
DRUG ABUSE CORRECTIONAL CENTER PERSON IN OUR CARE (PIOC) HANDBOOK



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TABLE OF CONTENTS:

ORIENTATION TO DACC.....	3
INTRODUCTION.....	3
SUBSTANCE USE DISORDER & EARNED RELEASE PROGRAMS.....	4
AFFORDABLE CARE ACT (ACA) COMPLIANCE.....	7
AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.....	7
CANTEEN	8
CENTER JOB ASSIGNMENTS	9
CHAIN OF COMMAND	9
COMMUNITY SERVICE	11
COMPLAINT PROCEDURE.....	11
CONDUCT REPORT DISPOSITIONS & APPEAL PROCESS	12
CONTRABAND.....	13
COUNTS.....	13
DRESS CODE	14
DUTY TO REPORT ILLEGAL ACTIVITY	16
EMERGENCY CONTACTS	16
EMERGENCY PROCEDURES	16
ESCAPE PRECAUTIONS.....	17
HEALTH SERVICES/SICK CELL & LAY-IN	17
HOUSING RULES & GUIDELINES.....	19
PIOC ACCOUNTS.....	23
PIOC PHOTO SERVICE.....	26
KIOSK.....	26
LAUNDRY.....	27
LIBRARY	27
LIMITED ENGLISH PROFICIENCY.....	28
MAIL REGULATIONS.....	28
MEALS & DINING ROOM REGULATIONS	29
PERSONAL HYGIENE & HAIRDRESSING	30
PRISON RAPE ELIMINATION ACT (PREA).....	30
PROPERTY.....	31
RECREATION	32
REENTRY	33
RELEASE PROCEDURES	33
RELIGIOUS PROGRAMMING.....	34
SECURITY MONITORING	34
SECURITY THREAT GROUPS	35
SMOKING/USE OF TOBACCO PRODUCTS	35
TELEPHONE PROCEDURES	35
VISITING REGULATIONS	36
VOLUNTARY PROGRAMS	38
DAI HANDBOOK REFERENCES – GENERAL POPULATION	39
DAI HANDBOOK REFERENCES – ADDITIONAL REFERENCES FOR MINIMUM SECURITY FACILITIES	45
DAI HANDBOOK REFERENCES – ADDITIONAL REFERENCES FOR RESTRICTIVE HOUSING UNIT HANDBOOKS	46

ORIENTATION TO DACC

Drug Abuse Correctional Center (DACC) has a standardized orientation/intake process that encompasses center expectations and the code of conduct for PIOC. You will be given a preliminary orientation on the day you arrive and a copy of this handbook. You will receive a more comprehensive orientation within one week after your arrival. You are required to attend the scheduled comprehensive orientation, which occurs on Wednesdays at 9:00 am in the visiting room. Bring this handbook, a pen, and Emergency Contact form with you.

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

YOU ARE EXPECTED TO:

- Address all non-uniformed staff by Mr., Mrs., or Ms. All uniformed staff shall be addressed by their title, either Sergeant or Captain. PIOC are not allowed to address staff by their first names.
- Treat your fellow PIOC and the staff with dignity and respect.
- Address your treatment needs, participate in center programs and activities.
- Maintain a positive attitude.
- Complete your work assignments to the best of your ability, in a timely manner, with a positive or neutral approach.
- Take care of the center buildings, contents and property. Keep the facility clean and in good order.
- Follow the Department of Corrections (DOC) Administrative Rules, center rules, policies and procedures, and staff directions.

DACC CONTACT INFORMATION:

Drug Abuse Correctional Center
P.O. Box 36 (Staff Mail)
P.O. Box 190 (PIOC Privileged Mail)
4280 Sherman Road
Winnebago, WI 54985

PHONE: (920) 236-2700

FAX: (920) 426-5601

INTRODUCTION

Welcome to the Wisconsin Correctional Center System (WCCS). Our goal is to provide a safe and secure environment with programs and activities to assist in your reentry to the community. You have been placed in minimum custody and are one step closer to returning to your community. You are expected to be an active participant in case planning and programming, which begins upon your arrival at DACC.

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

Your past decisions have impacted many lives and have created many obligations and liabilities for you. You have a personal responsibility to victims and to the community for the crimes that you have committed. It is expected that you practice good decision-making skills while at DACC and upon

your release into the community. You are expected to respect yourself and those in authority, as well as other PIOC and their property.

It is your responsibility to read and be familiar with the contents of this handbook. Contact staff if you need help reading or understanding these rules. Additional rules and information will be posted throughout the center. You will be charged \$3.00 if you damage or lose this handbook.

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

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

SUBSTANCE USE DISORDER & EARNED RELEASE PROGRAMS

Substance Use Disorder (SUD) and Earned Release (ERP) programming provides PIOC the chance to learn more about themselves, their thoughts, feelings, and behaviors. PIOC will learn about themselves by talking about themselves, listening to others, and using the information provided by staff. By doing this, PIOC will actively work on personal development and self-awareness.

New arrivals are considered to be in Phase I of program. Phase II is for those actively involved in core programming and Phase III is for those who have successfully completed program and are awaiting transfer or release.

Through group interaction, PIOC gain insight on how they see themselves and others, how others see them, and the consequences they face for various kinds of behaviors. During the entire time PIOC are in program, they will have a chance to learn how to deal with life problems in a more rational constructive manner, without alcohol, drugs, and violent or criminal behavior. Progress in group will be measured by participation, behavior (both in and out of group), homework, evaluation scores, work assignments, and participation and behavior in any off-grounds activities. In addition, all PIOC shall actively work to incorporate self-awareness by holding themselves and others accountable.

It is expected PIOC follow the DACC Handbook and those enrolled in ERP shall follow the ERP Memo of Agreement until released or transferred from DACC.

Phase I – All PIOC will be in Phase I upon arrival at DACC. PIOC will remain in this phase until they start group with an assigned treatment provider. In this phase, PIOC are expected to structure their time with work and appropriate activities. PIOC may participate in other identified primary programs offered at DACC and COMPAS case plan. PIOC are monitored for their work performance, behavior, willingness, and motivation to engage appropriately at DACC.

Phase II – PIOC begin Phase II the day they start core curriculum. PIOC will be involved in program curriculums that include but not limited to: Thinking for a Change (T4C), Cognitive Behavioral Intervention for Substance Use Adults (CBI-SUA) and/or other programs as assigned/designated. PIOC may also participate in other treatment interventions/programming which address treatment needs specific to an individual. PIOC are expected to structure their time throughout the day and evenings. In Phase II PIOC may participate in center work assignments as their treatment schedule allows.

Phase III – Once a PIOC graduates from core programming they are moved to Phase III. During Phase III, PIOC shall prepare for transfer to another facility or for their return to the community. PIOC may participate in center jobs, community service, and academic programming. PIOC are expected to demonstrate their behavioral skills learned, act as a mentor, and assist other PIOC in Phase I or Phase II as needed. Additional activities may be assigned by staff as warranted.

Incentives: PIOC have the opportunity to earn incentive points for positive pro-social behavior. The incentive store identifies the incentives available for points earned.

Program Sanctions: PIOC may be sanctioned for anti-social behavior. Program sanctions range in severity to coincide with the infraction. While serving a sanction, PIOC become ineligible to use incentive points. Program sanctions may be used in addition to the Administrative Code Chapter DOC 303. Some behaviors cannot be duly addressed with program sanctions; therefore, the DOC 303 may be utilized.

Group Confidentiality: Group confidentiality is defined as what is said in group stays in group. All PIOC are expected to treat one another with respect, striving to effectively communicate with one another and staff. PIOC are expected to act as adults and work out differences as responsible adults. Disruptive, disrespectful or threatening behaviors will not be tolerated and these, along with breaches of group confidentiality, may result in program termination.

CORE PROGRAMS

Cognitive Behavioral Interventions for Substance Use Adults (CBI-SUA):

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

Epictetus (SUD-4 core programming):

The Epictetus Self-Mastery Program helps offenders break free of criminal thinking. The program focuses on the teaching of Greek philosopher Epictetus. The program helps to understand criminal behavior with a cognitive-behavioral approach, including the use of “practical philosophy”. The program teaches the ABCs of inner boxing and the Ten Rounds to Self-Mastery. The program will address sense of purpose, “knocking out” excuses, turning adversity to benefit, converting entitlement to gratitude, seeing problems from another angle, counterpunching negative thoughts, handling provocation, and many other lessons to help live a better life inside or outside of prison.

General Social Skills Group (SUD-4 core programming):

Skill streaming employs a four-part approach where the group members will observe modeling, participate in role-play, give and receive performance feedback, and apply generalization—to learn essential pro-social skills. The program will teach a wide variety of pro-social skills which can be utilized in various situations. Skill streaming teaches procedures, refines skills, and works towards managing behavior problems.

Thinking for a Change (T4C):

National Institute of Corrections developed Thinking for a Change (T4C). This program combines cognitive restructuring with cognitive skills to create an innovative and integrated curriculum designed to help individuals in the juvenile and adult justice systems take control of their lives by taking control of their thinking. The three components of Thinking for a Change are: cognitive self-change, social skills, and problem-solving skills. Cognitive self-change teaches individuals a concrete process for self-reflection aimed at uncovering antisocial thoughts, feelings, attitudes, and beliefs. Social skills instruction prepares group members to engage in pro-social interactions based on self-understanding and consideration of the impact of their actions on others. Problem solving

skills integrates the two previous interventions to provide group members with an explicit step-by-step process for addressing challenging and stressful real-life situations.

ANCILLARY GROUPS

Advanced Skill Practice:

This group's focus is on utilizing the skills learned from the Core programming including Thinking for a Change and Cognitive Behavioral Intervention for Substance Abuse. The group will use recent events and identify the situation which they encountered. They will identify which skill they could utilize to address the situation in a pro-social manner. The skills they can utilize include: problem solving, decisional balance, behavior chain, or 50 social skills identified in Thinking for a Change Aftercare Lessons.

Anger Management:

Anger Management by U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration Center for Substance Abuse Treatment, provides individuals participating in the 12-session anger management group treatment with a summary of core concepts. The concepts and skills presented in the anger management treatment are best learned by practice and review and by completing the homework assignments given in the workbook. Using this anger management group treatment will help you develop the skills that are necessary to successfully manage anger.

Cognitive Behavioral Interventions for Offenders Seeking Employment Group (CBI-EMP):

Cognitive Behavioral Interventions for Offenders Seeking Employment (CBI-EMP) is a curriculum designed for individuals who are moderate to high need in the area of employment. The University of Cincinnati Corrections Institute developed this curriculum. The program relies on a cognitive-behavioral approach to teach participants strategies for identifying and managing high risk situations related to obtaining and maintaining employment. This program placed heavy emphasis on skill-building activities to assist with cognitive, social, emotional, and coping skills development for the work environment.

Domestic Violence-Cognitive:

Domestic Violence ancillary program at the Drug Abuse Correctional Center is a cognitive-behavioral based program designed for male offenders who have shown a pattern of abuse/violence to their significant and intimate partners. Program participants identify their own cognitions that have justified violence and enabled them to be abusive to their partners. The program focuses on developing skills to change the program participant's thoughts/beliefs that have led to their abusive behavior.

Parenting:

Parenting program utilizes the "Inside Out Dad" program. The program addresses self-evaluation, parenting skill, understanding the similarities of values and morals as related to culture, spirituality and religion, handling and expressing emotions, self-image, healthy relationships/families, identifying boundaries, fathering, child development, positive and nurturing parenting, raising emotionally intelligent children, and the use of discipline vs. punishment. The program develops a personal action and reentry plan to help break the cycle of violence, incarceration, and other negative behaviors. Participants will read "Raising an Emotionally Intelligent Child" and complete parenting style and emotional awareness self-tests.

GENERAL PROGRAM HOURS:

8:00 am to 4:00 pm Monday through Friday

(Note: additional/individual program time may be assigned dependent on progress.)

GROUP ROOMS:

Group rooms may be available during program hours for program related activities. While in a group room, PIOC are expected to be working on program materials. The computer, cabinet, and telephone are off limits to PIOC. Any use of the TV and related equipment requires staff permission.

Group room hours of availability:

Monday – Friday (excluding holidays):

7:30 am – 11:45 am

12:30 pm – 4:00pm

On weekends, only group room #D113 on the 1st floor and #D213 on the 2nd floor is open for general use during the hours of availability for Monday through Friday. Treatment providers will complete the sign-up sheet for weekend group room usage. Only six PIOC are allowed under each time slot. Additional group rooms may be available, only with prior treatment provider and supervisory approvals.

AFFORDABLE CARE ACT (ACA) COMPLIANCE

The DOC provides PIOC nearing release the opportunity to apply for Wisconsin's Medicaid programs in accordance and compliance with the Affordable Care Act (ACA). Applications will be submitted via telephone, and procedures for call facilitation vary at each center.

1. With the exception of inpatient hospital stays, PIOC cannot use Medicaid services until release.
2. Center staff will provide information to PIOC about health care system changes and health coverage options through pre-release programming or reentry planning.
3. Center staff will provide paper applications and information on the DOC process for applying for Wisconsin's Medicaid programs prior to release. Staff will also provide the application, instructions, and information about applying for health insurance purchases from the Federal Marketplace after release.
4. The pre-release ACA application process will allow releasing offenders the opportunity to access mental health, substance use disorder, and medical treatment and other covered services as needed after release.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

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

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

CANTEEN

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

You will receive a canteen menu from property when you first arrive. The menu and any changes to canteen or updates to the process will be posted on the dayroom bulletin board. All canteen orders need to be entered in the system by 11:00 p.m. on Tuesdays.

Currently, the maximum amount you may spend in one week is \$65.00. There will be no substitutions for items. Typically, canteen distribution is scheduled to begin on Saturday. If there is a problem when you receive your order, notify the Canteen Sergeant immediately and before signing for your items. Items purchased through canteen cannot be sent out on visits or through the mail.

1. Lift Handset and Enter Phone PIN
2. Speak Name (Voice Recognition)
3. Press 5 for Commissary & Debit Time Calling
4. Enter Phone PIN Followed by the # Sign
5. Press 1 for Commissary
6. Select English or Spanish Followed by the # Sign
7. Enter Inmate ID Followed by the # Sign
8. Enter Commissary PIN Followed by the # Sign
 - Press 1 to Check Balance
 - Press 2 to Place a Commissary Order
 - Select Item Followed by the # Sign
 - Enter Quantity Followed by the # Sign
 - Press * Followed by the # Sign to Review Order
 - Press 3 to List Previous Order
 - Press 5 to Change PIN

Commissary Phone System Sign Up

You will be required to enter a secure 4-digit PIN code. Your initial commissary pin number will be your month and day of birth. Example: if your birthday is July 4th – your initial PIN will be 0704 (i.e. MMDD).

Once you are in the system, you will begin placing your order. The system will read back your order items and quantity, along with your balance. You are able to make changes to your order at any time before the orders are pulled on Tuesday at 11:00pm.

If you forget your commissary PIN or if your commissary PIN has been compromised, you need to write a request slip to the CANTEEN to request a commissary PIN reset.

CENTER JOB ASSIGNMENTS

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

- PIOC are expected to perform a center job assignment.
- Work is supervised and inspected by staff. PIOC will receive a work evaluation every six months.
- Be sure to read the job description and ask staff if you have any questions.
- Voluntary Unassigned Status (VUNA):
 - PIOC who refuse a program assignment, quit a job without pre-approval from the work supervisor, or are negatively removed from a program assignment will be placed in VUNA status for which there is no pay.
 - PIOC shall be required to remain in VUNA status for a minimum of 90 days. Requests for acceptance into program/job assignment or programming while on VUNA will be reviewed on a case-by-case basis by the Superintendent.

CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, complete a DOC-643 Interview/Information Request form, available in the bin across from Control Core. You must state exactly why you need to see the staff person or state your question exactly. Your request will be answered as soon as time permits.

Do not send the same request form to more than one staff member at one time. Wait for your reply. Follow the chain of command. Do not write to the Superintendent or Captains unless you have attempted to resolve your issue with the appropriate staff. Do not stop and confront staff about your issues. We encourage you to ask questions of our staff, but do so in an appropriate manner via an interview request form. Simply fold your interview request form, do not staple, clip, tape or adhere the form in any way.

CONCERN	1ST LEVEL	2ND LEVEL	3RD LEVEL
Accounts	Financial Specialist	Captain	WCCS Inmate Accounts
Americans with Disabilities Act	Captain	Superintendent	WCCS HR Director
AODA & Other Programs	Treatment Provider	Corrections Program Supervisor	Superintendent
Canteen	Financial Specialist	Captain	WCCS Financial Program Supervisor
Court Calls	Offender Records Associate	Captain	Superintendent
Dental	Nurse	Captain	Superintendent
Emergency Contact Forms	Offender Records Associate	Captain	Superintendent
Education	Teacher	Corrections Program Supervisor	Superintendent
Food Services	Sergeant	Captain	Superintendent
Health Services	Nurse	HSU Manager	Superintendent
Hobbies	Property Sergeant	Captain	Superintendent
Housing Unit Issues	Sergeant	Captain	Superintendent
Health Services	Nurse	HSU Manager	Superintendent
Hobbies	Property Sergeant	Captain	Superintendent
Housing Unit Issues	Sergeant	Captain	Superintendent
Interstate Compact	Treatment Provider	Superintendent	WCCS Deputy Warden
Jobs – (Center)	Individual Work Supervisor	Captain	Superintendent
Laundry	Laundry Sergeant	Captain	Superintendent
Legal Loans	Captain	Superintendent	WCCS Correctional Management Services Director
Library	Sergeant	Captain	Superintendent
Mail	Sergeant	Captain	Superintendent
Medical Co-Pay	Nurse	HSU Manager	Superintendent
Notary Services	Offender Records Associate	Captain	Superintendent
Open Records Request	Superintendent	N/A	N/A
Parole	Treatment Provider	Corrections Program Supervisor	Superintendent
PREA Compliance Manager	Captain	Superintendent	WCCS Security Director
BOCM Reclassification Committee	BOCM Classification Specialist	Corrections Program Supervisor	Superintendent
Property / UPS	Property Sergeant	Captain	Superintendent
Psychological Services	Psychologist	HSU Manager	Superintendent
Records	Offender Records Associate	Superintendent	WCCS Records Office
Recreation	Sergeant	Captain	Superintendent
Reentry	Treatment Provider	Corrections Program Supervisor	Superintendent
Religious Issues	Captain	Superintendent	WCCS Deputy Warden
Sentencing Information	Offender Records Associate	WCCS Records Office	WCCS Deputy Warden
Social Security Card	Offender Records Associate	Corrections Program Supervisor	Superintendent
Veterans Affairs	Treatment Provider	Corrections Program Supervisor	Superintendent
Visiting Information	Treatment Provider	Corrections Program Supervisor	Superintendent

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

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

COMMUNITY SERVICE

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

- Community agency requests are approved by the Captain and Superintendent.
- Center community service projects are voluntary and you will sign up with center staff.
- Center staff may assist you in documenting the hours completed.
- You are responsible to contact the court for recognition of the hours you completed.
- You may not participate in center community service projects that conflict with your center job and program schedules.

COMPLAINT PROCEDURE

The Inmate Complaint Review System (ICRS) provides you a formal grievance process regarding rules, living conditions, and staff actions. You should attempt to resolve the issue yourself using the chain of command before filing a formal complaint. Inmate Complaint forms (DOC-400) are available in the forms rack by your unit Control Station. Completed forms (both sides) may be deposited in the lock box labeled Inmate Complaints by each unit mailbox. Only the Captains/ICE have access to these boxes.

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

PROCEDURE:

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

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

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

PREA COMPLAINTS:

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

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

CONDUCT REPORT DISPOSITIONS & APPEAL PROCESS

ROOM CONFINEMENT

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

BUILDING CONFINEMENT

1. PIOC who are under this disposition are confined to the building, with the following exceptions, work assignments, program activities, visits, and religious services.

LOSS OF RECREATION

1. PIOC are prohibited from attending any recreational activities inside or outside of the center.
2. Unless specifically mentioned as part of the disposition, PIOC may use the library or TV room.

CONDUCT REPORT APPEALS

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

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

CONTRABAND

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

You are not to have contraband in your possession at any time including; your room, center work location, and/or community service crew site. Any item not listed on your property inventory or not authorized by staff is contraband.

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

COUNTS

FORMAL COUNTS:

A Formal Count is a count taken at specific times during each 24-hour period. DACC has formal counts throughout the day; standing and non-standing. Formal counts require PIOC to be in their assigned cell at a specified time. The following are the listed times and locations of the mandatory formal counts.

1:00 am non-standing	11:45 am standing	8:00 pm standing
6:15 am standing	2:15 pm standing	9:15 pm standing
8:30 am standing	4:00 pm standing	10:15 pm non-standing
10:15 am standing	6:00 pm standing	

1. Central Control will provide an all-call announcement five minutes prior to all official formal counts except 1:00 am.
2. Once the five-minute announcement has been made, you must cease your current activity, put items away and proceed to your assigned room to prepare for count. Bathroom use is permitted, however, you must be in your assigned room prior to count time.

3. Bathroom use during count is not permitted unless it is an emergency with permission from staff.
4. You must be fully dressed in pants or shorts, socks, footwear and shirts for all formal standing counts.
5. For non-standing counts and counts completed throughout third shift, you may be asked to show yourself for proper identification and personal well-being.
6. Room overhead lights must be on during all standing counts. (Note: a minimum of one room light switch must be in the "On" position).
7. Electronics shall be turned off and no game playing. No talking is permitted once count is announced until the floor Sergeant verbally clears it after taking count.
8. At count time, Central Control will announce in all PIOC areas; "Time for count".
9. Stand at the foot of your bunk. The bunk closest to the door A or B (or other bunk if no one is in A or B) shall hold the door open.
10. The unit Sergeant will then walk the hallway counting PIOC. When the Sergeant announces "Clear", PIOC may shut their doors and resume normal activities in the room.
11. PIOC movement on grounds, hallways, etc., is prohibited during count times, unless under immediate staff escort or given specific staff permission, until such time as the count is cleared via an all-call announcement from Central Control.
12. When Central Control announces; "Count is clear," normal center functions and movement may resume unless instructed otherwise.

EMERGENCY COUNTS:

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

When an emergency count is announced you are to report to your room and follow the above Formal Counts process.

DRESS CODE

GENERAL REGULATIONS:

- You must wear your ID badge around your neck with the ID card facing out at all times except:
 - in the shower
 - in your room
 - when attending a court appearance
 - while engaging in recreational activity
 - while at community services (you must have your ID in your possession).
- You are responsible for the cost of replacing lost, stolen, or damaged cards or lanyards.
- All state/personal clothing must be appropriately sized and worn as it was intended to be worn. Shoes with laces must be tied. Form fitting/overly tight or oversized clothing is not permitted.
- All dressing shall occur in your room or in the bathroom. You shall be fully clothed when outside of your room, including undergarments, socks, and shoes. Dressing and fixing clothing (i.e. untucking/tucking in shirts, buttoning/unbuttoning pants, putting on shoes) outside of your room is prohibited.
- Shoes must be worn with socks on, the foot entirely in the shoes, and the shoe tied or secured. Slippers (which cover the entire foot) with socks may be worn in your room, in the unit dayroom, or to and from the bathroom. Slippers cannot be worn outside.
- Footwear without socks is only permitted while in your room, going to and from the shower, or when using the restroom after 10:00 pm and prior to 6:00 am.

- All styles of shower shoes, slippers, and Crocs which only cover part of the foot, may only be worn to and from the showers/bathrooms or in your room. This type of footwear is not permitted outside.
- You may not lounge naked or only in undergarments. A cover up and undergarments must be worn.
- While in the unit dayroom, you shall wear: pants or shorts, and state issued green shirt, tee shirt or tank top, and appropriate footwear with socks. Sweatshirts may be worn as outerwear only and cannot be worn under other clothing. They may be worn in the unit dayroom and outdoors only. Staff may give permission for sweatshirts to be worn in the group room during periods of cold weather.
- Once you leave the housing wing, you shall be properly dressed (this includes when using the kiosks and phones that are located in the unit hallways). Proper attire outside of the housing wing includes: state issued green pants, t-shirt that is tucked in, sweatshirt, undergarments, socks, and shoes or boots. If you wear your state issued green shirt, it must also be tucked in and shall be buttoned except for the top collar button. Recreation clothing (i.e. tank tops, shorts, sweatpants) is only to be worn on the housing wing or going to and from recreation activities, including program walks. When in recreational or leisure type apparel, the shirt does not have to be tucked in.
- Hats, caps, gloves, and/or winter coats may not be worn inside. You may put them on when preparing to exit the building. Winter coats, hats, and thermal wear are considered winter clothing attire and are not seen as appropriate to wear during the months of May through September, unless there is unseasonal weather. Thermal underwear is only permitted to be worn under clothing. It is not an outer garment and cannot be worn or exposed as such.
- Curlers and/or plastic transparent, cosmetic caps are only permitted to be worn in cell, unless going directly to and from the restroom/shower areas. Do-rags are only worn when in your cell, with the exception of to/from the bathroom during nighttime sleep hours of 10:00 pm to 6:00 am.

ADMINISTRATION AREA, DINING ROOM, HSU, GROUP ROOMS, AND VISITING ROOM/ACADEMIC AREA:

You shall be properly dressed in full state issued greens when in the Administration Area, Dining Room, HSU, and Group Rooms. You shall also be properly dressed while in the Visiting Room for visits, programming related activities, and Academic classes. Proper attire in these areas include: state issued green pants, t-shirt that is tucked in, tucked in and buttoned up state issued green shirt, undergarments, socks, and shoes or boots. If you are not dressed in proper attire in these areas, you will be sent back to your room to change. While attending program activities from June 15th thru September 15th, PIOC may wear a state issued t-shirt with no green shirt.

CLOTHING SIZE GUIDELINES:

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

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

OFF SITE MEDICAL AND DENTAL:

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

DUTY TO REPORT ILLEGAL ACTIVITY

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

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

EMERGENCY CONTACTS

PIOC Emergency - In an emergency, we may need to talk with your designated emergency contact. Complete the DOC-851 (Offender Emergency Contact Information form) to provide the name, address, and phone number of two family members you want us to contact. If you have questions, please contact staff. *This form does not permit the Department of Corrections to give protected health information to the emergency contact. You must complete a DOC-1163A (Authorization for Use and Disclosure of Protected Health Information). You will also be required to complete a DOC-1163A for your agent of record and the sentencing court(s), in order for that information on your program progress/participation can be shared with them.

Family Emergency - If you or center staff are notified of a serious illness or death in your family, information to verify the emergency should be reported to your assigned Social Worker/Treatment Specialist for any referrals or follow-up needed.

Deathbed or Funeral Visits - You may request to attend either a deathbed visit or a funeral visit of an immediate family member. Superintendent approval is required. No out-of-state trips are allowed.

EMERGENCY PROCEDURES

FIRE ALARMS:

1. If the fire alarm goes off, you are to immediately leave the building by the nearest exit.
2. Exit locations are posted throughout the center.
3. You are to assemble outside as follows:
 - If your room is on the first floor proceed to the basketball court via the sidewalk and walking track, utilizing emergency exits or other exit doors.
 - If your room is on the second floor proceed to the track area to the south of the basketball court, utilizing emergency exits or other exit doors.
 - Assemble one line for each unit.
 - Remain in this position until you receive further instructions from staff.
 - Keep noise levels to a minimum so that everyone can hear staff instructions.
4. Follow all staff instructions.
5. An emergency count will be taken.
6. Do not go back into the building until directed to do so by staff.

POWER FAILURE:

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

TORNADO PROCEDURE:

1. When a tornado warning is announced by staff (generally via the all-call system) IMMEDIATELY do the following:
 - If you are on your housing unit floor you will be directed to go to your room where you should sit on the floor near your bunk and away from the window. If time permits cover yourself with your blankets and/or mattress as protection from flying debris.
 - If you are on a visit, you will be directed to go to your cell/room if time permits. If it does not, you will sit on the 1st floor along the walls in the North hallway between the elevator and stairwell. Visitors can leave if they wish or will be directed to take cover by sitting along the walls between the visiting room and the dining room.
2. If you are in HSU sit on the floor in the waiting area.
3. Do not leave the assigned area until directed to do so by staff.
4. When a tornado warning is issued while riding in a center vehicle, take immediate cover.
5. If you are at community services follow the directions of your worksite's emergency procedures.

OTHER EMERGENCIES:

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

DRILLS:

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

ESCAPE PRECAUTIONS

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

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

The center boundaries are clearly marked with posted signs on the recreation yard. You should not be in any other outside areas without staff permission. Do not enter any of the following areas: parking lots, road, driveway, and tree lines without staff permission. Movement beyond center limits without authorization may result in disciplinary action or escape charges. You are responsible for knowing all center boundaries.

HEALTH SERVICES/SICK CELL & LAY-IN

Access to Medical, Mental Health and Dental Services

EMERGENCIES:

Notify any staff member immediately. An emergency is defined as life threatening and/or needing immediate medical attention.

ROUTINE CONCERNS:

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

COPAYMENT:

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

1. You will not be charged for written responses, medication refills, and review of medical records, medical emergencies, or work-related injuries. Work related injuries must be reported to your work supervisor at the time of injury.
2. You will not be charged for contacts with PSU staff.

PIOC-INITIATED REQUESTS INCLUDE:

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

NURSING SERVICES:

Nursing services at DACC are generally available Monday through Friday from 6:30 am to 7:00pm with limited hours on weekends. Times may vary based on staffing availability.

HEALTH PROFESSIONAL REFERRAL:

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

MEDICATION & REFILL PROCESS:

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

ACCESS TO MEDICAL RECORDS:

PIOC wishing to view their medical records or receive photocopies of medical records must submit a DOC-3035 Health Services Request and Copayment Disbursement Authorization Form to the nurse. You must note on the request form if you want to view your medical record or receive copies. A fee of \$.15 per page will be assessed for copies of your medical records. You will be required to complete a DOC-1163A Authorization for Use and Disclosure of Protected Health Information form before you can receive copies of your medical record. No copies can be obtained after your account is closed.

Upon request to view your medical record, an appointment will be made for you. You may take notes while you view your record. You are not allowed to remove anything from your medical record.

After your release, you can request your primary care provider obtain your records from the Department of Corrections for continuity of care (usually at no cost) by sending a release of information to:

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

SICK CELL/LAY-IN:

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

Sick Cell – is a paid status. Sick cell status must be established by Health Service staff. HSU will determine activities for sick cell which will be communicated during your healthcare appointment and communicated with staff.

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

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

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

HOUSING RULES & GUIDELINES

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

DAYROOM ACTIVITIES:

1. Dayroom is open for dayroom activities with the following schedule:
 - o 6:00 am-11:00 pm daily
 - o Dayroom and bathroom may be closed at various times for cleaning.
2. Additional dayroom time in the evening may be granted as part of the incentives earned.
3. You are not permitted to sleep in the dayroom.
4. A maximum of four PIOC are allowed at each table.
5. You are not permitted to sit on tables. You shall not place feet on tables or walls and sit in provided chairs with all four chair legs remaining on the floor. Leaning back in chairs is prohibited.

6. You may bring a cup/drink into the dayroom. You are responsible to clean up any spills or mess. Food items may only be brought into the dayroom for heating in the microwave and then must be taken back to your room to eat.
7. Group cooking, sharing, or transferring and exchanging food is prohibited.
8. All games shall be played at moderate tones/volume.
9. The television programming is selected by the majority of those wishing to watch programming. Volume will be kept at a moderate level, no higher than 20 on the TV volume scale.
10. Ice is available for your use. Ice chests are filled in the kitchen, generally after meal completions under staff direction. They may be filled at additional times as staff is available and/or other activities do not interfere. No large containers may be used when getting ice, only cups may be filled.
11. All conversations will be kept at moderate conversational tones. Yelling, shouting, singing, etc., is not permitted.
12. All provided dayroom related equipment shall be used in the intended/manufactured manner.
13. You are permitted to bring into the dayroom a limit of four (4) personal or library books, two (2) magazines, or two (2) newspapers.
14. You may bring personal games (i.e., cards, checkers, chess, etc.) to the dayroom. This facility is not responsible for any loss, theft, or damage as a result.
15. Facility provided games shall remain in the dayroom.
16. The dayroom kitchenette areas, microwaves, games, and phones, are only available for use during approved dayroom times.
17. Microwaves may only be used by one PIOC at a time. Only microwave safe personal cookware shall be allowed in the microwave. Microwaves are to be turned off when not use and not left running with no items in them, as this may result in their being damaged. You are responsible to clean the microwave should any spillage occur.

LIVING QUARTERS:

1. Staff create room assignments and you are not permitted to select your own roommate.
2. You are responsible for any damage and/or contraband in your room. Therefore, anytime you are assigned a new room, inspect your room as soon as you move in and report damage/contraband to a Sergeant immediately. If you do not report it, you will be held responsible.
3. One locker will be provided to you. A padlock will be provided for the footlocker. You shall be charged \$10 for replacement of a lost or damaged padlock.
4. Room Key
 - You will be issued one key.
 - If you lose or break your room key, or leave the center upon release with your room key, you shall be charged \$8.00 for a replacement key.
 - Inspect your key frequently for damage or cracks.
 - If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge.
 - You shall return your key to the Sergeants when you leave the center and pick it up upon returning.
5. Anytime you are assigned a new room, you are responsible for fully cleaning the room you are vacating before you move. You shall take all your bedding with you, including sheets, blankets, pillowcases, and towels. Leave the pillow and mattress.

STORAGE:

1. Shoes shall be stored under the bottom bunk, footlocker, or wardrobe cabinet.
2. All property, state or personal, shall be stored in the wardrobe cabinet or footlocker, other than your radio, alarm clock, fan, and TV.
3. Footlockers and/or cabinet doors shall be closed at all times when not in use.
4. Footlockers shall not be lined with any material (i.e. newspaper, towels, etc.).

5. Padlocks shall be secured to footlockers or wardrobe cabinets at all times.

FLOOR CLOSURE TIMES:

PIOC movement to and from the core control center areas, hallways, etc., closes five minutes prior to count times. Movement in hallways shall be kept to a minimum and generally is only for PIOC returning to their cells for count. Once the announcement is made that it is five minutes prior to count, all PIOC are expected to begin returning to their cells.

INSIDE THE CENTER:

1. PIOC shall not enter staff areas unless under staff escort, including but not limited to: Control Center, security stations, staff office areas, and staff breakrooms.
2. Only staff may identify persons and authorize entry into the building.
3. PIOC shall not loiter in any area of the center.
4. You shall legibly sign out on the unit log sheet located near the wing entrance when leaving the unit for all activities. The exception is when going to your Core Programming Group Room, only if the group room is located on your housing assignment floor.
5. When returning to your unit, you must legibly sign back in next to your sign out entry on the unit log sheet.
6. Do not manipulate, modify, prop open or alter any doors or its related components without staff permission.
7. All socializing is to be done in the dayroom or on the recreation field during designated times.
8. You shall not bring a personal cup or mug out of your assigned unit. The exception is outside recreation. The cup or mug shall be empty when going to and returning from outside recreation.
9. Canteen food items are only allowed in your room, with the exception of dayroom microwave use or items permitted to be brought to meals in the dining room. Sharing or exchanging canteen is prohibited.
10. You shall walk at a normal pace while inside the center.
11. Notify staff of any items that are broken or in need of repair.
12. You may request a clothes iron from a Sergeant.
13. Razors must be disposed of properly by placing them in the puncture proof container in the designated location.
14. Group room hallways are considered "program quiet zones"; voices must be kept low and conversation/language appropriate.

BULLETIN BOARDS:

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

ROOM REGULATIONS:

1. Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the window of your door.
2. Room/furniture layouts are standardized. You may not rearrange the furniture in your room.
3. Rooms must be kept clean at all times.
4. You may lay down on your bunk during the day, but not under the covers, as your bed must be properly made by 8:00 am, as noted in section 6. You may lay under one blanket, which is not tucked in.
5. Your room overhead lights must be on between the hours of 6:15 am and 4:00 pm Monday through Friday, excluding holidays. (Note: a minimum of one room light switch must be in the "On" position) when you are in the room. The only exceptions are during periods of high

heat index, as announced by control center. Lights must be on during all Formal Counts, regardless of heat index.

6. Your bed must be made properly prior to 8:00 am Monday through Friday, excluding holidays.
7. Do not tamper with the smoke detector or thermostat for any reason. Covering the smoke detector's sensors is prohibited. Any damage may result in restitution or any other disciplinary actions. The bulletin boards in your room are used to hang photos of family and friends, cards, calendar and schedules and must be displayed within the confines of the frame.
8. Posters and cutouts from magazines are contraband and will be removed by staff.
9. Do not attach or hang anything to/on the air vents, walls, ceiling, smoke detectors, thermostats, light fixtures, windows, bed, footlockers, wall lockers, or blinds by any method.
10. Cords, string, or other material may not be strung across the ceiling, floors, or walls except antennas as approved by staff
11. Coats, clothing, or towels may only be hung on the wall hooks provided.
12. Talking to someone outside of your window is not allowed.
13. Do not place anything in the window or the window sill.
14. Musical instruments are allowed to be used in your room between the hours of 8:00 am and 9:00 pm, if the instrument is headphone adaptable and is only used with headphones. Instruments which could create a disruption in the room or unit are prohibited to be used in the room. They can only be used in the scheduled music room activity in the dining room. With staff permission instruments may be taken and used on the outside recreation area.
15. Room lights and personal electronic devices must be off between the hours of 11:00 pm and 6:00 am, Sunday through Thursday, excluding holidays and off at 1:00 am on Friday, Saturday and days preceding a holiday.
16. Room windows must remain closed from November 1st through March 1st, unless you have staff permission to open them.
17. Do not prop doors open within the facility without staff permission.

ROOM INSPECTIONS:

1. Room inspections will be conducted daily and/or as needed.
2. Following a room inspection, you may be provided with a notice that indicates what needs to be cleaned or corrected.

CLEANING SUPPLIES:

1. Cleaning supplies may be obtained from the unit janitor.
2. Cleaning supplies may not be kept in your room.

PERSONAL ELECTRONICS:

1. Headphones or ear buds are to be on your ears at all times when electronics are in use. Staff will direct you to reduce the volume if the sound is excessive.
2. All electronic equipment must remain in your room, with the exception of tablets and ear buds/headphones.
3. Tablets may be used in dayrooms and outdoors, but are not allowed to be used during facility and offsite work assignments, treatment groups, or community service crew assignments.
4. Tablets and headphones/earbuds are not to be used or worn while in hallways or on the phone.
5. All lights, lamps, and electronics (radio, television, fans) must be turned off when you are not in your room.
6. Use of personal electronics is permitted between the hours of 6:00 am and 11:00 pm daily.
7. Typewriters may not be used after 9:00 pm and not until dayroom resumes the next day.

NOTARY SERVICES:

1. If you need notary services, send a request slip attention to DACC Front Office
2. Do not sign documents prior to your appointment with the Notary.
3. Services will be scheduled as notary staff are available. If there is a circumstance requiring a deadline, please indicate this in the request slip. Written verification with deadlines noted, is required.

PIOC ACCOUNTS

The official record of your PIOC account is maintained in the WCCS Business Office, located in Madison, Wisconsin. You are responsible for keeping copies of your disbursement requests and account statements. It is not the responsibility of center staff to do this for you. You will receive a Trust Account Statement every two weeks. You should review this statement for accuracy. If you have a question or concern about your statement, refer to the Chain of Command section of this handbook. Refer to WCCS 900.30.01 PIOC Spending for specific account guidelines.

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

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

OPENING AN INTEREST-BEARING SAVINGS ACCOUNT:

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

TRANSFERRING BETWEEN ACCOUNTS:

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

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

CLOSING AN INTEREST-BEARING SAVINGS ACCOUNT:

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

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

CHILD SUPPORT:

If deductions are currently being withheld from your account by WCCS, those and you gain employment through the Work Release Program, your employer may also receive an order to withhold child support from your work release payroll check. Deductions will be taken per the court orders by both the work release employer and WCCS until a termination order is received in the WCCS Business Office.

- NOTE: It is your responsibility to contact the Child Support Agency to have them issue a termination order for the WCCS deduction. Please have them fax it to the WCCS Business Office at (608) 240-3334. Make sure they have your name and DOC# listed on the order.

DISBURSEMENT REQUESTS (DOC-184):

To complete or submit a disbursement request:

1. Be sure all information on the disbursement request is complete and legible.
2. Sign and date the request before submitting.
3. Make sure that you have the correct postage when an envelope is needed to process your request (non-DOC vendor purchases, money to family, or sending documents to court).
4. Attach the envelope to the disbursement request or place the disbursement request inside the envelope.

Authorization/Approval:

1. Disbursement requests are reviewed by designated center staff.
2. Generally, disbursement requests will be reviewed by center staff within seven days of receipt.
3. Disbursement requests that are denied by center staff will be returned to you.
4. Approved disbursement requests are mailed to the WCCS Business Office for processing.

Processing Your Request:

1. The WCCS Business Office reviews your request to determine if your request is allowable and if you have sufficient funds for the purchase.
2. You will receive the yellow copy of the disbursement request for your records.

Types of Requests:

1. Support Requests: Up to \$25 may be mailed to one close family member once per month. Make the request payable to the family and include an addressed, stamped envelope. "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the your natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings.
2. The Program Supervisor or Superintendent must approve a request to send more than \$25 to a close family member. Provide an explanation for the increased amount along with the disbursement request. If approved, the Superintendent may require you to match the amount of money approved to pay off a court ordered financial obligation.
3. Copies: The cost for copies is \$0.15 per page. Submit a disbursement request to designated center staff. Indicate the number of copies requested and attach the documents to be copied to the request. Staff will calculate the amount once the copies have been made. An envelope is not needed.
4. Photos: The cost for photographs is \$3.00 per photograph. Make the request payable to the Photo Project.
5. For any other type of disbursement request, ask center staff for assistance in completing the form.

I WANT TO: X PAY A BILL

TO: Company Name - WISCONSIN DEPT CORRECTIONS

Account Number: Insert PIOC # AND LAST NAME

Attention: WIDOC WI

MONEY ORDER TRANSACTIONS:

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

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

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

Funds may also be deposited into an PIOC's account by going to AccessCorrections.com, by calling 1-866-345-1884 or at Cash Walk-In sites. To find locations, go to CashPayToday.com
Funds are typically deposited into the PIOC's account within three business days. Upon receipt in the WCCS Business Office, activity will be posted to your regular account and a receipt mailed to you at the center. The transaction will also be listed on the Trust Account Statement provided to you by center staff.

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

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

FRAUD:

Any financial transaction performed with the intent to circumvent or avoid payment of any legitimate obligations will be considered a rule violation.

MONTHLY TRANSFER OF FUNDS FOR CANTEEN PURPOSES:

PIOCs who are active on work release the first day of the current month are eligible for transfer of funds from their work release account to their regular account up to the maximum of \$65.00 per week for canteen or regular account spending. The funds must be available in your work release account at the time of transfer. If the maximum amount was not available in your work release account at the time the monthly transfer occurred but funds are now available, submit a Disbursement Request to center staff to request the remaining balance be transferred within the next two months. Contact center staff when you think you are eligible for a transfer of funds, but nothing is listed on your Trust Account Statement. WCCS Business Office staff will review your account and funds will be transferred if appropriate.

PAYROLL:

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

RELEASE INFORMATION:

Seven to 14 work days prior to your ERP program completion date or your extended supervision date, your account will be closed. Your agent determines if you will be released with all of your funds or if your funds will be managed by your agent for reasons noted on the DOC 0015 "Offender Release Authorization". You will also receive further closeout information from the Office Support Staff upon the closing of your accounts.

The WCCS Business Office will hold up to \$50.00 from your funds available at release to cover purchases not yet received. A final close out of the trust account will be completed once all transactions have been posted to your account.

BUS TICKETS:

At least 45 days prior to your expected release, complete an interview request and submit to your Social Worker/Treatment Specialist, indicating your release date and where you need to go. If you are being released to an out of state placement, information will be sent back to you regarding the amount of the ticket and the procedure for submitting a disbursement request.

PIOC PHOTO SERVICE

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

PIOC may have digital photographs taken during visits in the visiting room or areas of the facility if determined appropriate by the Superintendent. PIOC who generally do not get visits may request to have their photo taken by submitting an interview request form to the visit sergeant.

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

PHOTO GUIDELINES:

1. You must have adequate funds in your regular account to request to purchase photos.
2. A DOC-184, made payable to Drug Abuse Correctional Center Photo Project, must be completed and approved by staff prior to obtaining photos.
3. The cost of each photo is \$3.00.
4. Visitors may not pay for photos.
5. Only the center's digital camera will be used.
6. Only the individual PIOC and his approved visitors for that day may be in the picture.
7. No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
8. Only those photos displaying authorized and acceptable images will be allowed.
9. You may stand, sit or kneel for photos.
10. Nothing, including sunglasses, may be worn, hung, or held from any part of the body or clothing during photos.
11. Standard visiting room attire must be worn in all photographs.
12. You may view the photo taken and request one retake if the photo image is not acceptable. The PIOC photographer will delete the rejected photo prior to printing the acceptable photo.
13. All photographs will be reviewed by staff to make sure they meet these guidelines.
14. Any photo suspected of being related to a Security Threat Group will be forwarded to the center's Security Threat Group Specialist for review and disposition.
15. You may give approved photos to your visitor(s) or take them back to your room.

KIOSK

KIOSKS are provided for PIOC use to allow contact with family and friends via email messaging and are regulated by DAI 309.04 Inmate Mail

1. KIOSKS are located in front of the Security Station on each floor and in the library.
2. KIOSKS are available for use during dayroom hours and your assigned Library times.
3. You are limited to 20 minutes per use and must have at least 30 minutes between uses. Access may be limited further to allow ample opportunity for others.
4. There is a delay in emails being sent and received as they are reviewed by staff.
5. If your account is locked or disabled, you may contact the 3rd shift staff to have it resolved.
6. Instruction Manuals are located above the KIOSK.

LAUNDRY

FACILITY LAUNDRY:

1. This facility utilizes BSI laundry services at OSCI for all state issued clothing and linen.
2. Your personal clothing cannot be laundered through this service.
3. Only PIOC assigned to work in the facility laundry are permitted in the laundry room, which is located near the loading dock.
4. You shall be responsible for all clothing issued to you.
5. State-issued clothing is exchanged on a one-for-one basis. PIOC shall write property to exchange clothing.
6. Any knots must be removed prior to turning in your sheets
7. Upon your release from the center, you shall return all state issued clothing and laundry items to the institution laundry.
8. Linen exchange shall be completed each week on Saturday. During periods of cold weather, an extra blanket may be provided.

UNIT WASHERS & DRYERS FOR PERSONAL USE:

Washers and dryers are available for the laundering of personal clothing. Only unit laundry workers may enter the laundry rooms. Laundry bags that are issued by the center shall be used to turn your items into the unit laundry. The unit laundry worker will complete the laundering process and return the items and laundry bag to you.

UNIT LAUNDRY INSTRUCTIONS:

1. Only laundry detergent is to be used as a cleaning agent in the washers. Use of dish soap, shampoo, or hand soap is not allowed.
2. Do not add water to the washer for any reason.
3. Do not dry footwear in the dryer (shoes/boots/slippers).
4. All dried clothing must be removed from the dryer immediately.
5. Make sure equipment is off after use.
6. Laundry room shall be clean and orderly.
7. Report all equipment problems to security staff.

LIBRARY

You have access to an electronic law library and job search on identified computers. A Legal Assistance to Institutionalized Persons (LAIP)/Remington Center Desk Reference is also available. Please review applicable policies regarding the use of USB flash drives and storing legal documents (300.00.15 Development and Use of Inmate Portfolio, 300.00.67 Digital Formatted Legal Materials, and 309.15.01 Institution Law Library). DAI policy 300.00.15 allows you to obtain one USB flash drive to store electronic file copies created during your participation in the pre-release curriculum. The policy does not allow you to store any personal documents or legal documents on your flash drive. DAI policy 300.00.15 permits you to have digital legal materials, but the legal materials must be received and stored on read-only CD's or DVD's. The use of USB flash drives for legal materials is prohibited. Library materials will be accessible to all PIOC in accordance with DAI and center guidelines. Use of the library is available to PIOC as scheduled by unit. The library schedule is posted on the unit bulletin boards. A total of 4 items may be checked out at one time. Items may be checked out for a period of 4 weeks. Loss of, damage to, or failure to return items may result in disciplinary action, including restitution and/or suspension of library privileges. A computer and/or typewriter may be available for use while at the center.

LIMITED ENGLISH PROFICIENCY

Limited English Proficiency (LEP) population guidelines of the U.S. Department of Justice require translation of written forms, signs, notices and publications to meet the needs of LEP individuals. Center staff will request you identify your primary language at different times while at the center consistent with DAI 300.00.61 Limited English Proficiency (LEP) Inmates policy. You may request LEP services by one of the following methods (regardless of primary language and/or skills).

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

MAIL REGULATIONS

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

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

Staff may confiscate any correspondence believed to contain contraband. If contraband is found or if there is any other violation of rules, disciplinary action may be taken, up to and including suspension of mail privileges and/or referral for prosecution.

INCOMING MAIL:

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

OUTGOING MAIL:

1. The return address on the item you are mailing must include your complete incarcerated name, DOC#, center name, street address, city, state and zip code. Items without this information will not be mailed and will be returned to you.
2. Mail addressed to another PIOC may not be sealed. Any other outgoing mail may be sealed, with the exception of items needing additional postage.

3. Outgoing mail may be opened and inspected for contraband.
4. As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system.
5. No drawings are allowed on the envelope or package.
6. Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to State Collections may be used in conjunction with the stamp for additional postage. Disbursement request should be attached to the unsealed envelope.
7. When sending certified, registered, overseas, airmail or other packages you may submit a DOC-184 for the total amount of postage due (see disbursement request procedures).
8. If you do not have sufficient funds to cover the additional postage, the item will be returned to you.
9. If outgoing correspondence is denied, you will be notified.
10. To send a letter by certified mail, attach a DOC-184 payable to State Collections. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail.
11. All outgoing mail is to be placed in the center PIOC mail boxes located by the Control Center/ Security Station on each floor.

PIOC-TO-PIOC MAIL:

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

PARCELS:

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

MEALS & DINING ROOM REGULATIONS

MEAL TIMES:

Breakfast 6:35 a.m. (after count clears)
 Lunch 11:55 a.m. (after count clears)
 Dinner 4:15 p.m. (after count clears)

MEAL REGULATIONS:

1. When count is cleared, meals will commence. The Unit Sergeant will notify PIOC when it is time to proceed to the dining room.
2. When called for meal, PIOC shall walk single file towards the dining room.
3. You are not permitted to lean on walls, place feet on walls, or have any part of your body come into contact with walls while waiting in line for meals.
4. Once you have left the serving line, you shall not return unless given specific permission from staff.
5. You shall not ask for extra food. You are expected to take only food items you expect to eat.

6. You are not permitted to give away or trade food items while in the serving line. If you choose to exchange food items, you may do so only at the table at which you are seated. No exchanging of food can occur between tables or while walking to or from tables.
7. Once seated at a table, you are not permitted to move another table or switch seats.
8. Do not direct complaints to the food service workers. If you have a complaint, report it to the Sergeant on duty.
9. When fruit is served, only one piece is allowed to be taken back to your room. It must be consumed the same day it is served.
10. The only personally owned condiments which may be brought to the dining room for personal use during meals are hot sauce and/or a salt substitute or seasoning.
11. No food is provided between meals.

RELIGIOUS DIETS:

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

MEDICAL DIETS:

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

EARLY MEAL TIMES:

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

SAVED TRAYS:

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

BAG LUNCHES:

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

PERSONAL HYGIENE & HAIRDRESSING

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

BASIC HYGIENE KIT:

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

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

If you need a replacement of toothpaste, toothbrush, or soap you must present the used-up item.

RESTROOMS:

1. Use of the restroom during non-dayroom hours is limited to toilet/urinal use and hand washing.
2. Loud and disruptive behavior is prohibited. Socializing in the bathroom is prohibited.
3. You shall not place feet in the sinks. Religious issues with foot washing are to be carried out by using a washcloth, foot basin, or the shower.
4. During non-dayroom hours only six (6) PIOC are permitted in the restroom at a given time. The only exception to this is from 5:00 am to 7:00 am for kitchen workers, persons going off grounds, etc.
5. Brushing/flossing of teeth can occur during non-dayroom hours, commencing at 5:00 am.
6. Tampering with faucets, shower heads, toilets etc. is prohibited and may result in restitution and/or discipline.

SHOWER PERIODS:

1. You shall shower a minimum of every other day, unless medically excused.
2. Showering is not permitted during lunch/supper meals or count times. Showers open each day at 6:00 am for use and close for the evening at 11:00 pm.
3. Showering is limited to 10 minutes in length.
4. If it is determined you are creating a health hazard or are offensive to others, staff may direct you to shower.

HAIR RESTRICTIONS:

1. No Security Threat Group related haircuts.
2. No sculpting designs, lines, numbers, letters, or symbols.
3. No dyeing or bleaching.
4. No hair extensions.
5. Partial shaving of the head is not permitted.
6. Mohawks, punk or new trend street styles are not allowed.
7. Tufts or tails are not permitted.
8. Braiding of your hair must be from front to back.
9. If you arrive at this facility with an unauthorized haircut or receive one while here, you will be required to have your hair cut in order that the cut is acceptable.
10. The Superintendent or the Captain will determine the appropriateness of questionable styles and haircuts.

PIOC-TO-PIOC HAIR CARE:

1. You must have staff permission to do another person's hair.
2. Hair care activities will only be allowed in the PIOC bathrooms.

PRISON RAPE ELIMINATION ACT (PREA)

You have the right to be safe from sexual abuse, sexual harassment and report-related retaliation. The Wisconsin Department of Corrections (DOC) values safety – that includes keeping you safe from others while you are serving your sentence. The DOC has zero tolerance for sexual abuse and sexual harassment within its facilities.

Sexual abuse and sexual harassment among PIOC's and among staff and PIOC's in confinement is against the law. Violators will be disciplined and may be referred to outside law enforcement for prosecution.

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

In response, the Wisconsin Department of Corrections put policies and procedures in place to help keep you safe and to make it possible for you to get help if you've been sexually abused, sexually harassed or experience report-related retaliation. DOC is committed to investigating all reports, offering support to all victims and pursuing discipline for all perpetrators.

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

To report any of the above activities, PIOC's may notify any staff person in person or in writing; dial 777 (internal reporting hotline); dial 888 (external reporting hotline); submit a grievance; tell a family member, friend or support person (they may report on your behalf); call local law enforcement. An PIOC pin number is not needed when dialing 777 or 888.

Following an incident of sexual abuse, PIOC's may receive ongoing support from internal services such as a medical provider, mental health provider, social worker or chaplain. PIOC's may also receive support from the community's local sexual assault service provider. They are trained to provide confidential support after sexual abuse. They will listen and provide information and education. Their services are free and not connected to WI DOC. Please note, local sexual assault service providers do not accept reports of sexual abuse. They only provide support. For telephone support please dial #999 (An PIOC pin number is not needed when dialing).

Please refer to your PREA handbook and postings in the center for more detailed information about sexual abuse, sexual harassment and reporting. If you have lost or misplaced your PREA handbook please request a new one.

PROPERTY

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

PROPERTY REGULATIONS:

1. All personal property must be recorded on your property inventory form prior to possession.
2. You shall not exchange, trade, sell, loan, or give away any article of your personal property.
3. Alteration of state-owned or personal property is prohibited.
4. All property items must be purchased from a DOC approved vendor.
5. You shall not purchase property and have it sent to another location.
6. In the event you are transferred from the center to another facility, your personal property must comply with the receiving facility's property regulations. Disallowed items may be shipped out at your expense or destroyed upon request. Only allowed property items will be transferred to a receiving facility.
7. The Property Sergeant will process all packages received from the US Mail and commercial carriers.
8. The Property Sergeant will contact you when your property is ready for pick-up.

ITEMS RECEIVED THAT ARE NOT APPROVED:

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

DAMAGED OR ALTERED PROPERTY:

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

MONETARY SPENDING LIMITS:

1. The cost of electronic items or musical instruments shall not exceed \$350.00 each, including tax and shipping costs.
2. The cost of prescription eyeglass frames shall not exceed \$125.00, including tax and shipping costs.
3. The cost of all other individual property items shall not exceed \$75.00 each, including tax and shipping costs.
4. Receipts from the merchandise vendor/supplier are required for all items received. c. Receipt must arrive with the item and must show the cost of each item.

HOBBIES:

1. You shall register with the Property Sergeant to participate in music or hobbies.
2. You may only be registered for two hobbies at one time.
3. Musical instruments are allowed to be used in your room between the hours of 8:00 am and 9:00 pm, if the instrument is headphone adaptable and only with headphones. All other use or types of instruments may only be used as scheduled in the dining room or outside if given permission by staff.
4. Please see DAI Policy 309.36.01 Leisure Time Activities for more detail.

RECREATION

INSIDE RECREATION:

1. Inside recreation includes the Weight Room and Wellness Room.
2. You may only use these rooms when your unit is scheduled.
3. Schedules are posted on the unit dayroom bulletin boards.
4. The total capacity of PIOC permitted in each room is 10.
5. You may only use the north side doors for entrance and exit to and from these rooms. The south side doors are for emergency exit only.
6. All equipment will be used in the manner in which it was designed/intended.
7. No cups, mugs, bowls, food, etc., are permitted in the Weight Room or Wellness Room. Videos for use in the Wellness Room can be obtained from your respective floor Sergeant and must be returned at the end of each scheduled period.
8. Being shirtless is not permitted.

OUTSIDE RECREATION:

There is absolutely no contact with the public; this includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object. Nor are you permitted to communicate with PIOC from WCC, or patients from WRC or WMHI.

1. The recreation field is open for your use during daylight hours. Generally, it is available from 6:30 am until dusk, less count times, severe weather, etc. General rule of thumb is that the recreation field is not open for use when the high mast lights are on at the Wisconsin Resource Center (WRC).
2. Being shirtless and/or sunbathing is prohibited.
3. Baseball caps may only be worn with the bill forward.

4. When walking/jogging on the track, all movement is counter clockwise. The maximum number of PIOC allowed to walk together is four (4) and program related group walks is 10.
5. Sitting or lying on top of the tables, lying or straddling the bench of the table is prohibited.
6. You are not permitted in areas around parking lots, vehicles, and dumpsters.
7. You are not permitted in areas on the north, east, and south of the building and all areas north of the driveway without staff approval.
8. A personal cup/mug is permitted outside for water and shall be empty when going to and from the building. Water is provided on the recreation field during warmer months.
9. Food items are not allowed outside.
10. There is a recreation box outside, which holds miscellaneous recreation equipment such as basketballs, horseshoes, and volleyballs. You are responsible for returning any items you remove from this box prior to leaving the recreation field.
11. Basketball is limited to half-court use only as full-court basketball is prohibited.
12. You may bring a personal musical instrument to use on the recreation field. Only the actual instrument is permitted and not the case.

REENTRY

REENTRY VISION STATEMENT:

Promote public safety and offender success from admission to custody through reentry and supervision in the community.

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

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

RELEASE PROCEDURES

Your assigned treatment provider will coordinate your authorized release with you and your Division of Community Corrections Agent. Your release from the center shall not occur prior to 9:00am.

Prior to your release the following will occur:

1. You need to provide release plan information to your assigned treatment provider
2. You shall sign your Rules of Supervision.
3. You will be informed of the date of your release.
4. Release clothing may be purchased up to 30 days before your release.
5. Clothing or property cannot be dropped off by family/friends with the exception of release clothing, which may be brought to DACC on the actual day of release, after 9:00 am.
6. Release clothing may be shipped to the center from family or friends or obtained through your assigned treatment provider from Goodwill if you are indigent. The Property Sergeant will call you to the Property Room to test fit clothing received for release. All release clothing shall remain there until the day and time of release.

7. If you do not have any clothing to wear upon your release, you shall be permitted to leave in state issued green clothing and shall be charged accordingly.
8. If you are using a bus service, you are limited to size and numbers of boxes allowed on the bus. The Property Sergeant will ensure you have the correct size box.
9. You must ship out your remaining property before your account is closed.
 - Sergeants will help you pack and mail your property.
 - Sergeants will pack your remaining property the day/night before your release.
10. You are required to have your photo taken before you are released.
11. You are required to provide a forwarding address.
12. On the day of your release, staff shall give you your release check and vital records. You will also be given copies of relevant release documents, health summary, etc.
13. If needed, staff will transport you to the bus station and they will remain with you until the bus departs.

RELIGIOUS PROGRAMMING

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

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

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

SECURITY MONITORING

SURVEILLANCE OF PIOC ACTIVITIES:

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

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

SEARCHES:

1. Strip Searches
 - A full strip search of your person can be conducted at any time in accordance with DOC 306.17.02.
 - A strip search is done for the security of the center, not to embarrass or ridicule you.
2. Pat Searches
 - A pat search may be conducted at any time, either randomly or for cause.
3. Room Searches
 - A room search may be conducted at any time, either randomly or for cause.
 - Any contraband found will be removed from your room.
 - You will receive written notification of any confiscated items.
4. Metal Detector Searches
 - You will be required to pass through the metal detector when leaving or entering the center grounds.

URINALYSIS (UA) / BREATHALYZER:

1. Urine and breath tests shall be conducted at any time, on a random or for cause basis.
2. If you are unable to submit a urine sample you shall be provided water and a limited amount of time to produce a urine sample. You shall be required to wait in a designated area during this time.
3. A confirmation test shall be conducted if UA results are positive.

SECURITY THREAT GROUPS

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

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

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

SMOKING/USE OF TOBACCO PRODUCTS

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

TELEPHONE PROCEDURES

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

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

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

All telephone calls, except approved properly placed attorney calls, may be monitored & recorded.

- Phones are available for use during open dayroom times.
- At no time can phone calls interfere with program or work assignments. You are responsible for scheduling your calls around these activities.
- Call length is limited to 20 minutes each.
- PIOC assigned to even numbered cells are allowed up to four calls per even numbered day. PIOC assigned to odd numbered cells are allowed up to four calls per odd numbered day.
- Back-to-back phone calls are prohibited.
- The phone system requires 20 minutes between calls. Once finished with a call, you shall hang up the phone and leave the immediate area.
- Call attempts are limited to five minutes. If no call is completed/accepted then a 20-minute wait is required before attempting additional calls.
- Canteen ordering or updating is limited to once per assigned phone day and does not count as one of the four calls per day allowance.

- PREA Hotline calls have no limits.
- You are required to use your assigned DOC PIN. Use of any other PIOC PIN is prohibited.
- Only one PIOC is permitted to use a phone at one time. Passing messages or conversing with another PIOC during phone use is prohibited.
- Use of calling cards or pre-paid phone cards is prohibited.
- Food and drink are prohibited.
- Three-way calls and call forwarding are prohibited.
- If you are not using the phone, you are not allowed in that area.

ICSolutions is the contracted provider for the calling service and billing. ICSolutions can be contacted with questions at (877) 870-3259. Incarcerated individuals are able to establish and fund their own calling accounts. Family or friends wishing to only accept collect calls will need to establish a pre-paid account. Family and friends may set up pre-paid accounts on the website www.icsolutions.com or by calling ICSolutions at (888) 506-8407. Any issues with payment and billing are to be referred to ICSolutions.

Both in and out-of-state calls will be charged at a flat rate of \$.06 plus applicable fees and taxes. International call rates will vary depending on the country called. International calls are debit only.

ATTORNEY TELEPHONE CALLS:

Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded. Requests to have your attorney calls not recorded should be sent to a Captain.

VISITING REGULATIONS

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

DACC utilizes ICSolutions (ICS) to schedule in person and video visits. To visit in person or by video, the visitor needs to establish an ICS account with their unique Party ID. Visitors shall follow the directions provided on the ICS website: www.icsolutions.com. In order for an ICS account to be created for visits, PIOC must provide their friends and family the unique Party ID listed next to the visitor's name on the visiting list. Visitors must schedule in person or video visits at least 48 hours in advance and not more than 14 days in advance.

VIDEO VISITATION:

1. Each video visit is 25-minutes in length.
2. Video visits are available at the cost of \$2.50 per visit, up to 12 paid visits per month.
3. Video visits are limited to one per day per PIOC.
4. Each visitor on the video visit must have an ICS account and be listed on the visit reservation. Each visitor will be required to show ID at the beginning of the call and anytime during the call when asked by staff.
5. General visiting rules will also apply to video visits.
6. The ICS video visitation monitors are located in the DACC Visiting Room. PIOC are required to sign in and out of their units for the video visit.

VIDEO VISIT HOURS:

- Monday, Tuesday, Thursday, and Friday: 7:30am-8:30am; 5:00pm-6:00pm; 7:30pm-8:00pm; 8:30pm-9:00pm; 9:30pm-10:00pm
- Wednesday: 8:30am-9:00am; 3:00pm-8:30pm
- Saturday and Sunday: 8:30am-3:00pm; 7:30pm-8:00pm, 8:30pm-9:00pm, 9:30pm-10:00pm

IN PERSON VISITING HOURS:

Wednesday: 3:00 pm-9:00 pm

Saturday: 8:15 am-3:30 pm

Sunday: 8:15 am-3:30 pm

Holidays: 8:15 am-3:30 pm

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

Visits are limited to three, three hours visits a week. Only one visit may occur in a day unless receiving additional visiting time as part of the incentives program.

HOLIDAY VISITS:

WCCS recognizes the following holidays for visiting purposes:

- New Year's Day: January 1st
- Martin Luther King Day: Third Monday in January
- Memorial Day: Last Monday in May
- Independence Day: July 4th
- Labor Day: First Monday in September
- Thanksgiving Day: Fourth Thursday in November
- Christmas Eve: December 24th
- Christmas Day: December 25th
- New Year's Eve: December 31st

VISITING RULES:

1. All visitors must complete the DOC-176 Request to Visit Inmate form.
2. You are not permitted to pass or receive items during an in person visit without authorization from staff.
3. You must check in with the Visiting Room Sergeant when arriving for your visit and at the end of it.
4. All visits are assigned tables by the Visiting Room Sergeant. Neither you nor your visitor are permitted to change seats once assigned.
5. You are allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit. Any other touching during the visit is prohibited except: Children of PIOC, who are age five (5) or under, may be permitted to be held and/or sit on the PIOC lap, provided there are no risk factors as determined by facility staff.
6. PIOC are required to sit directly across the table from their respective visitor(s).
7. PIOC and visitors must keep both hands above the table at all times. You are not allowed to leave the visiting room for any reason while on a visit.
8. You shall remain seated during the duration of the visit with the exceptions of restroom use or photos.
9. You may not handle money or use the vending machines. Your visitor(s) is the only one who may handle money and/or operate the vending machines. Visitors may bring in a maximum of \$25.00.
10. Personal mugs, cups, or bowls are prohibited.
11. Visitors are responsible for supervising children during visits. You and your visitor are required to keep the children under control at all times. If staff believe you are not keeping minor children under control, your visit may be terminated and/or those children may be temporarily suspended from visiting again.
12. An adult must accompany any visitor under the age of 18.
13. Visiting with another PIOC's visitor is prohibited.
14. Visitors are required to use the designated bathroom facilities. You are not to enter visitor bathrooms.
15. You are to use the designated PIOC bathroom with permission of staff.

16. Visitors are prohibited from bringing in packages, paperwork, containers, money orders/checks during visits without prior authorization from the Captain/Superintendent and will be inspected by security staff.
17. All items from the vending machine must be consumed during the visit.
18. You are responsible for cleaning off your table and disposing of any garbage after the visit ends.
19. The use of offensive, loud, and vulgar language may result in the termination of your visit.
20. Your visitors are required to follow the regulations listed in the DACC Visitor Handbook (available in the Visit Room and the DOC website) and any violations may affect your visitation.

SPECIAL VISITS:

A special visit request must be submitted to your assigned Social Worker/ Treatment Specialist for review. Special visits may be requested for a family member or non-family member not on your visiting list, who is traveling a great distance (over 200 miles) to the facility that frequent visiting does not occur. A special visit may occur twice a calendar year for the same visitor. The special visit also counts as one of your allowable visits per week.

EXTENDED VISITS:

Extended visits may be requested for a visitor who is traveling a great distance (over 200 miles) or for exceptional reasons. Extended visiting time may occur twice a year for the same visitor. Extended visiting time may be approved based on availability and may be shortened if necessary.

Procedure for requesting a Special and/or Extended Visit:

1. PIOC initiates request for Special and/or Extended Visit to the Social Worker/Treatment Specialist.
2. On a request slip, PIOC also sends to the Social Worker/Treatment Specialist the following information: name, address, date of birth, phone number, relationship to you, date of visit of the proposed visitor, and any special accommodations needed to include clearing a metal detector.
3. Requests should be submitted no fewer than seven (7) business days prior to the date of the visit.
4. Social Worker/Treatment Specialist notifies PIOC of approval or denial of request.

DIRECTIONS TO THE CENTER:

Directions from US 41:

- Exit #124 WI 76 / Jackson Street
- South on 76/Jackson Street for 0.9 miles
- Left onto County Road Y - follow 1.1 miles east to the stop sign; this is County Road A.
- Continue on County Road Y for 0.1 miles
- Right onto Sherman Road - follow 0.2 miles
- Left into drive for DACC and Winnebago Correctional Center - follow for 1000 feet
- Parking and main entrance are on your right

VOLUNTARY PROGRAMS

1. Only approved volunteers may facilitate groups, meetings or services.
2. Participation in religious activities is voluntary.
3. Therapeutic or support groups are available.
4. Off ground requests must be directed to the Captain or Superintendent.
5. Engage in any contact with family or friends during these activities is prohibited.
6. Phone calls or use of any other devices at these activities is prohibited.
7. PIOC must be seated together for off-ground activities.

DAI HANDBOOK REFERENCES – GENERAL POPULATION

Accounts (funds)	<p>28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]</p> <p>38 USC 5301 – Non-assignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)</p> <p>Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments</p> <p>Wisconsin Statutes s. 301.31 – Wages to prisoners</p> <p>Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers</p> <p>Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners</p> <p>Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison</p> <p>Wisconsin Statutes s. 303.065(5) – Work Release Deductions</p> <p>Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act</p> <p>Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges</p> <p>Wisconsin Statutes s. 973.042 – Child Pornography Surcharge</p> <p>Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge</p> <p>Wisconsin Statutes s. 973.045 – Crime Victim Witness</p> <p>Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge</p> <p>Wisconsin Statutes s. 973.05 – Fines</p> <p>Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments</p> <p>Wisconsin Statutes s. 973.06 – Costs</p> <p>Wisconsin Statutes s. 973.20 – Restitution</p> <p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates</p> <p>Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose.</p> <p>Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge</p> <p>Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds</p> <p>Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds</p> <p>Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p> <p>Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee</p>
2017 WI Act 89 Requests	<p>Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities.</p>

	Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
ADA	Americans with Disabilities Act of 1990, as amended, 42 USC Ch. 126, Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235) Code of Federal Regulations, 28 CFR Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services
Canteen	Wisconsin Statutes s. 301.27(2) – Vending Stands Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients Wisconsin Administrative Code s. 309.20 – Personal Property Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose Wisconsin Administrative Code s. 309.52 – Canteen Wisconsin Administrative Code s. 316.04 – Copayment
Classification	Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Compensation (I/M)	Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use Page 42 of 46 Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Complaints (I/M)	WI Administrative Code 303 – Discipline WI Administrative Code 310 – Complaint Procedures
Contraband	Wisconsin Administrative Code Ch. DOC 303 – Discipline
Count	Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program
DNA Collection	Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements

Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014
HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Hygiene/Hair	Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 316 – Copayment
LEP	Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104
Law Library	Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix) Page 43 of 46 Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying Wisconsin Administrative Code s. DOC 309.155 – Legal Services
Legal Loans	Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases) Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports) Wisconsin Statutes s. 809.62 – Rule (Petition for review) Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents

Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages
Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect
Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment)
Wisconsin Statutes s. 974.06 – Postconviction Procedure
Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence)
Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail
Wisconsin Administrative Code s. DOC 309.155 – Legal Services
Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds
Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

Library

American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336
American Library Association (ALA) – Library Bill of Rights
American Library Association (ALA) – Freedom to Read Statement
American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)
Wisconsin Administrative Code s. DOC 309.02 – Definitions
Wisconsin Administrative Code s. DOC 309.04 – Inmate mail
Wisconsin Administrative Code s. DOC 309.05 – Publications

Mail

Wis. Stat. §19.31
Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband
Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail
Wisconsin Administrative Code s. DOC 303.72 – Major penalties
Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition
Wisconsin Administrative Code s. DOC 309.02 – Definitions
Wisconsin Administrative Code s. DOC 309.04 – Inmate mail
Wisconsin Administrative Code s. DOC 309.05 – Publications
Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose
Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying

Marriages

Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministrations
Wisconsin Statutes Ch. 765 – Marriage
Wisconsin Statutes Ch. 767 – Actions Affecting the Family
Wisconsin Administrative Code s. DOC 309.06 – Visitation
Wisconsin Administrative Code s. DOC 309.08 – Visiting List Page 44 of 46
Wisconsin Administrative Code s. DOC 309.10 – Special Visits
Wisconsin Administrative Code s. DOC 309.20 – Personal Property
Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices

Meals

Wisconsin Administrative Code s. DOC 309.23 – Food

	Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids
Medications	66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140 Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02
Name Changes (I/M)	Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
Notary Services	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Statutes s. 20.919 – Notary public Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property Wisconsin Statutes s. 706.07 – Uniform law on notarial acts Wisconsin Statutes s. 782.04 – Petition; contents Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages
Observation Placements	Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act Wisconsin Administrative Code Ch. DOC 311 – Observation Status
Phone Calls Including Attorneys and International	Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, et seq. National Standards to Prevent, Detect and Respond to Prison Rape
Programming	Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need Assignment Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.40 – Clothing Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices Property and Diets	Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations

Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction
 Wisconsin Administrative Code Ch. DOC 303 – Discipline
 Wisconsin Administrative Code s. DOC 303.35 – False names and titles
 Wisconsin Administrative Code s. DOC 309.02 – Definitions
 Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail
 Wisconsin Administrative Code s. DOC 309.05 – Publications
 Wisconsin Administrative Code s. DOC 309.10 – Special Visits
 Wisconsin Administrative Code s. DOC 309.20 – Personal Property
 Wisconsin Administrative Code s. DOC 309.23 – Food
 Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice
 Wisconsin Administrative Code s. DOC 309.23 – Food

Room Cleanliness Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area

Searches Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution
 Wisconsin Administrative Code s. 306.17 – Search of Inmates
 Wisconsin Administrative Code s. 309.20 – Personal Property
 Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, et seq. National Standards to Prevent, Detect and Respond to Prison Rape

Sex Offender Notification Wisconsin Statutes s. 301.45 – Sex Offender Regulations
 Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law

Social Media Use (I/M) Wisconsin Administrative Code s. 303.28 – Disobeying Orders
 Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

Urinalysis Testing Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs
 Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs
 Criminal Justice Drug Testing Act May 1990
 Wisconsin Administrative Code Ch. DOC 303 – Discipline
 Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates
 Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings

Work Assignments Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
 Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

Visiting Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate
 Wisconsin Administrative Code s. 306.18 – Search of Visitors
 Wisconsin Administrative Code s. 309.02 – Definitions
 Wisconsin Administrative Code s. 309.06 – Visitation
 Wisconsin Administrative Code s. 309.07 – Conduct During Visits
 Wisconsin Administrative Code s. 309.08 – Visiting List

Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates
Wisconsin Administrative Code s. 309.10 – Special Visits
Wisconsin Administrative Code s. 309.11 – No-Contact Visiting
Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges

Voting
Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors
Wisconsin State Statute 301.03(3a) – General Corrections Authority Page 46 of 46
Wisconsin State Statute 973.09(4m) - Probation
Wisconsin State Statute 973.176(2) - Voting
2005 Wisconsin Act 451 – Relating to Administration of Elections

DAI HANDBOOK REFERENCES – ADDITIONAL REFERENCES FOR MINIMUM SECURITY FACILITIES

Community Service
Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Offsite Authorization
Wisconsin Statutes s. 303.065(2m) – Work release plan for prison inmates
Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Project Crew
Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Work and Study Release
Wisconsin Statutes s. 303.065 – Work Release Plan for Prison Inmates
Wisconsin Administrative Code s. DOC 303.72 – Major penalties
Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition
Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing
Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses
Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds
Wisconsin Administrative Code s. DOC 309.52 – Canteen
Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release
Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

DAI HANDBOOK REFERENCES – ADDITIONAL REFERENCES FOR RESTRICTIVE HOUSING UNIT HANDBOOKS

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