of the Security Director or designee.

18.1 ROOM CONFINEMENT (RC)

Room confinement ends at 6:00 a.m. the day after imposed disposition (ex: 10 days RC, inmate is no longer on room confinement at 6:00 a.m. on day 11).

- A. During room confinement, Inmates are permitted to leave cell to:
 - 1. Shower per unit schedule.
 - 2. Attend work/school/program assignments, visits, attorney visits/calls, medical or psych, and religious services.
 - 3. Attend approved extra law library time except if you received a disciplinary sanction while attending extra law library time or have a loss of library disposition.
- B. During room confinement, Inmates are not permitted:
 - 1. To attend recreation, music, library, hobby, dayroom, religious studies, or have photos taken.
 - 2. Attend social activities.
 - 3. Use tier phones.
- C. Inmates serving room confinement will come out of their cells for all meals and receive trays and any medications and return to their cell with their tray.

18.2 LOSS OF ELECTRONIC PRIVILEGES

- A. Inmates are not allowed to use any electronic equipment in their cells except for electric typewriters, fans and razors.
- B. Inmates on Loss of Electronics with a cellmate are not allowed to use their cellmate's electronics if the cellmate is not in the room.
- C. Dayroom television may be watched.

18.3 LOSS OF TELEPHONE

- A. Not allowed to use phones.
- B. Emergency telephone calls are permitted with Corrections Program Supervisor approval.

18.4 LOSS OF RECREATION/LIBRARY PRIVILEGES

Inmates are not permitted to attend or participate in recreation and/or library.

18.5 LOSS OF DAYROOM PRIVILEGES

Inmates are not permitted to loiter, watch television or engage in any socializing in the dayroom.

SECTION 19 – HEALTH SERVICES UNIT (HSU)

19.1 PURPOSE

- A. HSU staff can assist in several ways to help Inmates stay healthy.
 - 1. Provide information about health, wellness and individual concerns.
 - 2. Provide health care treatment if Inmates become sick or injured.
- B. Emergency medical treatment is available at all times.
- C. Copay may apply, refer to DAI Policy 316.00.01.
- D. Address copay disputes with Health Service Manager.

19.2 WAITING AREA GENERAL GUIDELINES

- A. Inmates are expected to wait quietly in the waiting area with no foul language or loud talking.
- B. Staff will call the inmate for appointment. Stay seated in the waiting area until that time.
- C. Do not approach Health Services staff other than those who pertain to the scheduled appointment.

19.3 SICK CALL

- A. Submit a blue Health Service Request (HSR) (DOC-3035) that is available on the housing unit and fill out completely. A health concern must be specified.
- B. Place the completed HSR in the HSU box located in the dayroom.
- C. If an appointment slip or response is not received in one or two business days, fill out another HSR and inform unit staff.
- D. Inmates must have a scheduled pass or be escorted by an officer to HSU.
- E. HSR slips are for health information only. Use appropriately.
- F. Inmates will be triaged by nursing staff before being seen by a doctor.

19.4 EMERGENCIES

Injured or very sick Inmates will immediately inform area staff. Inmates with urgent and emergent needs will be seen accordingly.

19.5 MEDICATION

Refer to DAI Policy 500.80.06 Obtaining Medications (EMR); DAI Policy 500.80.24 Medication/medical Supply Refill Requests

- A. Take all medications as directed. Inmates who have concerns regarding medication(s) or directions shall notify staff before consumption.
- B. Controlled medication:
Certain controlled medications are distributed on the housing units. Inmates will be informed by medical staff of how they will be receiving their medication(s).
 - 1. If prescribed medication has not arrived, the inmate must notify the unit officer. This is the inmate's responsibility to track and follow.
 - 2. An inmate should ensure his name is on the medication card and it is the correct medication.
 - 3. Staff dispenses all controlled medication.
 - a. Inmates are expected to report to the officer station or designated area at breakfast, lunch, supper and bedtime to either take or refuse all controlled medications.
 - b. Inmates do not need to report to refuse PRN (as needed) medication.
- C. Refills:
Plan accordingly
 - 1. Inmates are responsible for requesting non-controlled medication refills. Refills must be requested five (5) to seven (7) business days prior to the last dose being taken.
 - 2. Complete a Medication/Medical Supply Refill Request (DOC-3035C) including the name of the medication.
 - 3. If more than one medication needs to be refilled, put up to six (6) on one DOC-3035C.
 - 4. Inmates must submit an HSR to HSU and notify unit staff if refill has not been received immediately.
 - 5. If the prescription has expired, the inmate will need to be seen by the nurse or doctor before it can be renewed.
- D. New prescriptions:
 - 1. Inmates beginning a new medication should follow the prescribed instructions from HSU staff.
 - 2. In some instances, medication may be received from Central Pharmacy Services and could take up to five (5) business days.
- E. Non-controlled/over-the-counter medications:

1. Keep all medications in the original packages and locked in the locker.
2. Do not share medications with others.
3. Return all unused medications to unit staff or HSU.
4. Some medications are available through the institution canteen unless the inmate is housed in Restrictive Housing.
5. If an inmate has no funds, a sick call visit may be requested and will be subject to copay.

19.6 DENTAL SERVICES

Dental needs are identified and discussed at Dodge Correctional Institution.

- A. Examples of services that may be provided: (Refer to POC-14 Dental Services available during incarceration)
 1. Getting a tooth fixed with a filling.
 2. Getting a tooth pulled (extracted).
 3. Receiving medically necessary oral surgery procedures.
 4. Getting a new or replacement denture or partial. Dentures and partials take more than one visit to complete.
 5. Having a denture or partial repaired. Eligibility for partials and the type of partial to be made will be determined by the treating dentist.
 6. Having teeth cleaned.
- B. Examples of services NOT provided:
 1. Teeth whitening (bleaching)
 2. Braces
 3. Gold crowns
 4. Caps
- C. Appointments:
 1. Inmates must submit a complete yellow Dental Service Request (DSR) (DOC-3392) to be seen. Do not use HSR forms.
 - a. Appointments are made based on the DSRs received by dental. Yellow DSR forms are located on the housing unit.
 - b. Be certain the form includes name, number, housing unit and a description of the problem.
 - c. Place completed DSR in the HSU box. The dental department is not staffed daily; do not send in more than one DSR, it will slow down processing and scheduling.
 2. Due to the large number of dental requests, Inmates may have to wait several months to get routine dental appointments or teeth cleanings.
 3. Being on a wait list does not prevent transfer or release.
 4. Inmates must track their own preventative care. Reminders will not be sent.
- D. The treating dentist determines how and when a need will be treated.
- E. Inmates with an urgent dental need should contact unit staff. Urgent dental needs include:
 1. Severe dental pain.
 2. Broken jaw.
 3. Bleeding that does not stop; this may occur after a tooth extraction.
 4. Swollen jaw, throat or cheek.
- F. Inmates with non-urgent dental needs should submit a DSR. Non-urgent dental needs include:
 1. Broken fillings.
 2. Chipped teeth.
 3. Decayed teeth.
 4. Bleeding gums.
 5. Problems that have been present for a long time.

19.7 EYE EXAMS

- A. To request an eye exam, fill out an HSR. Place completed HSR in the HSU box. Optometry is not staffed daily, do not send in more than one request, it will slow down processing and scheduling.
- B. Inmates may have to wait to get an appointment. A pass will be sent on the day of the appointment.
- C. Being on a wait list does not prevent transfer or release.

SECTION 20 – PSYCHOLOGICAL SERVICES UNIT (PSU)

Columbia Correctional Institution’s Psychological Service Unit (PSU) provides treatment, evaluations and referrals for individuals with mental health and emotional problems.

- A. To contact PSU for any clinical issues, complete a green Psychological Service Request (PSR) (DOC-3035B) with detailed information about the specific problem or question you have and place it in the HSU box. This procedure ensures the highest level of confidentiality available within the DOC.
- B. PSU responds to all inmate requests for services based on PSU staff determination of the priority of that request. PSU also provides crisis interventions as deemed necessary and appropriate by PSU staff.
- C. PSU provides both group and individual therapy. These services are offered on a limited basis dependent on the availability of staff and PSU determined mental health needs of the individual. There is no medical copay charge for PSU services.
- D. Evaluations (for any reason) are conducted only at the discretion of PSU and/or the request of DOC staff, such as Re-Classification, Parole Commission or Social Services. Evaluations are not completed at an inmate’s request.
- E. Inmates may request a review of their Psychological Services file. File reviews will be completed within thirty (30) calendar days from the date the request is received. If you miss your scheduled session due to misconduct or it is your responsibility to submit a request to be rescheduled. Rescheduled appointments will occur within 30 days of PSU staff receiving the request.
- F. All housing units have assigned PSU clinicians. The clinician assigned to your current housing unit is considered to be your assigned primary PSU treatment provider. Mental health related concerns should be addressed with your current assigned clinician prior to contacting the PSU supervisor. Reassignment of Inmates to a different clinician’s caseload is rare and determined at the discretion of the PSU supervisor.

SECTION 21 – ASSIGNMENTS

Refer to DAI 309.00.01 Inmate Work Placement and DAI 309.55.01 Inmate Compensation Plan.

21.1 WORK ASSIGNMENTS

- A. Pay ranges and hourly pay table:

Pay Range	Hourly Pay
Involuntarily Unassigned	\$0.05
1	\$0.12
2	\$0.19
3A (education/program)	\$0.15
3	\$0.26
4	\$0.35
5	\$0.42

- 1. TLU and protective status Inmates shall continue to be paid at the same rate they were paid immediately prior to being placed in that status.

2. See 309.55.02 Lay-in and Sick Cell Status for pay information.
 3. Inmates are not paid while in the following status:
 - OCO (out to court)
 - Lay-In
 - Voluntary Unassigned
 - Disciplinary Separation
- B. Work assignment hours and pay range information are available from the work assignment supervisor.
 - C. Inmates with an Assessment and Evaluation (A&E) school need are not allowed to have a paid work assignment. Inmates that have an A&E need for school and are on a school waiting list may contact the Education Director for an exception to seek inmate work assignment.
 - D. Pay periods are every two (2) weeks and Inmates in work areas will be paid according to the pay range for their work assignment. Pay is always two weeks behind.
 - E. Inmates who accept work assignments and subsequently refuse to work or perform poor quality work may be subject to a conduct report. If the inmate is removed from his job, the inmate will be placed in voluntary unassigned status.
 - F. Institution work assignments will be for a maximum of two (2) years.
 - G. Inmates removed from an institution work assignment as a result of the two (2) year limitation may not be reassigned to that department for two (2) years.
 - H. Inmates in work/program assignments shall wear appropriate clothing for job/program assignments. This includes Inmates assigned to maintenance.
 - I. Inmates accepting work and program assignments are committed to the assignment for ninety (90) days.
 1. This may be waived if a staff member provides sufficient documentation for removal or change. This may include agreements between department heads to allow an inmate to move to a new job before the ninety (90) days have passed.
 2. After ninety (90) days, an inmate may request an assignment in a different area. The inmate may not change positions without the approval of the current supervisor.
 3. After ninety (90) days, an inmate may resign from an assignment by providing two week notice to the supervisor. The inmate will be placed in Involuntary Unassigned status at the end of the two week period.
 4. If an inmate resigns from an assignment before the end of the ninety (90) days they will be placed in Voluntary Unassigned status for ninety (90) days.

21.2 BUREAU OF CORRECTIONAL ENTERPRISES (BCE) INDUSTRIES PRINT SHOP

- A. Employment:
 1. Employment at Bureau of Correctional Enterprises Industries (BCE) Print Shop, for the majority of production jobs, begins with completing an application.
 2. Applications for BCE may be available on the housing unit or by sending an Interview/Information Request form to the industries supervisor's office. Certain eligibility requirements may apply.
- B. BCE Wages:
 1. The starting wage is twenty (20) cents per hour and the top wage is \$1.00 per hour.
 2. Individual compensation ranges will be determined according to industry policy.
 3. Overtime is paid at one and one-half (1.5) times the hourly rate.
- C. BCE Work Hours:
 1. Hours are based on shift scheduling, Monday through Friday, and may include overtime.

2. Work hours will be assigned at the time of hiring and may be adjusted temporarily due to weather or other conditions.
3. Inmates are expected to limit their absences to essentials such as Reclassification Hearing, sick cell, Parole Commission Hearing, and/or social or psychological services.
4. Leisure-time activities such as recreation, library, and hobby are restricted to non-work hours.

21.3 INVOLUNTARY UNASSIGNED

Refer to DAI Policy 309.55.01 Inmate Compensation Plan

- A. Inmates who are eligible, available, and waiting for placement in approved work or program assignments are placed in this status.
- B. Inmates in Involuntary Unassigned status may be used for temporary work assignments, without additional pay. Inmates who refuse temporary work assignments may be subject to discipline for disobeying orders and may be placed into voluntary unassigned status.

21.4 VOLUNTARY UNASSIGNED

- A. Inmates who refuse or quit a work, program, or school assignment will be placed in Voluntary Unassigned status.
- B. Voluntary Unassigned status rules and restrictions:
 1. Inmates who refuse or are negatively removed from a work or full time paid program assignment will be placed in Voluntary Unassigned status and shall not be compensated for a minimum of ninety (90) days.
 2. The Warden/Designee may waive the ninety (90) days for an A&E identified program/educational need.
 3. It is the inmate's responsibility to request removal from Voluntary Unassigned status after ninety (90) days has passed by submitting an interview/information request to the Business Office. There is no back pay between the end of the ninety (90) days and the notification to the Business Office.

21.5 LAY-IN AND SICK CELL STATUS

Refer to DAI 309.55.02 Lay-In and Sick Cell Status

- A. Lay-In:
 1. An inmate requesting Lay-in shall report each day to the assignment to request Lay-in from the assignment supervisor. When an inmate is obviously ill or injured, housing unit staff will notify the assignment supervisor. Lay-in status will include cell confinement until the next work or program day. Lay-in is an unpaid status.
 2. The assignment supervisor will determine if Lay-in status is granted; monitor and track inmate requests for lay-in; and notify the housing unit of inmate Lay-in status.
 3. On the third consecutive day of Lay-in, the assignment supervisor shall notify HSU that the inmate is to be seen. HSU shall have a face-to-face assessment with the inmate that day. Co-payment will not apply. HSU staff will determine sick cell status, notify assignment supervisor and complete forms DOC-3332B and DOC-3504, if applicable.
- B. Sick Cell:
 1. Twenty four (24) hour room confinement.
 2. Only HSU staff will place an inmate on sick cell.
 3. Activity may be determined by HSU.
 4. Sick cell pay status will not be in effect until the inmate is assessed by HSU.

21.6 OBTAINING A WORK ASSIGNMENT

DAI 309.00.01 Inmate Work Placement

Inmate job openings may be posted on Housing Units and listed on the institution channel, and will include job title, hours, pay range, and special skills.

- A. Persons interested in applying for the job will need to complete a DOC-2118 Offender Work Assignment Application.
 - 1. Complete the application form filling in all the blanks and providing as much detail about your prior work history that relates to the position as possible, including any applicable work history before incarceration.
 - 2. After completing the application form, send it to the work supervisor.
- B. The work supervisor will interview the top candidates based on a screening process including programming needs, education wait list, and past conduct report history. The top candidate will be selected for the position.
- C. The selected application will then be sent to the Security Supervisor liaison for consideration before offering the position. The application will then be returned to the work supervisor.
 - 1. If it is not approved the work supervisor will move on the next best candidate.
 - 2. If the application is approved the position will be offered to the candidate.
 - 3. Once the candidate accepts the position, the work supervisor will complete a DOC-1408 Inmate Work/Program Placement

SECTION 22 – UNSANCTIONED ACTIVITIES

22.1 PETITIONS AND MASS MEETINGS

- A. Inmates are not permitted to initiate petitions within the institution or elicit the viewpoints of other Inmates for the purpose of completing a petition or any type of mass-signed document, except a group inmate complaint.
- B. Mass or group meetings of Inmates are not permitted in any building or on the grounds of the institution unless authorized by CCI administration.

22.2 SECURITY THREAT GROUPS

Refer to Administrative Code DOC 303.24

Any inmate who intentionally participates in any activity with the purpose of identifying himself with a gang or other unauthorized group is guilty of an offense. Those Inmates who feel it necessary to belong to one of the disruptive groups are being put on notice.

- A. Any inmate found to be in possession of, wearing, manufacturing or distributing any gang-related materials will be addressed in accordance with the DOC disciplinary process.
- B. Inmates are not allowed to wear any items of clothing that symbolize a gang, whether by color and/or design. This includes but is not limited to the altering or wearing of clothing items listed below:
- C. Headgear worn to the left or right side of the head.
- D. Any pant or shirtsleeve worn shorter than its normal length.
- E. Items hanging out of the left or right pockets.
- F. Inmates are not allowed to have in their possession any written or printed material and/or literature that details the code of ethics or dogma of a gang or other group not specifically authorized for membership within this institution.
- G. Gang signing and tattooing are prohibited, as are publications, materials, graffiti and/or photographs with gang implications.

22.3 ROLE PLAYING GAMES

Inmates are not allowed to have in their possession any written or printed material that details role playing games and/or activities not specifically authorized by this institution-

SECTION 23 – EDUCATION

23.1 SCHOOL PROGRAMMING

- A. Education offers the following programs
 - 1. Adult Basic Education (GED/HSED)
 - 2. English Language Learner/English Secondary Language (ELL/ESL)
- B. Vocational Program (see education guidelines)
- C. The National Civics Test is required for all GED and HSED Programming. Only students who are in the GED or HSED program will be allowed to take the test. The institution will not administer this test solely for immigration purposes
- D. Inmates with an A&E need will not be allowed to accept a job without Education Director's/Designee's approval.
- E. Any inmate may request school at any time by sending an Interview/Information Request form to the school. Placement is contingent on available space.
- F. Inmates will be assigned to classes as openings occur. Inmates will not be able to choose which teacher(s) they prefer.
- G. Inmates are expected to be at school on time. When the cell doors open Inmates are expected to be ready and leave their cells immediately. If this does not occur, cell doors will be closed and the inmate will be marked as refused school.
- H. Inmates who refuse school, TABE, GED test, or scheduling will be placed in Voluntary Unassigned status. Inmates may reapply for school after ninety (90) days and are placed at the bottom of the waiting list. Inmates placed on the waiting list will be placed in involuntary unassigned.
- I. See Education Handbook for more information.

23.2 PHOTOCOPY SERVICES

- A. Requests for photocopying should be submitted to the Education Department for screening.
- B. Copies are made at a cost of \$.15 per side (subject to change). A disbursement request must accompany all requests.
- C. Back-to-back copies are charged for each side.
- D. Multi-page copies on one page are not allowed.
- E. No altered documents or unnecessary materials will be copied.
- F. All copies must be done in their original size and format. Inmates will not be reimbursed for items outside the standard margins.
- G. Copying requests will be completed and returned as soon as reasonably possible based on institution needs and departmental workloads.
- H. The business office will inform the education staff of Inmates eligible for legal loans.
- I. No copyrighted materials will be copied without exclusive permission from the publisher.
- J. Completed copies will be returned by pass through the school.
- K. Restrictive Housing Property Officers deliver to Inmates in restrictive housing.

23.3 E-FILING

- A. E-Filing requests should be submitted to the Education Department.
- B. E-Filing requests should not be combined; one submission per request.
- C. E-Filing documents must follow the following guidelines:
 - a. Document must be typed or handwritten so that it is easy to read:
 - i. Use black or dark blue ink; **do not use pencil**
 - ii. Use 8 ½" x 11" white paper
 - iii. Use only one side of each sheet of paper
 - iv. Leave a margin on the top, bottom, and both sides of the paper
 - b. Case title and case number are on the first page of each document.

- c. Document is signed, dated, and includes address.
 - d. Document pages are loose and have no staples and no adhesive fastening them together.
 - e. Document is in good condition with smooth, flat pages. Avoid folding, crumpling, creasing, curling, or tearing pages.
 - f. Attachments are clearly labeled (A, B, C or 1, 2, 3) and in order.
 - g. Document and attachments have been reviewed to remove any of the following confidential information to protect privacy:
 - i. Social security number should include only the last four digits
 - ii. Birthday should include only the year
 - iii. Minor children's names should include only their initials
 - iv. Financial account numbers should include only the last four digits
 - h. Document is submitted by the Court's filing deadline.
- D. Documents are not e-filed on weekends or holidays, and sometimes cannot be e-filed on the date they are received by education. It may take several days before the Notice of Electronic Filing (NEF) is received.

SECTION 24 – LIBRARY

24.1 GENERAL RULES

- A. Books may be checked out for a period of two weeks. Book lists and magazines may be checked out for a period of three days.
- B. Books may be renewed once, prior to the due date, by making a written request to the library. Renewal is for two weeks. Book lists, magazine, and dictionaries may not be renewed.
- C. General Population Inmates may have six books and one magazine from the library.

24.2 REQUEST PROCEDURE

- A. A list of available library materials plays on the institution channel, and a hard copy will be available on each unit. Requests are to be made from this list. Printed book lists may be purchased for fifteen (15) cents per page.
- B. Inmates may obtain a Library Materials Request form from unit staff. Requests must include name, DOC number, unit, cell, book title, and author. Requests must be sent no later than Tuesday night of each week. Requests received in the Library after Wednesday will be filled the following week.
- C. Inmates who have reached the publication limit shall not receive additional materials.
- D. Inmates may request to be put on a wait list for books currently checked out.
- E. Books are delivered to the units once each week.

24.3 RETURN PROCEDURE

- A. All books are to be returned to the unit library drop box.
- B. Library materials are collected from the units once daily Monday-Friday prior to 9am.
- C. Inmates will have 48 hours to return late books after the first overdue notice is sent. A conduct report may be written and library privileges may be suspended. Inmate cells may be searched to locate overdue materials.
- D. Inmates with overdue material shall not receive new material from the library until the overdue material is returned.

24.4 DAMAGED LIBRARY MATERIAL

- A. The Librarian will determine the condition of materials prior to delivery.
- B. The Librarian will assess materials returned for damage. If items are returned damaged, a conduct report may be written, the inmate may be charged restitution and may lose library privileges.
- C. Magazines damaged during circulation will not be allowed to circulate again.
- D. Payment of restitution does not entitle the inmate to ownership of the material.

24.5 LAW LIBRARY

Refer to DAI Policy 309.15.01

- A. The Law Library operates during normal recreation hours.
- B. The Law Library has computers for legal research and legal documents.
- C. Completion of a DOC-2839 Access to OTIS Information and Technology Resource User Agreement is required prior to use of the Law Library. Access to the Law Library, computer, word processing, electronic forms, or any other electronic equipment will be denied if a signed agreement is not on file.
- D. Inmate-to- inmate Legal Assistance is allowed under the provisions of DAI Policy and CCI Procedure 309.15.01. Inmates are required to utilize the USPS to correspond and share documents with other Inmates. Inmates shall retain all envelopes associated with any legal correspondence sent to them from other Inmates. Transfer by other means shall be considered unauthorized transfer of property (DOC 303.40) and/or contraband-miscellaneous (DOC 303.47). Exchange of legal materials is not allowed in the library. Inmates should expect that any personal property in their possession may be inspected for compliance.
- E. CCI will not engage in the return of any legal materials willingly shared with another inmate should that inmate not have funds to return it, fails to return it, or is over allowable property limits.
- F. Compensation for inmate -to- inmate legal assistance is not allowed.
- G. Inmates may not enter the Law Library unless using the computers.
- H. Extra Law Library period access may be requested in writing to the CCI Librarian/designee. To qualify for extra Law Library periods Inmates will need to provide documentation that includes the court date and case number of a court deadline of 30 days or less. A pass will be issued if the extra time period meets the deadline requirements.

24.6 NOTARY SERVICES

Refer to DAI Policy 300.00.56 Notary Services to Inmates.

Notary services are available in the library and on the Restrictive Housing Units. Send Notary requests to Education by Inmate Interview Request (DOC-0643)

SECTION 25 – LEGAL INFORMATION

Legal Assistance for Institutionalized Persons (LAIP) is available. Inmates must complete the forms, which are available in the law library desk book. These requests should be submitted to Program Services.

SECTION 26 – FINANCIAL SERVICES

Refer to DAI Policy 309.45.02 Inmate Trust System Deductions

26.1 CONTROL OF INMATE FUNDS

All funds received by an inmate must be deposited in the inmate's general account and deductions will be made in accordance with DOC 309.45.02.

- A. Upon release to supervision, inmate funds are disbursed at the direction of the supervising agent.
- B. Inmates will receive a monthly statement printed on the first business day of the month showing the previous month's activity (this statement will go through institution mail).
- C. When requested, a Trust Account statement that includes all transaction activity for specified date range on the DOC-184 will be provided at the \$.15/page fee.
- D. Inmates who have work release funds will only be able to access them for specific things such as, but not limited to, financial/support obligations; release clothing and transportation; and/or educational needs upon release. (Note: because CCI is not a work release facility, funds can only be accessed upon approval of the Warden.)

26.2 ACCOUNT DISBURSEMENTS

- A. A disbursement request (DOC-184) is to be used for all disbursements from an inmate's account. This includes check generating and non-check generating disbursements (e.g., savings transfers, additional postage, donations, photocopy charges, hobby and Canteen catalog purchases).
 - 1. Disbursements will be handed to unit staff for identification, verification, and approval.
 - 2. Disbursements without required signatures (two), will not be processed, but will be returned.
 - 3. Disbursements for approved vendors do not need an envelope.
 - 4. Disbursements for release clothing require the approval of the social worker.
 - 5. Disbursements for hobby orders require the approval of recreation staff.
- B. Inmates may be permitted to send funds from their general account to one close family member once every thirty (30) days if approved by staff.
 - 1. Disbursements to close family must be approved as follows:
 - a. \$25 or less – approved by the housing unit staff
 - b. \$26 - \$100 – investigated and approved by social worker
 - c. \$101-\$499 – investigated by the social worker; approved by Corrections Program Supervisor and agent.
 - d. \$500 or greater – investigated by the social worker; approved by Corrections Program Supervisor and agent; forwarded to warden for final approval.
 - 2. The institution requires written verification of debts, obligations, or bills and an explanation of all disbursements in order to evaluate each request.
 - 3. Some of the factors considered will be the inmate's overall financial situation; debts and obligations in the community; support of family and dependents; the amount of purchases considering present circumstances; and needs upon release.
- C. Stop payment requests may be made on checks over sixty (60) days old.

26.3 RELEASE ACCOUNT

- A. The Wisconsin Administrative Code requires that a release account be established for all Inmates. In accordance with DOC 309.466, 10% of all income earned by or received for the benefit of the inmate will be deposited into a segregated release account until the statutory limit has been reached.
- B. Prior to release, the DOC (social worker) may authorize the disbursement of release account funds for purposes that will aid the inmate's reintegration into the community or that will reimburse the department for incarceration costs, including legal loans and restitution.
- C. An inmate may deposit release account funds into an interest bearing release savings account established in the inmate's name only, and at a bank designated by the DOC.

26.4 INTEREST BEARING SAVINGS ACCOUNTS

Inmates may elect to have general account funds transferred to interest bearing accounts established in the Inmates' names.

- A. Inmates must have social security cards on file to open savings accounts.
- B. Inmates are not permitted to initiate bank accounts.
- C. Inmates are allowed up to three (3) savings accounts (regular, release, work release).
- D. A savings account may be opened with a minimum \$50.00 deposit.
 - 1. To open a new account, complete a disbursement request indicating the amount of money to be deposited, and a U.S. Bank signature card.
 - 2. The completed form should be sent to the business office.
 - 3. Deposits and withdrawals will be done once per month. The minimum transaction is \$20.00. Emergency withdrawals may be permitted at other times upon the recommendation of the social worker and with the approval of the warden/designee.

- a. To make a deposit/withdrawal for an existing account, complete a disbursement request indicating the amount of money to be transacted.
- b. The completed form should be sent to the business office.
4. The savings account will earn the current rate of interest compounded daily and paid quarterly, with interest paid from the date of deposit to the date of withdrawal.
5. Savings accounts will be transferred to other Wisconsin DOC institutions upon transfer. Interest will not be lost because the same bank is being used.
6. Inmates must notify the business office thirty (30) days prior to release to close any savings accounts by completing disbursement requests.

26.5 SAVINGS BONDS

Bonds will be retained by the institution until redeemed or until the time of release.

- A. Upon transfer, bonds will be forwarded to the next institution.
- B. Upon release, bonds will be disbursed under the direction of the supervising agent.
- C. Inmates are not allowed to purchase savings bonds.

26.6 CHARGE ACCOUNTS

Inmates are not allowed to open charge accounts, possess charge cards, or possess charge card numbers.

SECTION 27 – VENDOR CATALOGS FOR PROPERTY/HOBBY AND CANTEEN

Refer to DAI Policy 309.20.03 Inmate Personal Property and Clothing and Attachments A, B, C

27.1 VENDOR CATALOGS FOR PROPERTY AND HOBBY

- A. Inmates are allowed to order personal property and hobby materials from the Vendor Catalogs that are available on each housing unit.
- B. Property and Hobby catalogs are separate and have separate order forms. Orders must be on the correct form or they will be returned.
- C. Some catalog items may be purchased only by specific individuals (e.g. religious items). See DAI policy 309.61.02 Religious Property Chart.
 1. The business office processes vendor catalog orders once per week for property and once per month for hobby materials.
 2. Vendors pay all shipping costs.
 3. Items will be returned at the inmate's expense if defective unless the vendor provides a prepaid shipping label.
 4. Wrong size or color ordered by the inmate will be returned at the inmate's expense.
 5. The business office will process credits after they are received.
 6. Purchases through the Vendor Catalogs do not count against the institution Canteen dollar limit.
 7. Hobby orders must be approved by a Recreation Leader.

27.2 VENDOR CANTEEN

- A. Institution Canteen privileges are provided bi-weekly. Inmates will be given the Canteen order form on the Friday before the assigned order week. Inmates must complete the Canteen order form and return to housing unit staff no later than the following Tuesday evening. Unit staff will deliver orders to the business office Monday evening allowing time for the business office to process Wednesday morning. Any changes to the canteen schedule/process will be posted.
- B. New arrivals to CCI will receive the menu for the housing unit they are assigned to. Menus will not be given with each order. Additional copies of the menu can be requested through the Business Office for \$0.15 per page.
- C. Orders will not exceed \$84.00 bi-weekly, \$42.00 weekly or the amount in the Canteen statement, whichever is less. If the maximum spending limit is exceeded, or there are insufficient funds, items will be removed at the discretion of the contracted canteen vendor.

D. Canteen Ordering:

1. Each inmate will be given one Canteen item/price list that they must keep.
2. Allowable Canteen items are based on institution, housing unit, availability by vendor and inmate status.
3. Housing unit staff will pass out a Canteen scan sheet along with account statements.
4. Completed scan sheets will be picked up by housing unit staff on Tuesday, before second shift is complete.
5. Sheets must remain flat, no tears, folds, creases, etc., so the scanner can read the order.
6. Use a black pen when possible. Do not use both pen and pencil on the same order sheet.
7. Write the inmate number in the upper left hand corner, one digit per box. If the number is less than six (6) digits, DO NOT put zeros in front of your number; simply write the four (4) or five (5) digits.
8. Completely darken the corresponding circles below each number.
9. To the right of the number box, fill in the date, housing location, print name and sign.
10. Each Canteen item has a four (4) digit item number.
11. Go to the first grid box labeled "1" and handwrite the item number in the top row.
12. Completely darken the corresponding circles below each number.
13. Write the quantity in the last column and carefully darken the corresponding circle.
14. Repeat Steps, 6-13 for all items being ordered.
15. Make sure you use the correct item number from the price list.
16. If you do not darken the circle in the quantity column, the system will send only one item.
17. If you darken more than one quantity on the same column, it will void this item.
18. If you order a quantity not listed, such as 18: Enter the item number and quantity of 10. Darken the circle. Move to the next box and enter the item number again and the quantity of 8. Darken the circle.
19. If you make a mistake, fill the circles at the bottom of that item with the number 9999, quantity 9. The scanner will cancel this item but still read the rest of the order.
20. Double check the order sheet before turning in to staff.
21. If you go over your account statement balance, or your spending limit, the vendor will take items off at their discretion. Refusal of orders because of items removed will not be allowed.
22. If you order an item not allowed on your unit, it will not be allowed.
23. Late orders will not be accepted.
24. If you do not turn in your canteen order form on time you must wait until the next time your unit goes to canteen to order.

E. Canteen Delivery

1. Canteen will be delivered on designated days depending on housing unit, and Canteen scheduled delivery.
2. Only Staff can hand out Canteen.
3. There will be a list of Inmates who have Canteen orders for that housing unit in the cart.
4. Each inmate must sign the list on the line designated by that inmate's name as that inmate receives Canteen.
5. All orders will be in sealed bags with the original and duplicate receipt inside the bag.
6. Inmates must verify their order is complete with Staff BEFORE leaving the dayroom.
7. Signed sheets and receipts with discrepancies are to be placed back in the locked Canteen carts.

F. Verification of Order

1. Check the contents of the bag against the receipt to ensure items charged for were received.
2. If the bag needs to be opened, staff must be present:

- a. If there is a discrepancy, staff must be notified and staff must unseal the bag, and verify the discrepancy.
 - b. If the bag is opened before staff is notified, there will be no adjustments made.
 - c. The staff member will take one copy of the receipt, note the error on the receipt under “List Shortages and/or Damage”, number of items, name/description of the item, then staff and inmate must LEGIBLY sign, date, and return the receipt to the Canteen cart.
3. Adjustment to an inmate’s account will be made by canteen staff within seven working days of receiving the receipt.
 4. If an inmate receives an item that is spoiled, it must be noted on the Canteen receipt form with a legible signature of both the inmate and staff involved. The spoiled item and sheet with the signatures must be returned to the Canteen cart. Items must be returned the same week it was received to receive a refund, no exceptions.
 5. Any Canteen for an inmate that has transferred out, is at outside court/outside hospital, or on Loss of Canteen must be noted on the sign off roster, and the order put back in the Canteen Cart.
 6. Inmates may not refuse an order.
 7. If an inmate placed an order, but did not receive an order the inmate must notify staff after all canteen for that unit is distributed.
 8. Stamped envelopes, greeting card envelopes and razor cards will not be in the bag with other Canteen items. They will be delivered by staff along with other Canteen ordered.
 9. Inmates released from restrictive housing do not get an “emergency/special Canteen”. They must wait until the unit they are released to is offered Canteen to place an order.

SECTION 28 – FILE REVIEW AND PHOTOCOPIES

- A. Education, Legal, and Social Services files may be reviewed once every six (6) months. Exceptions may be made for verified Parole Commission hearings or pending court cases. Court case number and/or supporting documents are required.
- B. Medical, Dental and Psychological files may be reviewed once every thirty (30) calendar days.
- C. Submit an Interview/Information Request form to the appropriate department for a review. Plan ahead for review needs, as requests are processed in the order received.
- D. If copies from the file are desired, complete a disbursement request at the end of the review. Copies cost \$.15 each.
- E. Photocopies of file material may also be requested by sending an Interview/Information Request form to the appropriate department specifying what documents need to be copied. A completed disbursement request must be included at a cost of \$.15 for each copy.

SECTION 29 – RECLASSIFICATION (RC)

Refer to Administrative DOC 302

- A. Reclassification will base decisions on custody, programs and placement in accordance with Wisconsin Administrative Code DOC 302. Program and treatment needs assigned at the individual’s initial staffing will be reviewed at each Reclassification hearing.
- B. Modifications to an individual’s program needs may occur depending upon new information available to the committee, the outcome of the individual’s COMPAS assessment, and/or the outcome of any other screening tools. A person’s involvement in these assignments, along with all of the factors listed in DOC 302.11 Risk Reduction Sentence and DOC 302.13 TIS Petition to Modify Bifurcated Sentences for Geriatric-Extraordinary Health Conditions will be considered when making recommendations/decisions regarding custody, programs, and site placement.

- C. The Reclassification Committee (RC) generally meets once a week. Every incarcerated person will have a RC hearing at least once a year. Individuals may attend or waive attendance at the hearing. Regardless of which route is chosen, individuals are encouraged to work with their social workers in preparation for Reclassification. Re-entry Portfolios should be presented to the social worker during this meeting. Unified Case Plans should also be reviewed and updated as necessary when meeting with the social worker.
- D. Early recalls may be requested through the unit social worker and are considered at the discretion of Reclassification staff. Early recalls are granted only if there are significant changes (e.g., sentence structure, program completion, parole action) or staff referrals. An early recall request will only be considered by filling out an Early Reclassification Hearing Request (DOC 2212) and submitting it to the social worker. Please note that the decision of the Offender Classification Specialist regarding this request is not within the scope of an administrative review.
- E. When meeting with the Reclassification Committee, it is highly recommended that individuals provide their Re-entry Portfolios and Unified Case Plans. DAI Policy 300.00.15 Development and Use of Inmate Portfolio

SECTION 30 – PAROLE COMMISSION (PC)

- A. The Parole Commission conducts interviews monthly. Appearances before the PC are controlled by eligibility date.
- B. Recently transferred Inmates who are scheduled to be seen by the PC will be on the institution's next available list.
- C. Inmates will be sent forms for completion approximately two (2) months prior to the month of their appearance before the PC. It is important that forms be filled out completely and returned promptly.
- D. Inmates who wish to waive appearances should inform their assigned social workers that they want the PC to review only their files and make decisions.

SECTION 31 – RECREATION

Refer to DAI Policy 309.20.03 Inmate Personal Property and Clothing and Attachments A, B, C.

The recreation program is designed to provide facilities, organization and instruction in a variety of areas. The program provides recreational opportunities for all skill levels. The recreation schedule is posted in all housing units. Staff will determine what facilities/equipment is available for inmate use.

Inmates involving themselves with excessive physical contact or causing injury to another during recreational activities may be removed from recreation and subject to discipline.

When participating in outside recreation, must not approach the fence. This includes things such as retrieving softballs; personal property; and/or recreation equipment. This is a breach of institution security and may result in great bodily harm.

31.1 FACILITIES/EQUIPMENT (indoor/outdoor)

- Basketball Courts
- Handball Courts
- Ping Pong Tables
- Weight Room
- Cardiovascular Equipment
- Music Rooms
- Softball Field
- Jogging Track

31.2 HOBBY PROJECTS & MUSICAL INSTRUMENTS

- A. Purchases of instruments and hobby materials must be pre-approved by recreation department staff.
- B. Contact Recreation Department staff for current rules, policies and procedures. Refer to DAI 309.20.03 Inmate Personal Property and Clothing and Attachment.
- C. Finished hobby projects are not permitted to be kept in cell, must be sent out via visits or mailed out.
- D. All musical instruments will be stored in the music area in the recreation building.
- E. Scissors will be allowed for Inmates enrolled in: Drawing/Painting, Crochet or Beadwork.
 - 1. Inmates are allowed to have one (1) pair of scissors in their cell.
 - 2. Inmates who are enrolled in Drawing/Painting, Crochet or Beadwork that currently have a scissor may order a new scissors that will be turned in on a 1-to-1 exchange.
 - 3. Scissors will be engraved and distributed by Recreation Leaders.
 - 4. Inmates found in possession of scissors that are not enrolled in the above mentioned hobbies and are not grandfathered in may be subject to discipline.

31.3 RECREATION AREA RULES

- A. Inmates will be responsible for adhering to their individual medical restrictions.
- B. All injuries that occur at recreation must be reported to recreation staff immediately.
- C. Inmates may only report to recreation when escorted by staff.
- D. When Inmates report to recreation, they are required to stay in the recreation area until the end of the period with the following exceptions: visits, medical emergencies or staff permission.
- E. Inmates requesting music rooms will be issued a pass. Inmates will not be allowed in the music area without a pass.
- F. Inmates may not attend recreation if they have a scheduled pass.
- G. Recreation officers will release Inmates at the end of the recreation period.
- H. Singing and rapping will only be permitted in the music rooms. Use of derogatory, demeaning or offensive lyrics is not permitted.
- I. No musical instruments will be taken out of the music area.
- J. No more than five (5) Inmates in a group in the large music rooms and no more than three (3) in the small music rooms will be permitted unless approved by staff.
- K. No practicing of martial arts, sparring or shadow-boxing.
- L. No hanging on basketball rims or dunking.
- M. Shoes must be worn in all areas of recreation, including outside recreation. Tennis shoes are required on the gym floor.
- N. Gym Shoes will be carried to recreation during the November 1st to May 1st. No wet shoes will be allowed on the gym floor.
- O. Inmates are not permitted to take any gym equipment out of the recreation area.
- P. Nothing may be worn as a sweatband except a sweatband.
- Q. An inmate may wear one pair of wristbands, one on each wrist.
- R. At indoor recreation, no loitering, and participation is required.
- S. Inmates may only bring allowable clothing, personal hygiene items, shoes and equipment to recreation in their laundry bag (no canteen bags allowed). Towels will be provided at Recreation.
- T. Canteen items are not allowed in the recreation area except as noted in S.
- U. Shirts must be worn at all times for indoor recreation.
- V. Showers will be offered prior to the end of the recreation period. First call and last call announcements will be made ten (10) minutes apart.
- W. Spitting is not permitted in the bubbler. Spit sinks are available next to each bubbler.

SECTION 32 – CHAPEL ACTIVITIES

Refer to DAI 309.61.01 Religious Beliefs and Practices and Religious Property chart.

Religious activities are provided for groups approved by the DOC. Inmates wishing to participate in any of the religious services and/or religious study groups must have completed a Religious Preference (DOC-1090) designating a religious preference. Forms may be obtained by contacting the chaplain. Inmates may only change their religious preference once every six (6) months by completing a DOC-1090. Questions about religious services and study groups should be directed to the chaplain via Interview/Information Request.

A. **Approved Umbrella Religion Groups, Religious Services and Religious Studies:**

Umbrella Religion Group	Religious Service	Religious Study
Eastern Religions	Buddhist	Buddhist
Catholic	Mass	Bible Study
Jewish	Jewish Service	Study
Islam	Jumah	Taleem
Native American	Monthly Sweat Lodge	Pipe & Drum
Pagan	Service	Study
Protestant	Service	Bible Studies

Chapel information is posted in all housing units.

- B. To attend activities or meet with the chaplain, Inmates must submit Interview/Information Requests.
- C. Smudging, ceremonial pipe smoking and incense burning for religious purposes will be allowed only in designated areas at designated times.
- D. Greeting cards are available through the chapel. Submit an Interview/Information Request form with season/event type. Limits will apply.

SECTION 33 – PHOTOGRAPHS

- A. Institution photograph requests must be sent to the Visiting Room Officer with the title "Photos" on an Interview/Information Request. Do not send a disbursement form with your request. A disbursement form will be provided to the inmate by the Visiting Room Officer the day of the scheduled photo.
- B. Photos are \$2.00 each (price subject to change).
- C. Photos will be printed prior to the inmate returning to his unit.
- D. Inmates must wear state issued green or red shirt. Shirts must be tucked in and shoes must be tied. Inmates are not allowed to remove their shirts for the photo.
- E. Inmates must stand straight, feet facing forward and parallel, and facing the camera. Kneeling, squatting, sitting, etc., is prohibited unless the inmate is in a wheelchair.
- F. No personal hygiene items are permitted other than a pocket comb or pic.
- G. Personal photos are not permitted to be photocopied on copy machines. Duplicate copies are \$2.00 and must be purchased at the time of the photo.
- H. Photos of hand signs and/or obscene/inappropriate gestures, poses, or subject matter are not permitted. Any photos that violate this standard will not be printed.
- I. Photo orders will not be honored if funds are not in the inmate's account when the order is processed, or if the inmate has taken a recent photo in the visiting room.
- J. Special requests for photos will be submitted to the Correctional Program Supervisor for approval. (Example: family member photos)
- K. Staff screening the photos make the determination if the photo will be allowed or not.

SECTION 34 – VETERANS

Veterans may be eligible for certain benefits for themselves and/or their families. Veterans may also meet with outside volunteers to discuss veteran related issues. Other activities may be provided. Those interested in benefit information or activities should contact the Institution Veteran Coordinators.

SECTION 35 – INTERVIEWS WITH STAFF MEMBERS

- A. Inmates should contact an area staff member with any urgent need. See chart in Section 35 for a Staff Resource List.
- B. Submit an Interview/Information Request for non-urgent needs to the appropriate staff member or department. Interview/Information Request forms are available on the housing units.
- C. Inmates with work or school assignments should indicate when they are free from their work or school assignment during the regular workday.

SECTION 36 – COMPLAINT PROCEDURES

Refer to DAI Policy 310.00.01 Inmate Complaints Regarding Staff Misconduct and 310.00.03 Inmate Property Depreciation Schedule.

36.1 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.

- A. Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE.
- B. 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.
- C. A complaint will not be processed if the complaint contains obscene, profane, abusive, or threatening language or if it contains a foreign substance.
- D. Each complaint may contain only one clearly identified issue and contain sufficient information for the department to investigate and decide the complaint.
- E. 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.
- F. A calendar week means Sunday through Saturday.
- G. Challenges to a complaint or submission returned by the 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.

36.2 PREA COMPLAINTS

- A. An inmate may file a complaint alleging sexual abuse using the procedures under this chapter.
- B. 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.
- C. 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.
- D. Complaints filed under this section will be referred for a PREA investigation.

- E. 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.
- F. Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are:
 1. The inmate may contact any staff member who is not the subject of the allegation for immediate corrective action.
 2. The inmate may file a complaint. Complaints collected under s. DOC 310.08 shall be immediately forwarded to the warden.
 3. 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.
- G. 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.
- H. Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

36.3 PROCEDURE

- A. 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.
- B. 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.
- C. Complaints must be legibly handwritten or typed 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 includes the inmate's original signature.
- D. Complaint submissions may not exceed 500 words total and not exceed two pages.
- E. Inmates must use a DOC-400 Inmate Complaint form. All sections of the form must be completed.
- F. 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.
- G. The ICE will collect and date stamp all complaints with the date collected. The ICE will either accept the complaint, return the, or reject the complaint. The ICE will assign a file number and classification code to an accepted or rejected complaint and give written notice to the inmate within 10 days of collection that the complaint has been received.
- H. The ICE rejects the complaint or sends a recommendation to the appropriate reviewing authority within 30 days from the date of receipt. Reviewing Authority means a person who is authorized to review and decide an inmate complaint.
- I. 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's decision is final.
- J. The ICE may recommend to the reviewing authority that the complaint be affirmed or dismissed in whole or in part.
- K. The reviewing authority shall make a decision within 15 days following receipt of the recommendation or appeal of rejection.
- L. For complaints that are not rejected, the reviewing authority shall affirm or dismiss the complaint in whole or in part or return the complaint to the ICE for further investigation.

- M. 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.
- N. An inmate may appeal the reviewing authority decision to the CCE within 14 days after the date of the decision or if the inmate does not receive a decision 45 days after the date the ICE enters the complaint.
- O. Appeals shall be submitted on a form provided by the department, be legibly handwritten or typed, be filed only under the name by which the inmate was committed to the department or the legal name granted by a court, include the inmate's original signature, not exceed 500 words total and not exceed two pages, 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. An appeal will not be processed and a referral for disciplinary action may occur in accordance with Ch. DOC 303 if the complaint contains obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint or a foreign substance.
- P. The CCE may recommend rejection of an appeal not filed in accordance with s. DOC 310.09.
- Q. For all accepted appeals, the CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part, and send its 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.
- R. 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.
- S. 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.

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ACRONYMS

A&E – Assessment and Evaluation
ADA – Americans with Disabilities Act
BCE – Bureau of Correctional Enterprises
CCE – Corrections Complaint Examiner
CCI – Columbia Correctional Institution
COMPAS – Inmate Risk & Assessment Tool
DAI – Division of Adult Institutions
DSR – Dental Services Request
DOC – Department of Corrections
ELL – English Language Learned
ESL – English as a Second Language
GP – General Population
GED – General Equivalency Diploma
HSED – High Scholl Equivalency Diploma
HSR – Health Services Request
HSU – Health Services Unit
ICE – Inmate Complaint Examiner
ICRS – Inmate Complaint Review System
INVUNA – Involuntary Unassigned
LAIP - Legal Assistance for Institutionalized Persons
OCO – Out on Court Order
PC – Parole Commission
PREA – Prison Rape Elimination Act
PRN – As Needed
PSR– Psychological Services Request
PSU – Psychological Services Unit
R&O – Reception and Orientation
RC – Re-classification
RH – Restrictive Housing
TABE – Test for Adult Basic Education
TLU – Temporary Lock-Up
VOLUNA – Voluntary Unassigned
WRC – Wisconsin Resource Center
FORMS

DOC-0184 Disbursement Request
DOC-0237 Property Receipt/Disposition

DOC-0243 Notice of Non-Delivery of Mail/Publication
DOC-0400 Offender Complaint
DOC-0405 Offender Complaint Appeal
DOC-0643 Bilingual Interview/ Information Request.
DOC-1090 Religious Preference
DOC-1408 Offender Work Program Assignment Placement
DOC-2212 Early PRC Hearing Request
DOC-2182 Request for Review of Rejected Complaint
DOC-21AA Visitor Questionnaire
DOC-2530 Reasonable Modification Accommodation Request
DOC-3035 Health Service Request & Copayment Disbursement Authorization (HSR)
DOC-3035B Psychological Service Request (PSR)
DOC-3035C Medication/Medical Supply Refill Request
DOC-3332B Medical Restriction/Special Need
DOC-3392 Dental Service Request (DSR) & Copayment Disbursement Authorization
DOC-3504 Infection Control - Patient and Employee Precautions
POC-14 Dental Services
POC-41 Sexual Abuse/Assault Prevention & Intervention Booklet
POC-47 Staying Healthy in Prison
POC-47A Suicide Prevention

DAI Handbook References – General Population

Accounts (funds)

28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]
38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)
Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments
Wisconsin Statutes s. 301.31 – Wages to prisoners
Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers
Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners
Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison
Wisconsin Statutes s. 303.065(5) – Work Release Deductions
Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision
Wisconsin Statutes Ch. 767 – Actions Affecting the Family
Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act
Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges
Wisconsin Statutes s. 973.042 – Child Pornography Surcharge
Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge
Wisconsin Statutes s. 973.045 – Crime Victim Witness
Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge
Wisconsin Statutes s. 973.05 – Fines
Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments
Wisconsin Statutes s. 973.06 – Costs
Wisconsin Statutes s. 973.20 – Restitution
1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)
Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard
Wisconsin Administrative Code Ch. DOC 303 – Discipline
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose.
Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge
Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds
Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds
Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints
Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges
Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release
Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee

2017 WI Act 89 Requests

Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities.
Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners

	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
ADA	Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u> , Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235) Code of Federal Regulations, <u>28 CFR Part 35</u> , Nondiscrimination on the Basis of Disability in State and Local Government Services
Canteen	Wisconsin Statutes s. 301.27(2) – Vending Stands Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients Wisconsin Administrative Code s. 309.20 – Personal Property Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose Wisconsin Administrative Code s. 309.52 – Canteen Wisconsin Administrative Code s. 316.04 – Copayment
Classification	Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Compensation (I/M)	Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Complaints (I/M)	WI Administrative Code 303 – Discipline WI Administrative Code 310 – Complaint Procedures
Contraband	Wisconsin Administrative Code Ch. DOC 303 - Discipline
Count	Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program

DNA Collection	Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014
HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Hygiene/Hair	Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 316 – Copayment
LEP	Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104
Law Library	Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix) Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying Wisconsin Administrative Code s. DOC 309.155 – Legal Services

Legal Loans	<p>Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers</p> <p>Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners</p> <p>Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)</p> <p>Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports)</p> <p>Wisconsin Statutes s. 809.62 – Rule (Petition for review)</p> <p>Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents</p> <p>Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages</p> <p>Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect</p> <p>Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment)</p> <p>Wisconsin Statutes s. 974.06 – Postconviction Procedure</p> <p>Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post conviction DNA testing for certain evidence)</p> <p>Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail</p> <p>Wisconsin Administrative Code s. DOC 309.155 – Legal Services</p> <p>Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying</p> <p>Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures</p>
Library	<p>American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336</p> <p>American Library Association (ALA) – Library Bill of Rights</p> <p>American Library Association (ALA) – Freedom to Read Statement</p> <p>American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p>
Mail	<p>Wis. Stat. §19.31</p> <p>Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband</p> <p>Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail</p> <p>Wisconsin Administrative Code s. DOC 303.72 – Major penalties</p> <p>Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying</p>

Marriages	<p>Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministration</p> <p>Wisconsin Statutes Ch. 765 – Marriage</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Administrative Code s. DOC 309.06 – Visitation</p> <p>Wisconsin Administrative Code s. DOC 309.08 – Visiting List</p> <p>Wisconsin Administrative Code s. DOC 309.10 – Special Visits</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices</p>
Meals	<p>Wisconsin Administrative Code s. DOC 309.23 – Food</p> <p>Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids</p>
Medications	<p>66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140</p> <p>Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training</p> <p>Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02</p>
Name Changes (I/M)	<p>Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles</p>
Notary Services	<p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Statutes s. 20.919 – Notary public</p> <p>Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property</p> <p>Wisconsin Statutes s. 706.07 – Uniform law on notarial acts</p> <p>Wisconsin Statutes s. 782.04 – Petition; contents</p> <p>Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages</p>
Observation Placements	<p>Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act</p> <p>Wisconsin Administrative Code Ch. DOC 311 – Observation Status</p>
Phone Calls Incl. Atty and International	<p>Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls</p> <p>Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys</p> <p>Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval</p>
PREA	<p>34 U.S.C. §30301 Prison Rape Elimination Act of 2003.</p> <p>28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape</p>
Programming	<p>Wisconsin State Statutes s. 301.03 General Corrections authority</p> <p>Wisconsin Administrative Code s. 302.13 - Program Need Assignment</p>

	Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	<p>Wisconsin Administrative Code s. DOC 309.02(16) – Pornography</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.40 – Clothing</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying</p>
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices, Property and Diets	<p>Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons</p> <p>Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers</p> <p>Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations</p> <p>Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code s. DOC 303.35 – False names and titles</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.10 – Special Visits</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.23 – Food</p> <p>Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice</p> <p>Wisconsin Administrative Code s. DOC 309.23 – Food</p>
Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches	<p>Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution</p> <p>Wisconsin Administrative Code s. 306.17 – Search of Inmates</p> <p>Wisconsin Administrative Code s. 309.20 – Personal Property</p> <p><u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape</p>
Sex Offender Notification	<p>Wisconsin Statutes s. 301.45 – Sex Offender Regulations</p> <p>Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law</p>

Social Media Use (I/M)	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Urinalysis Testing	Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs Criminal Justice Drug Testing Act May 1990 Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings
Work Assignments	Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Visiting	Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate Wisconsin Administrative Code s. 306.18 – Search of Visitors Wisconsin Administrative Code s. 309.02 – Definitions Wisconsin Administrative Code s. 309.06 – Visitation Wisconsin Administrative Code s. 309.07 – Conduct During Visits Wisconsin Administrative Code s. 309.08 – Visiting List Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates Wisconsin Administrative Code s. 309.10 – Special Visits Wisconsin Administrative Code s. 309.11 – No-Contact Visiting Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges
Voting	Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors Wisconsin State Statute 301.03(3a) – General Corrections Authority Wisconsin State Statute 973.09(4m) - Probation Wisconsin State Statute 973.176(2) - Voting 2005 Wisconsin Act 451 – Relating to Administration of Elections

DAI Handbook References – Additional References for Minimum Security Facilities

Community Service	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Offsite Authorization	Wisconsin Statutes s. 303.065(2m) – Work release plan for prison inmates Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Project Crew	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Work and Study Release	Wisconsin Statutes s. 303.065 – Work Release Plan for Prison Inmates Wisconsin Administrative Code s. DOC 303.72 – Major penalties Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds Wisconsin Administrative Code s. DOC 309.52 – Canteen Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

DAI Handbook References – Additional References for Restrictive Housing Unit Handbooks

Controlled Separation	Wisconsin Administrative Code s. 303.72 – Controlled separation
Disciplinary Separation	Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation
Protective Confinement	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use Wisconsin Administrative Code s. DOC 303.73 – Major Penalty: Disciplinary Separation Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement
Restrictions/Sec Precautions	Wisconsin Administrative Code 303 – Inmate Discipline
RHU Meal Restrictions	Wisconsin Statutes s. 301.33 – Freedom of Worship: religious ministrations Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice
Temporary Lock Up	Wisconsin Administrative Code s.303.10 – Temporary lock up: use