

# CHIPPEWA VALLEY CORRECTIONAL TREATMENT FACILITY (CVCTF) INMATE HANDBOOK



*This handbook supersedes previous CVCTF Inmate Handbooks and related CVCTF memos as of the effective date of this handbook. The content of the CVCTF Inmate Handbook is not all inclusive. Inmates need to follow all Division of Adult Institutions Policies, CVCTF Procedures and staff directives. Policies & Procedures are available in the library. Updated policies and procedures take precedence over the rules stated in this handbook. This handbook is but a guide.*

Effective January 2018

## 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 inmate. 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.

## CONFIDENTIALITY NOTICE

The confidentiality of inmates housed at this institution is protected by federal laws and regulations. We may not say to a person outside that you are a part of a Substance Use Disorder Treatment Program or disclose any information identifying you are in treatment or a participant in this facility's programs past or present unless:

- A. You self-disclose your residence or participation at CVCTF; or
- B. You consent in writing; or
- C. You commit or threaten to commit a crime while at the facility or against any person who works for the facility; or
- D. The disclosure is made to medical personnel in a medical emergency.

By entering the Visiting Room, for any reason, you are voluntarily self-disclosing your identity to all parties present in the Visiting Room. You also voluntarily self-disclose your identity when you participate in off grounds activities. This institution is no longer liable for protecting your identity when you enter the Visiting Room per the Federal Drug Confidentiality Rules; 42 United States Code (U.S.C.), 290-3 and EE-3 and legal Citation 42 Code of Federal Regulations (C.F.R.), Part 2.

All inmates must complete an Authorization for Use and Disclosure of Protected Health Information (DOC-1163A), generally during the first week to identify persons (next of kin, family members, etc.) whom staff at CVCTF can release information to if contacted by them and/or staff needs to initiate contact. **Inform your visitors, family and friends that if they call here, no information – even regarding if you are here can be released without a signed release form on file.**

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## INTRODUCTION

Chippewa Valley Correctional Treatment Facility is a fenced minimum-security adult correctional institution that provides Substance Use Disorder treatment programs. CVCTF is a smoke-free and tobacco-free facility. CVCTF recognizes tobacco products and smoking materials, in any form, as contraband. The possession and/or use of tobacco products and smoking materials are not allowed while on grounds or at any off grounds activities. Our goal is to provide a safe and secure environment with programs and activities to assist in your reentry to the community.

Upon your arrival, you are required to read and know the rules of this institution. An orientation session will be held with you during your first few days at this institution. Attendance is mandatory. The Chippewa Valley Correctional Treatment Facility (CVCTF) Inmate Handbook and the Department of Corrections 303 Handbook are available to you. You will be charged \$2.00 if you damage or lose this handbook. You will also be advised as to specific rules, policies, procedures and expectations when you arrive on your particular housing unit floor/wing. Information is also posted on inmate bulletin boards. It is your responsibility to read inmate bulletin boards.

Any violation of rules within the Institution Handbook may result in a verbal warning, written warning or conduct report. Violating rules at any time while at CVCTF may change your

anticipated program completion date or may result in your removal from program. You will be held accountable for the decisions you make. CVCTF staff are here to help you learn and comply with rules. If you have any questions, feel free to ask any CVCTF staff member. They will redirect your behavior to ensure compliance with rules and to promote general safety.

You are required to follow orders given to you by staff. If you disagree, you may request to discuss the issue following the identified chain of command. There is zero tolerance for aggression or profanity toward individuals with whom you come in contact.

### **CHAIN OF COMMAND**

The Chain of Command, listed below, spells out who inmates should contact first if they have a question or concern. After waiting at least five days for a response or resolution, inmates may then contact the next and subsequent level as needed, informing them of the steps which they have already taken and what they have been told so far. Failing to follow this Chain of Command, sending requests to multiple staff, or failing to wait a reasonable amount of time will only cause delays because staff have been told to simply return your request if you have not followed these steps. Inmates may “jump levels” or ask someone sooner only for a valid reason. When doing so, they must explain why they are not following the process, and what has been said or done so far by any staff. If the issue involves areas not listed below or the inmate is unsure of whom to write, he should contact any staff in an attempt to resolve the issue.

At any time in this process, an inmate may file a complaint in accordance with DOC Administrative Code 310. However, the inmate may be directed to make an attempt to resolve his issue prior to the complaint being accepted. In addition, inmate complaints must be filed within 14 calendar days from the occurrence giving rise to the complaint regardless of the chain of command level in which an inmate is involved.

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>	<b>THIRD LEVEL</b>
Accounts/ Financial Matters	Business Office	Financial Program Supervisor (FPS)	Correctional Management Services Director (CMSD)
Attorney Calls	Records Office	Records Supervisor	Deputy Warden
Canteen	Business Office	FPS	CMSD
Clinical Services	Psychologist	PSU Supervisor	Deputy Warden
Dental	Dental Staff	HSU Manager	Warden
Food Service	Food Service Staff	Food Service Administrator	CMSD
Health Services	Registered Nurse	HSU Manager	Warden
Hobby Sales	Visiting Room Officer	Shift Supervisor	CMSD
Housing Unit Issues	Floor Sergeant	Shift Supervisor	Administrative Captain
Kiosk	Floor Sergeant	Shift Supervisor	Administrative Captain
Laundry	Floor Sergeant	Activity Sergeant	Shift Supervisor
Legal Loans	Business Office	FPS	CMSD
Library	Librarian	Program Supervisor	Deputy Warden

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
Mail/Property/Hobby	Mail/Property Sergeant	Shift Supervisor	Administrative Captain
Medication	Registered Nurse	HSU Manager	Warden
Notary Service	Records Office	Records Supervisor	Deputy Warden
Programming	Program Provider	Program Supervisor	Deputy Warden
Reclassification	Social Worker	Classification Specialist	BOCM Director
Recreation	Activity Sergeant	Shift Supervisor	Administrative Captain
Religious Issues	Chaplain	Program Supervisor	Deputy Warden
Sentencing Information	Records Office	Records Supervisor	Deputy Warden
TLU	Shift Supervisor	Administrative Captain	Deputy Warden
Visiting Area	Visiting Room Officer	Shift Supervisor	Administrative Captain
Visiting List	Social Worker	Program Supervisor	Deputy Warden
Work Problem	Work Supervisor	Department Supervisor/ Administrator	Deputy Warden

### **GENERAL RULES**

The physical layout of CVCTF is different than many other facilities. Inmates are generally housed in a dormitory setting consisting of 10 men assigned to a room. Each wing has four rooms that share restroom and shower facilities. Group rooms are located on all floors throughout the building.

1. At all times, noise levels, including conversations, will be kept to a minimum so as not to disturb others. Loud talking, singing, whistling or other noises are inappropriate and not allowed indoors. No yelling or shouting indoors will be permitted. Foul language and profanity is not permitted.
2. Visiting or loitering is not allowed in the hallways, entrance to the housing wings, doorways of the rooms, in the core areas, or in the stairwells. You are expected to walk to and from your destination, without delay.
3. Movement on the housing unit floors is restricted to the side of the core you live on. Inmates on A and D wings shall not be on the B and C side of the core without staff permission.
4. Wing-to-wing and room-to-room visiting is not allowed without staff permission.
5. Only two inmates at a time are allowed at the officers' station. Inmates are not allowed to stand in a manner that places them inside the officers' station.
6. Covering or manipulating thermostats is not permitted. Concerns about temperature should be directed to staff.
7. Role playing games, fantasy games, homemade games and gambling of any kind are prohibited.
8. Any methods of identifying with non-approved groups, such as, gang-related drawings, symbols or signs, letters, etc. are not allowed.
9. The covering of any window is not allowed.
10. Inmates may not enter any areas marked "staff only".
11. Any inmate who has contact with any person prohibited by court order, department rule, or other enforceable law or rule may be subject to discipline in accordance with Administrative

Code DOC 303. This includes contact made by telephone, mail, or through any other form of communication, including by a third party.

12. All inmates are expected to follow standards of decency for apparel and conduct. Any type of exhibitionist behavior will not be tolerated. Hands may not be rested in the waistband of your pants.

## MOVEMENT LIMITATIONS

### HOUSING UNIT FLOORS

Inmates are assigned to a specific housing unit floor. Inmates are not allowed on any other housing unit floor or wing other than where they are assigned without staff permission. Movement to designated areas prior to the start of group or appointment is not allowed. Officers' stations will be closed from 5:55 am – 6:10 am, 1:55 pm – 2:10 pm and 9:55 pm – 10:10 pm unless there is an emergency. The core hallways are closed from 11:00 a.m. to 12:45 p.m. and 4:55 to 6:00 p.m. After 9:00 p.m. you will be restricted to unit wings, no general movement through the core hallways will be permitted. At 8:00 a.m. general movement resumes.

### SIGN-OUT SHEETS – UNIT ABSENCE RECORD

Before you leave your assigned housing unit floor, you must sign out to your specific destination. (Example: Chapel, HSU, Property, Outdoor Recreation, Weight Room, Game Room, etc.) When signing in or out, **print your name and number clearly** and record the actual time. You may not sign in or out for another inmate.

Stairwells are off limits unless you have signed out to leave the housing unit floor. Elevators are off limits for movement unless you have an elevator pass, have been given permission to use them, or an emergency requires its use.

Inmates must be assigned to or scheduled for the following areas: Kitchen, Loading Dock, Intake, Records, Classification, ICE, 1st floor hallways and HSU. Inmates are not allowed to leave their assigned housing unit floor-to go to HSU, ICE, Records or Classification without specifically being called to these areas. The only time inmates may go to Records without being called is during notary times when inmates have items to be notarized.

### TREATMENT SPECIALIST/SOCIAL WORKER MEETINGS

All one-on-one meetings must be pre-approved, or at the request of a treatment specialist/ social worker. No cups, mugs, or pitchers are allowed in staff offices. If leaving your housing unit floor to attend a meeting, sign out to the treatment specialist/ social worker's name or office number. Check in at the officers' station on that floor upon your arrival and state your destination.

### TRAINING DAYS

Movement will be limited on Training Days per CVCTF 960.103. Inmates with work detail will receive reporting instructions from the work supervisor.

## LIVING QUARTERS

1. Inmates are responsible for their quarters, which are to be kept neat, clean and in order at all times.
2. All lights in the wings and rooms will be turned on by 7:30 a.m. on weekdays.
3. Beds are to be properly made unless they are being used for sleeping.
4. Each inmate is responsible for his own property using the secured footlocker and the storage tote provided. Footlockers, totes and tote lids must be stored on the floor. Books, magazines, medications, eating utensils, etc. must be stored in the footlocker. Each inmate is responsible



- for securing his footlocker. All clothing items are to be folded and put away, or hung on the provided clothing hooks. Common areas, including the tables in the rooms, are not to be used as storage areas. The ledge above the door is not to be used for storage.
5. All personal electronics, fans, and lights are to be turned off when exiting the room. For safety reasons, no coverings can be placed over any lights, light bulbs or lamps. All protective covers must be kept in place.
  6. All electronic audio/visual equipment must be used with headphones placed on the head or ear buds placed in the ears. Any sound from the listening devices that can be heard by others will require the volume to be turned down.
  7. Electric/electronic equipment is limited to use within assigned room. Exceptions are: typewriters, which can be used in the dayrooms and electric razors, which may be used in the restrooms.
  8. All personal electronics and lights will be turned off at 11:00 p.m. and may not be turned back on prior to 7:00 a.m. the following day.
  9. After 9 p.m., no table games or loud talking is allowed. This includes playing cards.
  10. There are four outlets assigned to each bunk. Each inmate may only use the outlets for his assigned bunk.
  11. Only television boxes and radio boxes will be allowed in your room. This box is not to be used as shelving of any kind or for storage of any other property. Extra boxes to store property are not allowed.
  12. Homemade bookcases, shelves, clothes lines, etc. are not allowed.
  13. Each room shall only contain one chair per bunk. Chairs may not be moved from other rooms.
  14. Mattress and pillow replacements will be determined by floor staff. HSU staff will not be making determinations on the need of new mattresses/pillows.
  15. If an assigned room is being searched, inmates will be required to leave the room until the search is finished. Inmates will not be allowed to stand in the hallway while your room is being searched and must leave the area. Inmates will receive a written receipt for any property item(s) removed as a result of the search.
  16. Nothing is to be hung or secured to the walls, footlockers, beds, windows, furniture or ceilings. The exception being antennas are allowed in an approved manner and designated area.
  17. Inmates must be visible to staff from the doorways at all times. Do not use any items to cover entire body or use items to obstruct the view of any inmate in the room.
  18. Altering or covering of nametags on bunks is not allowed.
  19. The door to the room utilizes a door closer. Nothing is to be hung on the door closer and any action or activity that could damage, or cause damage, to the door mechanism causing it to malfunction is prohibited.
  20. Calisthenics, sit-ups, pushups, pull-ups and other like activities are to be done at the outdoor or indoor recreation areas, not in the dayrooms or the housing unit floors/wings/rooms. Exercising in the restroom or shower areas is not permitted.

## **COUNT**

1. Count is conducted at various times during the day to ensure each inmate's presence and well-being.
2. Inmates are required to be in their assigned room when the announcement is made that it is count time.
3. During standing counts at 7:30 a.m., 12:30p.m., 5:00 p.m. and 9:15 p.m., inmates are restricted to their rooms and are required to stand at the foot of their bunk and to be dressed

per the dress code (not just undergarments). No talking is allowed and electronics must be off. Inmates will remain in their rooms until count has been verbally cleared via the intercom.

## IDENTIFICATION CARDS (ID)

Inmate ID cards must be worn anytime you leave your assigned room. ID cards must be worn hanging from the neck area, from only the hypoallergenic colored lanyard issued by each floor (2<sup>nd</sup> – yellow, 3<sup>rd</sup> – green, 4<sup>th</sup> – blue). It must be worn on your outer most garments, photo facing outward. To obtain a replacement for a lost or damaged ID card, send an Interview/Information Request to Intake with a completed Disbursement Request made out to CVCTF indicating the reason for a replacement ID card. See DAI 306.00.06 for more information. Inmates in the ERP will be given a tag indicating what phase of the program they are in. You must wear ERP tags under your ID card on your colored lanyard.

## DRESS CODE

1. Inmates shall be dressed in no less than a t-shirt and shorts from 7:30 a.m. to 9:30 p.m. and anytime they exit their bunk.
2. Inmates leaving the housing unit floor are required to be in state-issued greens and boots or shoes when reporting to the following areas: Group Room, Staff Office, 1st Floor, Library, Records, and Mail/Property.
3. Only state boots or personal shoes shall be worn anytime you leave your assigned housing unit wing. Footwear made with shoestrings must be tied at all times for safety. Velcro straps must be properly fastened at all times.
4. All clothing must be worn as originally designed and fit properly (ex. the waistband of pants will be at your waist and no lower). Inmates will be required to exchange any oversized clothing for clothing that fits properly. Shirts with buttons need to be buttoned, except for the top button.
5. Thermal underwear tops and bottoms are not approved outer wear and must be covered by shirt, jacket and/or long pants.
6. Hats, caps, gloves, jackets and sunglasses may not be worn inside the building. The only exceptions are for authorized medical need or as required during the performance of your assigned job duties.
7. Kitchen workers are issued work specific clothing (kitchen whites) for sanitary reasons. This clothing shall be worn while working in the kitchen, and to and from the job assignment. Kitchen whites may be worn to the Health Services Unit, if HSU visit is during work hours.
8. Any inmate in a job assignment status is required to be in state-issued greens (Serving, Maintenance, Laundry, Recreation, Custodians, Janitors, etc.).
9. Inmates must wear a complete set of state issued greens and footwear in the Visiting Room. Personal clothing (other than underwear and socks) shall not be worn over or under state issued clothing. Shirt buttons are to be buttoned, except the top button. All shirts shall be tucked inside pants. Inmates are not allowed to wear watches, thermals, coats/jackets or caps/hats in the Visiting Room.
10. During all off grounds activities (off-site medical appointments, community service and group activities) inmates are required to be completely dressed in state issued clothing to include undergarments and footwear. No personal property or clothing is permitted off-site.

## INSIDE HOUSING UNIT WING

1. Inmates are not required to wear footwear when on their beds, but they must be dressed per the Dress Code.



2. Slippers may be worn inside assigned wing during non-meal times. Boots or shoes are required in the dining area during meal times.
3. Bathrobes may be worn inside assigned room and to and from the shower as long as the robe is completely closed. Shower shoes may only be worn to and from the shower.
4. Shower caps, combs and hair picks are restricted to use in assigned room or restroom. They may not be worn or used in the hallway.
5. Du-rags and rollers can only be worn in the assigned room, with the exception of going to or from the restroom during nighttime sleep hours (9:30 p.m. to 7:30 a.m.).
6. Inmates must wear at least briefs or underwear during nighttime sleep hours.

### RECREATION

1. Tank tops, A-shirts and muscle shirts are considered recreation clothing and can only be worn to, during and from recreation activities. Shirts must be worn at all times during recreation.
2. Wrist bands, headbands and weight lifting gloves can only be worn in the Weight Room or at outdoor recreation. These items need to be worn and used in the manner they were intended to be used.
3. Towels may not be used as hats or scarves.
4. Shoes and socks can be removed while playing sand volleyball. Wearing socks without shoes is not allowed.
5. No brown or jersey gloves are to be utilized as weight lifting gloves.

### **EARNED RELEASE PROGRAM (ERP)**

The Earned Release Program gives inmates the chance to learn more about themselves, their thoughts, feelings and behaviors. Program start dates and times are tentative. You are expected to be an active participant in case planning and to work on personal development and self-awareness both inside and outside of groups.

Progress in group will be measured by inmate participation, behavior (both in and out of group) homework, test scores, work assignments and participation and behavior in any off-grounds activities.

In addition, all inmates will actively work to incorporate self-awareness by holding themselves and others accountable. All inmates are expected to treat one another with respect, striving to effectively communicate with one another and staff. Inmates are expected to act and work out differences as responsible adults. Violating rules or demonstrating anti-social behavior will have consequences up to and including termination from ERP. As part of the Earned Release Program, inmates will participate in a behavior modification system. Inmates may redeem earned incentive points for extra privileges or activities. More information about ERP specific rules and the behavior modification system will be provided to you.

All inmates are expected to be involved in facility work assignments as part of their program. Inmates will be assigned to work tasks, which will be coordinated around their program schedule, so as to not interfere with treatment needs. All inmates are expected to be involved in program and work tasks while at CVCTF. This includes the CVCTF Terminal Cleaning Program which involves inmates in the process of maintaining clean, safe, and sanitary living and working conditions within the institution. Terminal Cleaning information is available on each housing unit floor on the bulletin board. Failure to participate in both program and work tasks may result in your removal from ERP and may result in a referral to Classification.

**Phase I** – Inmates will begin Phase I when they arrive at the facility. In this phase, inmates are expected to structure their time with work and appropriate activities.

**Phase II** – Inmates will be in this phase when they start core curriculum, where they will be involved in full-time program curriculums to include but not limited to: Thinking for Change (T4C) and Cognitive Behavioral Interventions for Substance Abuse (CBI-SA). Inmates may also be assigned to participate in other programming or treatment interventions that address specified treatment needs specific to an individual inmate. Phase II is not complete until the inmate has successfully completed all assigned programming and/or treatment interventions. Inmates are expected to structure their time throughout the day, including evenings. Inmates will be monitored for their work performance, behavior (both in group and outside of group), willingness and motivation to engage appropriately at CVCTF.

**Phase III** – Inmates will be placed in this phase after successfully completing Phase II of the program. During Phase III, inmates will concentrate on planning for release and preparing for their return to the community. Inmates will be expected to demonstrate their behavioral skills learned, act as a mentor and assist other inmates in Phase I or Phase II, as needed. Additional activities and work assignments may be assigned by staff as warranted. Inmates are in program pay status until released. As such, ERP rules and expectations are to be followed until you are released.

## **CORE PROGRAMS**

### [COGNITIVE BEHAVIORAL INTERVENTIONS FOR SUBSTANCE ABUSE \(CBI-SA\)](#)

CBI-SA is a curriculum developed by the University of Cincinnati Corrections Institute that is designed for individuals who have a moderate to high need in the area of substance abuse. The program uses a cognitive-behavioral approach to teach participants strategies for avoiding substance abuse.

### [THINKING FOR A CHANGE \(T4C\)](#)

T4C is a curriculum developed by the National Institute of Corrections that uses: cognitive self-change, social skills and problem solving skills. Cognitive self-change teaches individuals a concrete process for self-reflection aimed at uncovering anti-social thoughts, feelings, attitudes and beliefs.

## **ANCILLARY GROUPS**

### [PRE-TREATMENT](#)

Pre-Treatment is designed as an orientation to the Core Programs provided by CVCTF. It provides an introduction to the cognitive-behavioral model, listening skills and goal setting.

### [ANGER MANAGEMENT](#)

Anger Management for Substance Abuse and Mental Health Clients uses a Cognitive Behavioral Therapy approach that utilizes relaxation, cognitive and communication skills interventions. Participants will create individualized anger control plans that will help them succeed in managing their anger.

### [COGNITIVE BEHAVIORAL INTERVENTIONS FOR OFFENDERS SEEKING EMPLOYMENT \(CBI-EMP\)](#)

CBI-EMP is a curriculum developed by the University of Cincinnati Corrections Institute that combines traditional employment techniques with skill building activities. The curriculum is designed to provide information and skills that will be helpful in obtaining and maintaining employment upon reentry into the community.

## SOCIAL SKILLS

Social Skills provides participants with an opportunity to practice a wide range of pro-social skills to help navigate every day high-risk situations.

## EPICTETUS

The Epictetus Self-Mastery Program helps inmates break free of criminal thinking. The program focuses on the teaching of Greek philosopher Epictetus.

## DOMESTIC VIOLENCE

Domestic Violence is a cognitive behavioral program designed for male offenders who have been identified to have previous abuse/violent patterns with intimate partners. The curriculum teaches social skills and problem solving.

## **GROUP/STUDY ROOMS**

Permission to use the group rooms when they are not needed for programming can be granted via security staff or program providers. The group rooms are closed when the dayrooms are closed. The following rules must be adhered to while using the group rooms unless authorized by ERP specific rules:

- Lights must be on while in use.
- The volume on the television must be kept to a minimum.
- Food or beverages are not permitted.
- No more than four inmates are allowed in a group room at one time.

## **DAYROOMS AND TV ROOMS**

1. Dayrooms will be open from 6:00 a.m. to 11:00 p.m. Sunday through Thursday and 6:00 a.m. to 12:45 a.m. Fridays, Saturdays and the day preceding a holiday.
2. Dayrooms will also be used as group rooms. Dayrooms may be closed at times to accommodate program groups or activities, at the discretion of program providers. Dayrooms that are used for group rooms will not be available for leisure use Monday through Friday 8:00 a.m. to 4:00 p.m.
3. TV channel selections will be decided by group consensus. Once a channel has been selected, the channel may not be changed until that program is over. Staff will make final determination of programs to be viewed.
4. Canteen items allowed in the dayroom include one beverage and one edible item. Each inmate is responsible for cleaning up after himself.
5. Inmates are required to sit on the chairs with their feet on the floor. They are not allowed to lie on the chairs or have their feet on the chairs. Tipping or leaning back in the chairs is not allowed as it is a safety hazard.

## **TELEPHONE USAGE**

1. All telephone calls must be made "COLLECT".
2. Telephones are available for use during dayroom hours, unless the servery is closed for scheduled meals.
3. Three-way calls are not allowed.
4. If you experience difficulty with the telephone system, submit an interview request to a Security Supervisor.
5. All calls, with the exception of verified/approved attorney phone calls, are recorded and may be monitored.
6. Inmates may only use their assigned DOC number for phone calls.

## **SERVERY**

1. The servery will be closed 30 minutes prior to serving meals. After meals are done they will remain closed for cleaning 30 minutes after meals.
2. Phone calls, reading, and studying are allowed when the servery is not closed for scheduled meals. No games are allowed to be played in the servery.
3. Only bowls, containers and utensils purchased through canteen may be used for cooking during non-meal times. Use of Health Services Unit issued foot basins or canteen purchased basins for cooking is strictly prohibited and will result in the loss of the foot basin.
4. Foods/drinks prepared using canteen items must be consumed the same day.
5. Misuse of microwaves is prohibited. Microwaves are limited to heating items sold through canteen, specifically intended to be heated in the microwave, and in accordance with their respective cooking directions. Inmates are not permitted to heat jolly ranchers, creamers, chocolates, or any other candy in the microwaves.

## **MEAL TIMES**

1. Meal times and menus will be posted on the bulletin boards on each housing unit floor.
2. Inmates must be present and ready for meals.
3. Doors between the servery and living area will be closed while workers prepare for meals and clean up after meals. Only properly attired servery workers can be in the servery area while meals are being prepared. The door leading to the hallway will be left open.
4. The microwave and hot water dispensers are not allowed to be used during meal times.
5. The toaster may only be used when toast is on the menu.
6. During meal times, there is to be no other activity in the dining area.
7. All meals will be eaten in the assigned dining areas.
8. Once seated at the table, inmates may not switch tables or leave and come back without staff permission. Inmates are only allowed to exchange food items at the table where they are seated or with staff permission. Saving of seats is not permitted.
9. Inmates are not allowed milk at any time other than that which is provided with meals as designated on the posted menus.
10. One glass of milk is allowed with each meal. Milk may be exchanged for kool-aid at lunch and supper. Only one glass of either milk or kool-aid is allowed at each meal.
11. Inmates are allowed to bring hot sauce, cheese, seasonings, peanut butter and jelly to the meals. No personal cups, bowls or storage containers are allowed.
12. Trash containers will be provided and labeled for specific item disposal. Trays, glasses and utensils will be properly deposited in the dishwashing rack. You are required to empty your tray after meals. Do not bang your tray on the garbage cans.
13. Inmates may take one piece of fresh fruit to their assigned room which must be eaten the same day. No other food or beverage may be taken out of the dining area.
14. After inmates are finished eating, they should leave and return to their assigned room.

## **PERSONAL HYGIENE/GROOMING**

1. Each inmate shall shower often enough to preserve acceptable personal cleanliness to keep their appearance neat.
2. Soap, toothbrush and toothpaste are available at the officers' station.
3. Frequent hand washing with soap is highly recommended for the prevention of spreading germs.
4. Fingernails must be kept clean and trimmed and cannot exceed the end of the finger.
5. Braiding is allowed in the restrooms, your assigned room and at outdoor recreation.

6. Hair braids will be in a straight line only, i.e. front to back, or side to side. No designs made by braids or by utilizing parts in the hair are allowed. Box braids and plats are allowed in straight lines only. Dreadlocks are allowed, however may be subject to search at staff discretion.
7. Hair braiding that can be identified with a disruptive group or that interfere with health and safety of a work assignment are not allowed.
8. One tail/ ponytail is permitted and must be centered in the back of the head or at the base of the neck and must be in the taper of the cut. Only one hair tie shall be used.

### SHOWERS

Monday through Friday shower hours are: 5:30 a.m. to 9:00 a.m., 11:00 a.m. to 12:25 p.m. and 3:15 p.m. to 10:00 p.m.

On Saturday, Sunday & Holidays shower hours are: 5:30 a.m. to 10:00 p.m.

Exceptions to the shower schedule will be at staff discretion. Staff may deny shower use to accommodate a group session or for cleaning/sanitization purposes.

### HAIRCUTS

1. Only the approved inmate barber may cut another inmate's hair in the barber shop.
2. Appointments will be made by signing up on your housing unit floor, during the designated sign up time assigned to your floor. If you miss your appointment you will need to wait until your housing unit floor is scheduled again. Only one haircut will be allowed every three weeks.
3. You must check in with the Intake Officer before and after your haircut.
4. Haircuts that can be identified with a disruptive group or that interfere with health and safety of a work assignment are not allowed. Inmates must follow DAI 309.24.01 regarding hair styles.
5. The sides and the back can be shorter than your top as long as there is no line. The transition between the top and sides has to be completely blended in.
6. Unless your head is completely bald, you must have hair on the sides and back of your head. You cannot shave your sides bald and leave hair on the top.
7. There will be no face shaving of any kind done in the barber shop.

\*Any questions regarding haircuts or hair braiding should be directed to the Activity Sergeant or Intake Officer on First or Second Shift.

## **INDOOR RECREATION**

1. You cannot sign out to recreation prior to the top of the hour and are not allowed to leave your housing unit floor until the top of the hour. Upon arrival you must sign in to either the Weight Room or Game Room.
2. Your housing unit floor provides board games, etc. Games may be taken to your room for use. All games must be turned in when not in use, at the end of each day and prior to the closing of dayrooms.
3. No loud or disruptive behavior. No horseplay, sparring or shadow boxing will be allowed.
4. Calisthenics, sit-ups, pushups, pull-ups and other like activities are to be done at the outdoor or indoor recreation areas.
5. Cups, mugs, pitchers, and canteen items are not allowed.

### WEIGHT ROOM

1. A schedule will be posted showing times when your housing unit floor/wing may use the equipment. Anyone wishing to use the equipment shall take proper care and see that the room is in order and clean before leaving.

2. No slamming or altering weight machines. No using towels or rags as weight lifting apparatuses.
3. Weight lifting equipment must be used as it was intended for. Check with staff or a Recreation Worker if you have questions on how to use the equipment.

## OUTDOOR RECREATION

Open hours are as posted, or as weather permits and at staff discretion.

1. You must sign out and in on your housing unit floor each time you go to outdoor recreation.
2. No outdoor recreation equipment may be used indoors.

### YARD

1. No loitering in entry, on sidewalks or the walking track.
2. No spitting on track, sidewalks, ball courts or any other paved areas.
3. No loud or disruptive behavior. No horseplay, sparring or shadow boxing will be allowed.
4. Do not place/hang personal items on light fixtures, recreation equipment, signs/sign posts, trees, fences or any other structure.
5. You are not allowed outside the posted recreation area.
6. You may bring your personal cup or pitcher outdoors, no canteen or food items will be allowed.
7. If you check out any recreation equipment, you are responsible for returning it. Carelessness or misuse of the equipment may result in a conduct report and restitution for damaged or lost equipment.
8. The following medications will be allowed outside: Epi-pen, nitro pills, inhaler and approved medical appliances or approved medical athletic devices.

### TRACK

1. On EVEN numbered days, movement is to the right.
2. On ODD numbered days, movement is to the left.
3. Walkers will use the inside part of the track. Joggers/runners will use the outside part.
4. Stay on the pavement when walking/running.
5. No loitering; workout stations are placed around the track to be used for exercise and everyone's use. Do not loiter or monopolize the stations.
6. No exercises are to be performed on the track.

### TABLES/BLEACHERS

1. Picnic tables shall not be moved.
2. No standing on the tables or sitting on the table tops.
3. No standing on the bleachers.
4. Tables and bleachers are not to be used as exercise equipment.
5. Personal games such as chess, cards, dominoes, cribbage, etc. are allowed. Blankets for use on table tops may be checked out from the recreation department. Do not remove blankets from the housing unit floors.
6. Books, program work and letter writing are allowed outdoors.
7. Hair braiding is allowed at the tables.
8. The following hobby items are allowed outside: harmonica, guitar (no case), drawing and yarn work.

### BASKETBALL/VOLLEYBALL

1. Balls can be checked out from the basement/indoor recreation area.
2. No climbing or hanging on any poles, net or rim.



3. No kicking the ball.
4. No standing/loitering on the court, spectators must be seated on the bleachers or at the tables.
5. Horseplay or excessive physical play will not be tolerated.
6. Basketball games will be limited to no more than 4 on 4 half court games. No dunking or spiking the basketball.
7. Volleyball games are limited to 6 on 6.

Approved recreation equipment can be checked out from the basement/indoor recreation area.

This is not an all-inclusive list of rules governing activities on the recreation field. If staff observe an activity that they feel is inappropriate, the behavior shall be dealt with at the staff member's discretion. It is your responsibility to follow the direction of staff members at all times.

### **RELIGIOUS/CHAPEL SERVICES**

The Chaplain's office is available to assist you with spiritual growth and development. Opportunities exist for all inmates to practice their religion in accordance with DAI policies. Participants must have a completed Religious Preference form (DOC-1090) on file. Community volunteers assist in providing special programs and studies. Please refer to the Chapel activity list posted on your housing unit floor for specified day and items of events. If you have a spiritual need, send an Information/Interview request to the Chaplain.

Chapel hours for general use are assigned to each housing unit floor. See the schedule posted on the housing units and outside of the Chapel. If you are in the Chapel, you are to be working on or talking quietly about something related to your faith/religion. The Chapel may be closed periodically.

Per DAI 309.61.03, inmates whose religious beliefs require the adherence to religious dietary laws may request a religious diet by submitting a Religious Diet Request (DOC-2167) to the Chaplain for review. Inmates must submit an Interview/Information Request (DOC-761) to the Chaplain to participate in Annual Religious Celebratory Meals/Observances. See DAI 309.61.03 for timelines.

The Chapel media center provides opportunities to listen to faith-based music, watch faith-based movies, and check out a variety of religious books and pamphlets. A limited amount of free books and literature will be made available as supplies allow. There is a Religious and Recovery Library in the Chapel which has items for circulation and other religious reference materials.

All religious property that was in your possession at another facility will be reviewed by the Chaplain. A list of inmates with religious property to pick up is posted outside the Chaplain's office. All rules regarding religious oil must be followed.

### **STATE ISSUE LAUNDRY/LINEN**

1. You are responsible for the following state clothing and linen items issued to you.
 

1 Spring Jacket	1 Pair of Boots/Shoes
3 Pairs of Socks	2 Wash Cloths
3 T-Shirts	2 Towels
3 Briefs	1 Winter Jacket (during winter months)
3 Shirts (Green)	1 Winter Hat and Gloves (pair) (during winter months)
2 Bed Sheets	3 Pants (Green)
2 Blankets	1 Pillow Case
2. All state issued clothing and linens will be laundered at BSI laundry.

3. Laundry exchange times are posted on each housing unit floor/wing. Laundry is a one for one exchange at the Main Laundry. Do not leave laundry in common areas.
4. All laundry concerns should be brought to the attention of Main Laundry during laundry exchange times (damaged items, dirty items, etc.).
5. Linens will be exchanged on a weekly basis on the housing unit floors.
6. Any laundry items deliberately damaged may result in disciplinary action and inmates may be charged for the value of the item at current replacement cost.
7. Boot requests should be submitted to the Intake Officer.

### EXTRA CLOTHING ISSUE

A work supervisor may request extra clothing for inmate use in the performance of their duties. You are allowed to have one spring jacket in your possession all year. As the weather dictates, winter coats, orange hats and gloves will be issued to you by the unit laundry worker. All state-issued winter clothing will be collected in the spring dependent on changing weather conditions.

## **PERSONAL LAUNDRY**

### UNIT WASHER/DRYER

Monday through Friday hours are from:	6:00 a.m. to 9:30 p.m.
Saturday, Sunday and Holiday hours are from:	8:00 a.m. to 9:30 p.m.

1. Only personal clothes may be washed. No state issued clothing or linens may be laundered in the unit washers and dryers. **No shoes may be washed. A bucket may be provided for washing shoes.**
2. Only laundry soap may be used. **No bar soap shavings, liquid hand soap, or cleaning packets may be used.**
3. No holding the washing machines or dryers for other inmates.
4. Inmates may not sit on the washer or dryer.
5. Inmates have one hour to complete your washing and drying. No clothes may be left unattended after this time.
6. Inmates will be held responsible for any damage caused by misuse, including overloading the machines.
7. CVCTF is not responsible for damaged, lost, or stolen clothing washed in the unit washers or dryers.

## **FINANCIAL SERVICES**

### FUNDS WHEN TRANSFERRED IN

It generally takes two to three weeks for your previous institution to transfer your funds here. Transfers are typically done at the end of the payroll week of your previous institution. If you do not see your funds on your statement after three weeks you may contact the Business Office. There are no general loans given for canteen or other items. If you need hygiene items, you may request them at the officers' station.

### DISBURSEMENT REQUESTS

A Disbursement Request (DOC-184) must be used in all money transactions. This includes all financial transactions within the institution, requests to order merchandise from outside the institution and to send money to private individuals.

1. All Disbursement Requests must be filled out completely and have the appropriate approvals in order to be processed. This includes inmate name, DOC number, institution, housing unit floor/wing/room number, pay to and complete address including zip code, request for, reason

(mail order purchase is adequate), total dollar items, S&H, tax, inmate signature, date, total amount of disbursement and authorized signature. If any of these areas are not filled in, the Disbursement Request will be returned.

2. No transaction that involves a time payment plan will be allowed. Full payment is required before an order is placed.
3. For shipping services, photocopies, postage, phone calls, or other transactions within the facility, the "pay to" is CVCTF.
4. Disbursement Requests for photocopying will be submitted to and processed by the department to which the request is made. The cost of photocopies is \$0.15 per copy side. Double-sided copying is considered to be two pages.
5. Disbursement Requests for expenditures related to an authorized facility program activity should be submitted to the appropriate staff program coordinator for processing.
6. Medical requests require completion of a Health Service Request and Co-Payment Disbursement Authorization (DOC-3035).
7. Dental requests require completion of a Dental Service Request and Co-Payment Disbursement Authorization (DOC-3392).
8. All other Disbursement Requests are to be submitted to any unit staff to verify and sign the request. The original Disbursement Request will not be given back to you once it is processed. Disbursement Requests that are not properly approved will be denied and returned to you.

#### DISBURSEMENT APPROVAL CHART

REASON FOR DISBURSEMENT	Security Staff		Other Staff		
	Verify inmate identity	Approve DOC-184	Verify inmate identity	Approve DOC-184	
Personal property items \$75.00 or less (Other than religious, hobby or recreation)	x	x	x	x	Security Staff or Program Provider
Pizza Sales	x	x			Security Staff
Visiting Room pictures	x	x		x	Visiting Room Staff
\$25.00 or less to a close family member	x		x	x	Program Provider
Over \$25.00 to a close family member	x		x	x	Program Supervisor or Security Supervisor
Personal property items more than \$75.00	x		x	x	Program Supervisor or Security Supervisor
Pay a bill	x		x	x	Program Supervisor or Security Supervisor
Donate money to institution, person, agency, charity or church	x		x	x	Program Supervisor
Birth Certificate	x		x	x	Program Provider
Savings, transfer of funds	x			x	Business Office Staff
Photocopies			x	x	Dept. making the copies
Medical Co-Pays			x	x	HSU Staff
Hobby or Recreation items	x			x	Mail/Property Staff
Release Clothing	x			x	Mail/Property Staff
UPS or Postage	x			x	Mail/Property Staff
Religious Items			x	x	Chaplain
Special Events or Sales	x	x	x	x	As Posted for the Event

## MAIL ORDER PURCHASES

All mail order forms must be filled out completely with your name, DOC number and the shipping address.

The following items must be sent to the Business Office:

1. Completed order form or a letter detailing the items to be purchased.
2. Disbursement Request with the correct payment amount including taxes and shipping costs.
3. An embossed envelope correctly addressed to the vendor. If you are ordering from the canteen property vendors, no envelope is required.

You must have sufficient funds in your account or your order will be sent back to you. No loans will be given.

Any mail order purchases to be delivered to an address other than the institution must be approved by a Program Supervisor.

When completing your order, it is important to calculate your figures carefully.

- If you have an error, the Disbursement Request will be denied.
- When ordering items that are packaged as a unit, like socks, each pack is 1. (EXAMPLE: One pack of 6 pair of socks is 1, not 6).
- Shipping and Handling is specified in the mail order catalogs. Please read this carefully. The total merchandise and shipping and handling are added together BEFORE calculating your tax. Please make sure to include this on your order form and your Disbursement Request.
- Mail order forms are from all over the United States. Carefully check the area marked TAX. Many of the orders say MD residents only or CA residents only, add \_\_\_% sales tax. All inmates at CVCTF are residents of Wisconsin (WI). Some companies include tax in their prices, which would be noted on the order form.

Total combined State Sales Tax and Chippewa County Tax is 5.5%.

Sample:

Pg	Product #	Qty	Description	Size	Color	Price Each	Total
22	XYZ 23	1	Socks	LG	WHT	\$2.99	\$ 2.99
26	ABC 123	3	T-shirts	X-LG	BLK	\$4.98	\$14.94
<b>SUBTOTAL</b>							\$17.93
S & H							\$ 2.21
WI Resident add 5.5% Tax							\$ 1.11
<b>TOTAL</b>							<b>\$21.25</b>

## APPROVED VENDOR PROPERTY CATALOG ORDERING

The Approved Vendor Property Catalog program allows for the state to use approved vendors to supply canteen and property items.

1. Vendor catalogs and order forms are available at the officers' stations on each unit.
2. Inmates can order direct from the companies using supplied order forms. Weekly, one composite order is sent to each vendor from the facility.
3. Family and friends can order directly from the designated companies via toll free phone orders or the Internet. Items ordered directly by family and friends arrive at various times depending on when the order was placed.
4. A separate order form and Disbursement Request must be received with your order for each vendor.

5. All vendor orders, with a Disbursement Request attached, must be received in the Business Office by Wednesday at noon, to be processed that week. Orders arriving after that day/time will be processed the following week.
6. Credits from approved/selected vendors are processed within three days of the vendor's receipt of returned items.
7. Pay close attention to state and county taxes (5.5%). The catalog states if you will need to add taxes.
8. Allowed property items not available through the selected vendors can be ordered from another approved vendor.

#### RELEASE FUND

A release account shall be established for all inmates per DAI 309.45.02. Release funds may be used for items listed in DAI 309.45.02 Attachment A - Release Funds Allowable Uses.

#### INMATE SAVINGS ACCOUNT

Refer to Administrative Code DOC 309.49 and DAI 309.46.01 Interest Bearing Accounts for information regarding interest bearing accounts.

#### LEGAL LOANS

Inmates may apply for legal loans per DAI 309.51.01. Requests for legal supplies and/or postage must be on an Interview/ Information Request (DOC-761) submitted to the Business Office for approval. Requests for photocopies will be approved in the Library. All legal supplies will be approved and issued through the Business Office. It is your responsibility to assure sufficient lead-time for the processing of your request prior to a required deadline.

#### WORK GUIDELINES

While at CVCTF, you are expected to work and participate in program. Refusal will be handled per DAI 309.00.01 Inmate Work Placement.

#### INMATE PAYROLL

Payroll periods are bi-weekly. Payroll will be posted by Friday following the close of a pay period. Any questions regarding rate of pay, hours worked, or amount paid are to be directed to your work supervisor. If a correction is required, it must be approved and submitted by your work supervisor.

### **CANTEEN**

Maximum bi-weekly canteen purchases are limited per DAI 309.52.01. Each inmate will be given one canteen price list that they must keep. Bi-Weekly, staff will pass out a commissary order form with each inmate's Trust Account Statement. The downloading of inmate regular account balances are exactly the same as the Bi-Weekly Trust Account Statements provided on the last business day prior to canteen ordering weekend. Funds received after statements are distributed will not be included in the amount that the contract vendor uses.

Turn in completed commissary order forms to security staff following posted canteen calendar order dates. Order forms must remain flat, with no tears, folds, creases, etc., so the scanner can read the form. Instructions for completing the commissary order form are handed out at inmate orientation and are posted on each housing unit floor. The scanner reads the ovals. If you have the right item number or DOC number but fail to fill in the oval below each number correctly, the scanner may not read it as a valid item number. Subsequently, you may not receive the item/items ordered or you may receive unintended items.

Canteen will be distributed following posted canteen calendar. All orders will be distributed in sealed bags with a duplicate receipt inside the bag. Each inmate must sign the list as they receive their canteen. Prior to opening the bag, each inmate must check the contents of the bag against the receipt to ensure they have received the items they are charged for. If there is a discrepancy, notify staff who must unseal the bag. Staff must be notified of potential errors or discrepancies before leaving the canteen distribution area and before the bag is unsealed. No adjustments for potential errors or discrepancies will be made after leaving the canteen distribution area or unsealing the bag. Damaged items need to be returned to the Business Office within 3 days of distribution for refund. Include the product and receipt with staff signature. Adjustments to an inmate's account will be made by the Business Office. Inmates may not refuse an order.

Donated items are not always available, and the selection is limited when they are available. Inmates who do not plan accordingly may need to purchase state issued greens for release.

## **KIOSK**

Kiosks are workstations provided by a third party vendor to facilitate various electronic transactions. Kiosks are only available during open core hours at this time. Inmates will have 20 minutes to use the system and will be timed out of the system and unable to log on for 45 mins after log out. Inmates will not be allowed to cross over the core to access the other kiosk.

## **PROPERTY**

Parcels, packages and any incoming or outgoing items, other than correspondence, will be sent to Mail/Property where it will be opened and inspected for contraband. All state contracted commercial deliveries will be processed through Mail/Property. Contraband found through these inspections shall be disposed of in accordance with the departmental rules. If, upon opening, the contents are found to be damaged, the inmate will be notified.

### PERSONAL PROPERTY

1. You are responsible for following the property limits per DAI 309.20.03, and informing your family and visitors as necessary. It is your responsibility to see that you do not exceed the allowed amounts.
2. Altered property is not allowed. This includes placing pictures or etching designs on cups, mugs, etc.
3. Any item on a property list that gets lost, broken, damaged, or stolen must be immediately reported to Mail/Property so that it can be removed from inmate's Property Inventory.
4. Mail/Property open hours are posted. A list of inmates with property items to be picked up will be posted on the housing unit floors.
5. Inmates may choose to dispose of any non-allowable items by destroying such items in the presence of staff to ensure completion of proper documentation. No excess property will be held for more than thirty (30) days. It will be your responsibility to notify the Property Sergeant as to your choice of disposal within that 30-day time frame.
6. Property left behind upon release becomes the property of CVCTF.
7. No clothing will be loaned, sold, bartered, traded or disposed of improperly.
8. All clothing must be kept in good repair. Alterations are not to be made to change the style or appearance of clothing. Any altered clothing item will be considered contraband.

### RELEASE CLOTHING CVCTF 920.620

Every inmate is responsible for planning for release to include saving money for clothing purchases in advance of release date. Inmates are responsible for informing staff what they have for release clothing.



Release Clothing must be appropriate for the season. Release clothing that is received which the inmate already possesses, does not arrive with a receipt, or is over the allowed cost will be denied. The inmate will have the option to return it to the vendor or mail out at the inmate's expense. Denied property will not be held until the inmate releases.

### HOBBY

1. Hobby sign up is done in Mail/Property upon transfer if you own hobby property. Inmates must be signed up prior to ordering any hobby items.
2. Hobby items will be kept in your living quarters.
3. Six months prior to release hobby approval may be limited.
4. No more than a total of three hobby projects may be in progress at a time.
5. Completed hobby items must be sent out, donated or put in the hobby sales case.

## **MAIL**

### INMATE MAIL

The mailing address is: Chippewa Valley Correctional Treatment Facility, Inmate Name and DOC Number, 2909 E. Park Ave., Chippewa Falls, WI 54729.

All mail sent and received must be processed through the United States Postal Service (USPS). Mail may be sent out and is delivered six days a week excluding holidays. No mail is to go out or come into the institution through other inmates, staff, visitors, or friends. All mail must be processed through Mail/Property.

Incoming and outgoing mail will not be delivered if it:

1. Threatens criminal activity or physical harm to any person.
2. Threatens blackmail or extortion.
3. Concerns sending contraband into or out of an institution.
4. Concerns plans of escape.
5. Relates to activities, which if completed, would violate the laws of Wisconsin, or the United States, or the Administrative Rules of the Department Of Corrections.
6. Is in code or symbols.
7. Solicits gifts from a person other than a family member or a person on your visiting lists.
8. Contains contraband.
9. Has lipstick/lipstick kisses or other foreign substance and/or has an odor of perfume/aftershave.

### INCOMING MAIL

Incoming mail is subject to being opened and examined for contraband before being delivered, except for mail that is readily identifiable as special/legal/healthcare provider mail as outlined in Administrative Code DOC 309.04(3) and DAI 309.04.01. These items will be stamped, "Open in the presence of the Inmate" and floor staff will ensure there is not contraband present.

Mail is distributed from the officers' station at posted times on each housing unit floor. If you are working during posted times, speak with the Floor Sergeant regarding your mail pick up. If you have mail, your name will be checked on the mail list posted near the officers' station when it is ready to be distributed. Do not approach the officers' station asking about mail unless the mail list is posted.

Mail from the Institution Complaint Examiner (ICE) and the Corrections Complaint Examiner (CCE) will be delivered to the inmate sealed.

### OUTGOING MAIL

All outgoing mail and internal CVCTF correspondence shall be placed in the mailboxes located on the housing unit floor by 9:00 p.m. daily. Anyone requesting the return of a piece of mail once it has been placed in the mailbox must submit a written request, hand delivered to the second shift floor sergeant no later than 9:00 p.m. that same day. The request is to include the name and address of the recipient and the sender's name, DOC number and room number. The third shift floor staff will then retrieve the mail.

Inmate-to-inmate mail requires postage, even if the recipient resides at CVCTF, and must be submitted for mailing unsealed. Inmate-to-inmate mail that is submitted sealed will be opened, searched and returned to the inmate. After review, inmate-to-inmate mail will be processed with the U.S. Postal Service mail if authorized. All other mail may be submitted sealed.

Do not draw pictures or paste stickers on the envelope. Only the return address, the mailing address and postage shall be on the envelope. The return address must be clearly written and contain your full name (name you are incarcerated under, no aliases), DOC number, name and address of the institution. Envelopes without this information will be opened to determine the sender and returned to the sender. No alteration of envelopes is allowed, including alteration of the stamped DOC Number on the envelope.

All mail must contain the proper postage, or it will be returned to the sending inmate. Envelopes with postage are sold through canteen. Additional postage costs to process the mail will be the responsibility of the sending inmate. A completed Disbursement Request (DOC-184) is to be attached to any mail you believe may need additional postage for weight, special handling, overseas delivery, airmail, etc.

Outgoing mail may not contain correspondence which contains mail of another inmate or is intended for a third party. Inmates shall not enclose a letter to a person in an envelope addressed to another person. No third party mail services are allowed consistent with the need to protect the public. All outgoing mail will be stamped identifying it as being mailed from a correctional facility.

When there is a reason to believe any mail poses a risk to the security of the institution, the Warden/Designee may order mail opened and inspected or monitored.

## **MEDICAL SERVICES**

### HEALTH SERVICES UNIT (HSU)

You should promptly alert the floor sergeant/officer if you have any medical restrictions or special medical needs. If you believe you are in need of immediate medical attention, notify the first available staff person of your condition.

### HEALTH SERVICE REQUEST (HSR) (DOC-3035)

For non-emergency medical attention, complete a blue Health Service Request with your specific medical concern. These forms are located on each housing unit floor of the facility. Submit one request at a time and put it into the designated mailbox before 7:00 p.m. if you want to be seen the next day that HSU staff is available. Be specific on the nature of your request, (example: sore right toe). Please include your name, DOC #, housing unit floor, wing, date and signature. Check the appropriate box indicating whether you do or do not want to be seen by HSU. You will receive

an appointment notice. Do not report to the HSU until your appointment time. You are not allowed to write out a request for another inmate.

### SICK CALL PROCEDURE

All requests for sick call will be triaged daily by a registered nurse who will determine the urgency of the request based upon information provided by you. You should submit a completed blue Health Service Request in the HSU mailbox on the housing unit. You must be prepared to wait a period of time in the event that other health care emergency situations arise within the facility. Sick call takes place Monday through Friday starting at 7:00 a.m. Every effort will be made to schedule all non-emergency Health Service Requests for a sick call appointment within one working day from the date of receipt of the original request.

### CO-PAY PROCEDURE - DAI 316.00.01 ATTACHMENT A

When submitting a completed blue Health Service Request, be sure to sign the copayment disbursement section. Do not remove any portion of the request. HSU staff will determine if the copayment applies at the time of your appointment.

If HSU staff schedule you for a follow-up as a result of your initial visit, the follow-up appointment will be free of charge.

If you are scheduled by HSU to be evaluated for chronic illness, you will not be charged a co-pay for the evaluation. Some examples of these identified illnesses would be diabetes, hypertension, asthma, seizure disorders, HIV, etc.

### MEDICAL RECORD REVIEWS

Requests received by HSU for medical record reviews will be scheduled for a medical record review. If you are in programming or work, you must include the time you are available for an appointment. You will receive, by mail, a notice that your request has been received, and that you have been scheduled for an appointment. If you have pending legal cases or concerns, you are asked to make a note of this on the original request. HSU staff will make every effort to assist you in emergency requests for access to medical records, but cannot guarantee access before the due date. There is no co-pay charge for a medical record review. Disbursement Requests (DOC-184) need to be submitted for any photocopies. You will receive one eye glass prescription from the optometrist at the time of your appointment. If you request an additional copy, you will need to submit a completed Disbursement Request for the cost of the photocopy.

### HEALTH SERVICES MANAGER (HSM)

You shall submit a Health Service Request to the HSM to address concerns or questions that have not been resolved to satisfaction with other HSU staff. You may receive a written response to your concerns instead of a personal interview with the HSM. All efforts will be made at the unit level to resolve your issues or concerns related to the provision of health care by the HSM/Designee.

### MEDICAL APPLIANCE AUTHORIZATION

If you require the use of medical appliance, you will receive a copy of the written authorization for your personal records. The authorization will also be kept in your medical record. Medically authorized appliances may be allowed for a period of not less than 24 hours and not more than 1 year. Exceptions to this will be granted on an individual basis using your current medical diagnosis and physical abilities.

### MEDICAL ALERT WRISTBANDS

Inmates with diabetes, seizure disorders (currently taking anti-seizure medications), documented bee sting allergies, asthma (currently taking asthma medication) and other significant medical conditions as determined by Health Service personnel are eligible for a medical alert wristband. If you wish to wear a wristband at any time during your DOC supervision, you must submit a Health Service Request to obtain the medical alert wristband.

### REFUSAL OF TREATMENT - DAI 500.30.54

You retain the right to refuse medical treatment. If you request to be seen and evaluated by HSU and then later decide that you no longer want to be seen, you must report to HSU at the scheduled time and refuse the appointment in HSU. You will be asked to sign a refusal for treatment at that time which will be filed in your medical record.

If you are scheduled for a medical trip and cancel or refuse treatment once you arrive for your appointment, you may be held liable for the cost of overtime scheduled specifically for your trip.

If you intend to refuse a prescribed dose of a controlled medication you shall do so in person at the delivery location. If you intend to refuse the prescription entirely, you will need to sign the refusal form.

### MEDICATION - DAI 500.80.25 & CVCTF 975.101

Officer controlled medication will be distributed at the designated medication distribution site at HSU. If you are late for the specified distribution time, disciplinary action may be taken (i.e., warning, Conduct Report, etc. may be issued).

Medication times are posted within the HSU and on the housing unit floors. Medication is available only at times specified unless prescribed differently by the physician or an emergency exists.

You must use a disposable cup for water when taking your medication. This cup will be provided to you when you receive your medication.

If you are found to be “cheeking”, “palming”, or otherwise hiding your controlled medications, you may have the medications discontinued, and may also receive a major Conduct Report for misuse of medication.

### REFILLS OF MEDICATION - DAI 500.80.06

You are responsible for reordering all controlled medications from HSU at least 7 – 10 days prior to your medication running out. Officers are not responsible for this area of your health care. It is acceptable to have one full blister card of medications along with a partially filled card of medications with a 7-day or less supply of medication.

To refill medication, complete a Medication/Medical Supply Refill Request (DOC-3035C) and include your name, DOC # and housing unit floor. Forward the request to HSU. There will not be a co-pay charge for medication refills.

All requests for medications are generally filled the day after they are received Monday through Friday. Medication refills are not completed on Saturdays, Sundays or legal holidays.

### OVER-THE-COUNTER MEDICATIONS - DAI 500.80.04

Over-the-counter medications are available to you through Canteen. Whenever possible, you should use over-the-counter medications from Canteen to treat minor illness or injury.

### EYE/OPTOMETRY SERVICES - DAI 500.30.35

All requests for an eye examination shall be submitted to HSU on a blue Health Service Request. Forms must be completely filled out and include a description of your optical issue. Be sure to sign the Copayment Disbursement Request section. If HSU staff determines that you should be placed on the optometrist's schedule, you will be added to the exam list.

### OFF-SITE CONSULTATION MEDICAL ORDERS - DAI 500.30.02

Any orders written by a health care provider outside of CVCTF are considered "recommendations only" and will not be implemented until the CVCTF physician has had an opportunity to review them. Upon review, it will be at the discretion of the CVCTF physician to determine the appropriateness of implementing the recommendations within the correctional setting. You are cautioned to not assume that all recommendations by health care staff outside of CVCTF will be implemented or ordered. **You are required to wear state issued greens and state issued footwear on all off grounds HSU medical/dental trips.**

### LAY-IN - DAI 309.55.02

Lay-in status is a non-paid status. You must notify your floor officer before going on lay-in status. If you work or are in program you must report to your work supervisor or your program provider before your required start time. You may be on lay-in status for a maximum of three days; however, you must report to the floor officer, work supervisor or program provider each day. During lay-in status you will be confined to your room except for use of the restroom and during meals. You will not have the use of electronics, games, day room or recreation (indoor or outdoor). Once in lay-in status you will remain there until your next work or program day. Visits may be granted on a case-by-case basis while in lay-in status.

### SICK CELL - DAI 309.55.02

Sick cell is a paid status at involuntary unassigned rate. After three days of lay-in status staff will notify HSU of your status. Inmates should submit an HSR explaining the nature of the illness and that sick cell is being requested. HSU will determine if sick cell status is required. You may only be placed in sick cell status by a nurse or physician. After being evaluated by HSU staff, you may have specific restrictions imposed, which may include room confinement, building confinement, special diets, restriction from work/program, or restriction from recreational activities. Restriction from recreation includes all activities in the Weight Room and use of outdoor recreation. During sick cell status you will be confined to your room except for use of the restroom and during meals. You will not have the use of electronics, games, day room or recreation (indoor or outdoor). Visits may be granted on a case-by-case basis while in sick cell status.

## **DENTAL SERVICES**

All requests for a dental examination shall be submitted on a yellow Dental Services Request (DOC-3392). Forms must be completely filled out and include a description of your dental issue. Be sure to sign the Copayment Disbursement Request section. Based on your need you will be placed on a list. If you have an urgent need, the dentist will call you for an appointment as soon as possible.

Only submit one Dental Service Request per issue. Due to the large number of dental requests, you may have to wait up to ten months to receive a routine dental appointment.

A co-pay of \$7.50 will be charged to your account each time you request to see and are seen by Dental.



## CLINICAL SERVICES

### PSYCHOLOGICAL SERVICES UNIT

Psychologists are available to work in crisis intervention or brief therapy with inmates in order to try to resolve personal issues. A green Psychological Services Request (DOC-3035B) submitted to "Psychological Services," is necessary to establish contact. The inmate must specify the nature of the issue they wish to discuss. If an inmate believes he is in need of immediate psychological attention, he should notify any available staff person of his condition.

### PSYCHIATRIC SERVICES

Inmates who need to be seen by the psychiatrist will first be seen and evaluated by the Psychological Services Department. Inmate psychiatric concerns shall first be routed to the Psychological Services Department so appropriate evaluation and recommendations for treatment can be made on the inmates' behalf to the psychiatrist.

## VISITING

### VISITING LISTS

1. If you had a current visiting list from another Wisconsin DOC institution, it will be used at this facility. You will not need to resubmit visiting questionnaires.
2. CVCTF will follow Administrative Code DOC 309.08(f) which states that, "An inmate may not make any changes in an inmate's visiting list for a minimum of six months from the date of its original approval or for a minimum of 6 months after each subsequent approval or disapproval determination is made."
3. If you are requesting to have a visitor placed on your visiting list, you will need to obtain a Visitor Questionnaire (DOC-21AA) from the forms rack. You must then mail this form directly to the proposed visitor for him/her to complete. If the proposed visitor is a minor, the non-incarcerated parent/legal custodian must complete the form and at the discretion of the assigned social worker may be asked to include a copy of the birth certificate.
4. The proposed visitor must then mail the completed Visitor Questionnaire to the CVCTF Records Office. The social worker will review the Visitor Questionnaire for appropriateness. If it is disapproved, the proposed visitor will be notified by mail.
5. Upon approval/denial of the proposed visitor or changes made, you will receive a copy of your Inmate Visiting List (DOC-162). It is your responsibility to inform your visitor that they have been approved.
6. If you need to make changes to a visitor's address, write the address change on a Visitor Information Change (DOC-884) and send it to the Records Office. This form can be obtained from your assigned social worker.
7. Visitors needing medical clearance will need to complete a Visitor Requesting Accommodations (DOC-2424) and give it to their medical professional who will complete the respective portion and send the form via fax or mail to the Security Director/Designee.

### SPECIAL AND EXTENDED VISITS DURING NORMAL VISITING HOURS

Special Visits are rare and infrequent visits by individuals not on the approved visiting list.

Extended Visits are for an amount of visiting time longer than what is allowed for a particular visiting period.

If you want to request a special or extended visit you will need to submit an Interview/Information Request (DOC-761) to your assigned social worker 7 days prior to the of date of visit. Provide the following information:

1. Name of visitor



2. Visitor's date of birth and address
3. Reason for visit (distance traveled, etc.)
4. Requested date of visit

Proposed visitors cannot make requests for special visits; the request needs to be initiated by the inmate.

#### VISITING ROOM HOURS

Thursday, Friday	3:00 p.m. to 9:00 p.m.
Saturday, Sunday & Holidays	9:00 a.m. to 3:00 p.m.

Visits will be limited to three (3) hours each day unless otherwise approved.

#### HOLIDAYS

Holidays that are recognized by the State of Wisconsin (New Year's Day, Martin Luther King Jr. Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve), will follow the Visiting Room schedule for holidays, as listed above. The Friday after Thanksgiving will also follow the Visiting Room schedule for holidays.

#### VISITING GUIDELINES

1. **It is your responsibility to notify your proposed visitor of your scheduled programs and work commitments.** Visits will not occur during your scheduled program time. Once a visit is started, the visitor(s) will not be allowed to leave and return to accommodate an inmate attending a scheduled program. Visits during work time may be approved by the work supervisor with a minimum of 24 hours prior notice.
2. Visiting Information is available to all visitors and includes a list of inappropriate attire. If attire is questionable, it will be at the discretion of the Shift Supervisor, Lobby Sergeant or Visiting Room Officer to deny entrance into the institution.
3. Your floor officer will notify you if you have received a visit. You are not to report to the Visiting Room until instructed by staff. Visitors will be assigned a table prior to your arriving at the Visiting Room. You are to report to the Visiting Room Staff prior to joining your visitors.
4. Conduct During Visits:
  - a. Visitors and inmates shall avoid loud talking and boisterous behavior. Profanity of any type is forbidden.
  - b. Parents or guardians are responsible for supervising their children. You are responsible for the conduct of all your visitors.
  - c. Inmates and visitors are permitted to embrace and exchange a brief kiss at the beginning and end of each visit. All other contact is limited to hand holding only.
  - d. Inmates and visitors may not pass or exchange items during a visit unless authorized to do so by the Shift Supervisor.
  - e. Talking between tables is not permitted.
  - f. Any visitor(s) or activity deemed disruptive will result in the termination of a visit.
  - g. If there are reasonable grounds to believe the visitor has attempted to bring or pass contraband into the institution, the visit will be terminated. Disciplinary action may occur which could include the removal of visiting privileges. Any visitor bringing in contraband may be prosecuted.
  - h. Separate restroom facilities are available for male and female visitors and inmates.

5. The vending machines are for everyone's enjoyment. Do not abuse them. The visitor, not the inmate, is to purchase the products. The inmate is not authorized to have money in his possession.
6. Property cannot be received on a visit, but outgoing property may be sent home on a visit per DAI 309.20.03. Property to be sent out on a visit must be turned into the Mail/Property Sergeant 24 hours in advance of the visit. A Property Receipt-(DOC- 237) must accompany all property transactions.
7. Once you sit down at a table, you may not move to another table without staff permission. Furniture may not be rearranged (i.e. moving chairs closer together).
8. Inmates on a visit in the Visiting Room will be able to have pictures taken. See CVCTF 940.601 for more information.
9. Inmates receiving a visit will be responsible for cleaning up their immediate area after their visit has terminated (i.e. cans, bags, etc.).
10. Inmates will leave the visiting area prior to the visitors leaving.
11. See DAI 309.06.01 for additional information.

## **LIBRARY SERVICES**

There will be a maximum of 30 inmates allowed in the library at any given time. Schedules and times are posted on each housing unit floor.

### [LAW LIBRARY - DAI 309.15.01](#)

Inmates will have the majority of law library access via computer in the library. The library has most of the law library materials available via Electronic Inmate Law Library System. Printing of selected legal materials will be \$.15 per side of paper.

### [TYPEWRITERS/COMPUTERS](#)

The library has a typewriter and computers equipped with word processing software available on a first come, first served basis with priority given to legal work. If necessary, inmates requiring the use of typewriter/computer for legal use may be given priority over those doing non-priority work. If an inmate desires to save any legal, job-related or educational work on the computer, he needs to sign a computer password request form, even if he has an account from a previous institution.

### [CHECKOUT OF LIBRARY MATERIALS](#)

All inmates who check out library materials must provide their name and DOC number. Your Inmate ID card is used to check out library materials. Inmates will sign a Statement of Responsibility to receive library privileges. You may only check out materials for yourself, not another inmate.

### [LOAN PERIODS](#)

A total of three items may be checked out at one time including Interlibrary Loan materials. Books may be checked out for 21 days and magazines may be checked out for 7 days. Overdue notices are sent to inmates with overdue library materials. Failure to return overdue library materials may result in a Conduct Report and/or suspension of library services until restitution has been made.

### [PHOTOCOPIES](#)

Only legal, educational and program photo copies will be made. All photocopying will be screened for appropriateness. You must present your inmate ID card when requesting photocopies. All photocopy requests must be accompanied by a completed and signed Disbursement Request

(DOC-184) for the appropriate amount. Inmates must have money in their account at the time of the request. Indigent inmates must be on the approved Legal Loan list for legal requests.

### GENERAL RULES OF THE LIBRARY

1. You must sign out on your housing unit floor and in the Library.
2. No food, gum, candy or beverage is allowed in the Library.
3. No studying in pairs or groups will be allowed in the Library without permission
4. Inmates are responsible for returning library materials signed out to them.

### **COMPUTER LAB**

Computer lab hours are posted on each housing unit floor. The computer lab is to be utilized for Reentry, job search, interview preparation and GED/HSED activities.

### **RECORDS OFFICE**

The Records Office does not have an “open door” policy. If you have a question, you must submit an Interview/Information Request (DOC-761) addressing your concern. The only time you do not need an appointment is during notary times when you have items to be notarized.

### FILE REVIEWS

1. The Records Office has your legal, social service and education files.
2. File reviews are held in the Records Office. You will be allowed 60 minutes to review your file.
3. File reviews are limited to one review every 6 months.
4. Submit an Interview/Information Request to the Records Office. If you have programming or work commitments, note this on your request, and staff will attempt to schedule you accordingly.
5. You will be notified through institution mail of the day and time that you are scheduled for your file review.
6. It is your responsibility to show up for the scheduled review. If you do not show up for your scheduled file review, you will need to resubmit your request. Please inform Records Staff if you are not able to make the appointment.
7. When reviewing files, copies can be obtained. You must have funds in your account or be pre-approved for a legal loan to receive photocopies. You will need to submit a completed Disbursement Request (DOC-184) for the cost of the photocopies.

### NOTARY SERVICES

1. Notary services are available in the Records Office on Mondays from 3:00 p.m. to 3:30 p.m. & Wednesdays from 8:00 a.m. to 8:30 a.m.
2. You do not need to send in an Interview/Information Request to receive notary service during the regularly scheduled times.
3. Only documents listed in DAI 300.00.56 Notary Services to Inmates will be notarized.

### RELEASES

1. Release will not occur prior to 8:00 a.m. on the day of release with the exception of releases under staff escort.
2. ERP releases occur within 6 business days of receipt of the signed court order.
3. Wisconsin State Statute 973.195 and 973.198 releases occur within 30 days of the date the Judge signs the order. If you have a consecutive sentence to the sentence that was granted a sentence adjustment, then the next consecutive sentence begins on the date that the Judge signs the order for sentence adjustment.

## DETAINERS

1. If the Records Office receives a detainer that pertains to you, you will be called to the Records Office to be served.
2. If the detainer is based on a Wisconsin charge, you will be served following the procedure that pertains to disposing of a Wisconsin detainer.
3. If the detainer is based on a charge out of Wisconsin, you will be served following the procedure that pertains to disposing of a non-Wisconsin detainer.

## SERVICE OF PROCESS

When Records Office staff receives documents for service of process on an inmate from the Sheriff's Department, private processing agency, private citizen or through the U.S. mail, we will call you to the Records Office and serve the documents on you.

## **ATTORNEY PHONE CALLS**

You must complete a Telephone Request Attorney Add/Delete (DOC-1631) that includes the attorney's name, telephone number, and State bar number and submit it prior to making any attorney phone calls. Upon verification/approval, your attorney will be added to your call list and attorney calls will not be recorded. The form may be requested from your assigned social worker and returned to your social worker when completed.

## ATTORNEY CONTACTS

1. If an Attorney wishes to have a professional visit or a call with you, the Attorney must contact the Records Office to schedule the visit.
2. If you want to call your Attorney, you must do so by calling collect using the phone on your assigned housing unit floor.

## COURT CALLS AND VIDEO COURT HEARINGS

1. The court may contact the Records Office to schedule and facilitate a court hearing using the telephone or video conferencing equipment.
2. If you receive a Notice of Hearing stating that you are to appear for a court hearing by phone or video conferencing, you need to write the Records Office to contact the court and schedule the call.
3. If you have a court hearing for a non-criminal issue and the Notice of Hearing does not indicate that you can appear by phone, you need to write to the Court requesting a phone appearance. If the Court approves the request to appear by phone, the court will contact Records to make the arrangements.
4. The Records Office does not receive copies of the Notice of Hearings from the court on your behalf. It is your responsibility to notify Records of the call so arrangements can be made in advance.

## **INMATE COMPLAINTS**

The purpose of the Inmate Complaint Review System (ICRS) is to provide inmates a process by which grievances may be expeditiously raised, investigated and decided. Complaints must be filed within fourteen days of the incident giving rise to the complaint. Prior to submitting a formal inmate complaint, you are expected to attempt to resolve the issue per Administrative Code DOC 310.07(1) by following the proper Chain of Command. It is often more effective and less time consuming to bring a concern to the immediate attention of a staff member in the immediate area at the time of occurrence. Allow staff time to correct the situation. If the issue remains unsolved, you may file a complaint, indicating all steps you have taken in your attempt to resolve the issue.

Please review the Inmate Complaint (DOC-400) for specifics on how to file. Only current forms available on the housing unit floors will be accepted. Completed forms shall be deposited in the locked box on your housing unit floor marked "Inmate Complaint Examiner".

If the issue of your complaint resolves before you receive a decision or if you have questions submit an Interview/Information Request to the Institution Complaint Examiner (ICE).

The ICE investigates and provides a recommendation to the Reviewing Authority (RA) who makes a final decision at the institution level. If you wish to appeal an affirmed or dismissed decision to the next level you may complete an Inmate Complaint Appeal (DOC-405) and mail it to the Corrections Complaint Examiner (CCE), the address is located on the form. Inmates who wish to appeal a CVCTF rejected complaint may deposit a Request for Review of Rejected Complaint (DOC-2182) in the "Inmate Complaint Examiner" locked box. Appeals from other institutions must be mailed to the address provided.

## **RECLASSIFICATION**

Questions concerning your program assignments, custody and placement will be addressed at your reclassification hearing. If you have had a significant change since your last review, you may request an early reclassification through your Social Worker.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Chippewa Valley Correctional Treatment Facility (CVCTF) is committed to assuring compliance with the Americans with Disabilities Act. It is CVCTF's policy to provide reasonable accommodations and equitable and fair treatment to all inmates. Discrimination against any disabled individual is prohibited. Reasonable accommodations for qualified disabled individuals will be provided. CVCTF will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations and equal access to services as required affording equal opportunities to disabled individuals.

CVCTF has been identified as a handicap accessible facility. If you carry a diagnosis of an identified disability you may be housed on any floor at CVCTF. If you have a disability, you will be granted accommodations based upon identified needs by a health care professional on an individual basis, as no two situations are alike.

Inmates requesting ADA accommodations shall complete a Reasonable Modification/ Accommodation Request (DOC-2530) and route it to the Institution Complaint Examiner who is the designated ADA Coordinator.

## **FIRE AND TORNADO**

It is your responsibility to become familiar with fire and tornado procedures and evacuation routes as posted. You are required to follow staff direction throughout the entire duration of the drill or during an actual event.

## **STAYING HEALTHY IN PRISON**

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. Other inmates may feel emotional stress, grieve losses, or have other mental health problems. Refer to Staying Healthy in Prison (POC-47) and Suicide Prevention (POC-47A) and contact Psychological Services Unit or Health Services Unit, if needed.

## PRISON RAPE ELIMINATION ACT (PREA)

While you are under the supervision of the Division of Adult Institutions in the Wisconsin Department of Corrections, **no inmate or staff has the right to pressure you into any sexual acts. Sexual advances or sexual behaviors of any kind are not permitted.** Regardless of your gender, age, size, race, ethnicity or sexual orientation, **you have the right to be safe from any sexual advances and acts.** Additional information can be found in the Sexual Abuse / Assault Prevention and Intervention (POC-41).

### HOW TO REPORT AN INCIDENT OF SEXUAL MISCONDUCT OR SEXUAL ASSAULT

It is important that you tell a staff member as soon as possible if you have been sexually assaulted, have been threatened or are being asked to do something sexually. You can tell the Social Worker, Psychologist, Chaplain, Warden, Shift Supervisor, Sergeant, Officer, Health Services Unit (HSU) staff, or any other staff member. DOC staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials that have a need to know in order to perform their duties. There are other ways to report sexual misconduct or an assault if you are not comfortable talking with staff, such as:

- **File an Inmate Complaint.** You may file an Inmate Complaint (DOC-400) per Administrative Code DOC 310. Complaint forms are available on housing unit floors in the institutions. This is a confidential process.
- **Write directly to the Warden, Superintendent, Division of Adult Institutions (DAI) or WI-DOC Secretary.** You can send the Warden or Superintendent an Information/Interview Request (DOC-761) reporting sexual misconduct. You may also send a letter to the DAI Administrator or Secretary of the WI-DOC. To ensure confidentiality, place in a sealed envelope.
- **Contact the local law enforcement agency.** You can report a sexual assault by contacting local law enforcement directly, or through a third party.
- **Dial the PREA Reporting Line (777) which is a free call on the inmate telephone system.** When the phone system prompts for the number you are trying to call, enter 777 to be connected to the PREA Reporting Line.
- **Dial the PREA Reporting Line (888) which is a free call on the inmate telephone system.** When the phone system prompts for the number you are trying to call, enter 888 to be connected to the PREA Reporting Line to report outside of the WI DOC.

### WHAT TO DO IF YOU ARE ASSAULTED

If you are sexually assaulted, **you should report it immediately to staff** who will offer you immediate assistance and protection if needed. Staff will also refer you for a medical examination and clinical assessment. Even though you may want to clean up after the assault, **it is important NOT TO shower, wash yourself, drink or eat anything, change your clothing, or use the restroom before you see medical staff.** Medical staff will gather any physical evidence of the assault, examine you for injuries (some may not be visible to you) and check for sexually transmitted infections. Please remember that by reporting the crime of a sexual assault or sexual misconduct right away, you are assisting in helping stop this harmful behavior and sending a message to the perpetrator that this behavior will not be tolerated.