



DODGE CORRECTIONAL INSTITUTION

RECEPTION STATUS HANDBOOK

This handbook is to remain in your possession until you leave this institution and is to be turned in to your Unit Officer prior to leaving. If this handbook is lost, altered, or damaged, you may be charged accordingly.

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This handbook includes rules of acceptable behavior for daily living. You are required to follow all rules of the Department of Corrections, including Administrative Codes, Division Policies, and rules specific to DCI. A booklet, Rules of the Department of Corrections DOC 303, relating to discipline, code of inmate offenses, and disciplinary procedure has been issued for the information and guidance of all inmates and lists the rules of conduct all inmates are expected to follow. Administrative Code and Division Policies are available in the Library.

This handbook should be considered a general guideline as not all directives/policies/procedures can be totally covered in complete detail within this handbook. Any changes that occur or are directed by the institution after the printing of this handbook take precedence. This handbook and the guidelines herein will remain in effect until the next updated version is distributed.

RECEPTION STATUS PROCESSING

The following is a list of most activities that occur during your stay in reception status. You should note that not all activities pertain to all inmates, so you may not be involved in all of the activities listed below. The order in which the activities occur may change.

- A. **Initial Intake** (your first 24 hours at DCI; if Friday, screenings take place on following Monday)
1. Inmate arrives at DCI.
 2. Records staff review commitment order paperwork.
 3. Records staff identify Limited English Proficiency (LEP) inmates.
 4. Inmate's property is inventoried.
 5. Inmate takes decontamination shower.
 6. Records office staff interview inmate.
 7. Identification of inmate is gathered (photo, ID and fingerprints).
 8. Inmate is placed on the intake housing unit.
 9. Personal property items are issued.
 10. Medical intake screening and TB skin testing take place.
 11. Inmate is screened by Psychological Services staff.
 12. Typically a PREA interview will take place in the first 24 hours unless it falls over a weekend or holiday, then the interview will take place the following business day. (A 30 day follow-up interview will be conducted as well)
- B. **Intake Status** (first three working days at DCI)
1. Initial blood work taken.
 2. Vision testing is completed (may take place after first three days).
 3. Orientation video is shown.
- C. **Reception Status** (after Intake)
1. Inmate is transferred to a Reception Unit.
 2. Inmate receives an orientation by unit security staff regarding unit rules.
 3. Psychological Services does testing if specific needs are identified.
 4. Medical and dental examinations are completed.
 5. Interviews and/or final assessments are completed.
- D. **Holding Status** (Following Reception Status Staffing)
Inmates who are awaiting transfer from DCI after their initial classification staffing are considered to be in holding status. If you are staffed to general population (GP) at DCI you will still be considered a reception status inmate until such time that you are physically transferred to a GP unit.

BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT (BOCM)

A. **Interview or "Staffing"**

You will be assigned an offender classification specialist (OCS) at the time of your transfer from Intake to reception status. This OCS will remain your assigned OCS throughout the reception status process and up to the time of your transfer out of reception status. An interview will be conducted by an OCS. These interviews are referred to as a "Staffing". Staffing will be held when necessary materials and information are obtained. Your OCS will conduct the staffing interview and make recommendations for custody classification, institutional placement and program needs based on factors contained in Wisconsin Administrative Code Ch. DOC 302.

At the discretion of your OCS, inmates with short sentences (less than 90 days) may not receive a staffing interview. Should this occur, you will be notified in writing.

Please direct questions to the proper area for the fastest service. Refer to the *Institution Resources Guide* to determine who to contact for your specific issue.

As a part of the staffing process, various assessments will be completed.

All recommendations for custody classification and institution placement must be approved. You will receive written results of the recommendations and decisions in a printed Classification Final Report.

B. Administrative Review Request

You may request an Administrative Review of the results of your staffing if you believe that the report contains errors. Only erroneous information contained in the final report may be reviewed. In addition, you may only request a review of the written report after it has been received. You have ten days from the time you receive the written report to request the Administrative Review. The Administrative Review process begins by completing the *Administrative Review of Initial Classification (IC) or Re-Classification (RC) Decision* (DOC-1292) and sending it to the Director, Office of Bureau of Offender Classification and Movement. DOC-1292s are available in the library. The warden at DCI is not involved in the administrative review process, nor is the institution complaint examiner.

C. After Initial Classification Staffing

After the initial classification staffing interview, you will remain housed on a reception status unit until you are transferred to your assigned or temporary facility. You may wait up to several months for transfer, depending upon bed space availability at your assigned facility. You will continue to be subject to the policies and procedures that apply to reception status inmates.

AMERICANS WITH DISABILITIES ACT (ADA)

(Also refer to *DAI Policy 300.00.35 – Americans with Disabilities Act (ADA)*)

The American with Disabilities Act (ADA) prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation and telecommunications. The DOC is committed to assuring fair and equitable treatment of individuals with qualified disabilities for access to programs, services and activities.

Information regarding the ADA is available in the DCI library. The DCI Institution ADA Coordinator may be contacted via an *Information/Interview Request* (DOC-761).

Reasonable Modification/Accommodation Request (DOC-2530) shall be completed by the inmate and forwarded to the Institution ADA Coordinator when requesting an ADA accommodation that has not been provided through the reception status process or Health Services evaluations.

CANTEEN

(Also refer to *DAI Policy 309.52.01 – Inmate Canteen.*)

A. Orders

1. Canteen is contracted through a private vendor who fills orders and delivers to the institution. Canteen orders are placed weekly, packaged in bags, and delivered to inmates at their housing units.
2. Inmates are allowed one canteen order per week.
3. Maximum spending is limited to \$20 per week for reception status inmates.

4. Inmates who are OCO, OWO or have transferred to another institution will have their orders returned and their account credited, which may take several weeks.
5. Inmates who change units between the order date and the delivery date will still receive their Canteen on their new unit.
6. Unit officers will distribute canteen statements and canteen order forms on Thursdays
7. All order forms must be completely filled out and returned to the unit officer by 9:00 PM Thursday.
8. If you dispute any amount of money that does or does not show up on your canteen statement, you need to contact the business office via an *Information/Interview Request* (DOC-761).
9. Inmates are responsible for accurately completing the canteen order form based on the most current canteen price list and the funds available in the inmate's account, per the canteen statement issued.
10. Inmates who attempt to place a canteen order using a canteen menu from another facility will not receive that order.

B. Verify

1. Prior to opening the canteen bag, each inmate is responsible for verifying that they have received all items purchased.
2. Inmates will receive a two-part itemized receipt with their order. Inmates and Unit officers are required to sign the two-part itemized receipt.
3. The original is returned to canteen. The inmate will keep the copy. The signatures verify receipt and acceptance of the order by the inmate.
4. All inmates are required to retain their canteen receipt until the product they received from canteen is gone.
5. Any inmate, who possesses items from canteen and does not have a canteen receipt, will be subject to disciplinary action. The canteen receipt is your property slip until the product is gone.

C. Errors or Damaged Items

1. If an inmate believes that a canteen order mistake has been made, they must bring it to the attention of the unit officer at the time of canteen distribution.
2. If a discrepancy is found, it must be noted on the receipt and signed by both the officer and the inmate.
3. Any orders or individual items returned because the inmate mistakenly or inadvertently ordered a wrong or unwanted item will not be accepted for refund. These orders or items will be returned to the inmate and must be accepted unless, in doing so, the inmate would be violating a DOC or DCI policy or procedure.
4. Any damaged items shall be returned to canteen by the unit officer who will sign the receipt listing each item that is damaged.
5. If the entire order is damaged, it shall be returned to canteen unopened. A signature is not required as long as the bag is still sealed and contains all the items on the receipt.
6. If an inmate accepts the order by signing the receipts, or by leaving the immediate distribution area and later claims a mistake has been made, canteen will not be held liable.

Canteen items purchased are for an inmate's individual use and consumption. Any trading or receiving of canteen items from another inmate is unauthorized transfer of property. It is permissible to mail out greeting cards.

CLOTHING REGULATIONS

(Also refer to *DAI Policy 309.20.03 – Inmate Personal Property and Clothing.*)

All clothing items will be worn in the manner for which they were designed.

- A. All inmates are issued one set of green institution shirt and pants. The green institution pants must be worn whenever you leave your cell, unless attending recreation. Each shop or work area will post rules pertaining to the clothes inmates are required to wear when working.
- B. Whenever you are outside of your cell you must be fully clothed (pants, shirt, and shoes).
 - 1. Your shirt will be tucked in and your shoes will be tied before you step out of your cell. Pants will not be cuffed on the bottom of the legs.
 - 2. Gym shorts may only be worn under pants to and from recreation. This applies to barracks inmates only.
 - 3. Shower caps are allowed to be worn to and from showers only.
- C. Shoes
 - 1. You must wear shoes or shower shoes whenever you are out of your cell.
 - 2. Tennis shoes are issued to allow inmates to participate in recreational activities. They are not to be used as alternate footwear. State issued tennis shoes may only be worn to, from and while at recreation areas.
 - 3. Exceptions to this rule will be allowed if a medical order is issued requiring an inmate to wear tennis shoes.
- D. You must have pants/gym shorts on in your cell at all times except while sleeping. Inmates are required to wear underwear at all times (including sleeping) with the exception of showers.
- E. Hats, caps and headdresses will not be worn on the unit, or in the main corridor of the institution. If housed in the barracks and issued a stocking cap, remove it as soon as you get into the main building. Towels, t-shirts, pillowcases, handkerchiefs, etc., will not be worn on or about the head.

COUNTS

- A. Daytime counts will occur at 6:15 AM, 12:15 PM, 5:30 PM, and 9:00 PM. During these counts, it is required that you be on your unit and in your cell, unless assigned to an out-detail which would require that you be at work or on a visit.
- B. When count is announced you must stand inside your cell in clear view of the doorway, properly clothed.
- C. If a medical condition impedes you from standing, you must be in an upright sitting position. On units 14, 30, 31, 32, and 33, inmates are required to stand at the foot of their bed facing the officer conducting the count.

COURT HEARING NOTICES

If you receive a notice in the mail to appear in person or by phone for court, you must forward a copy of that notice to initial classification staff. (See photocopy procedure under "Library/Law Library" in this handbook.) Failure to notify the institution in a timely manner of a request to appear may result in you not appearing.

DENTAL SERVICES

- A. Inmates are automatically scheduled for a dental examination. The dentist will do an intake dental exam, take x-rays, and discuss your dental needs with you.
- B. Inmates seeking dental services must submit a yellow *Dental Service Request (DSR) and Copayment Disbursement Authorization (DOC-3392)*. You must fill out the form completely and describe the dental problem as clearly as possible.
- C. The dental services available while you are in reception status are:

1. Dental examination and x-rays.
 2. Emergency or urgent dental treatments.
 3. Extractions.
 4. Dental treatments recommended by the dentist to be provided immediately.
- D. You must submit a DSR for all dental services and your name will be listed into the statewide dental list. Once you are in the statewide dental wait list, your dental request will be transferred to your next institution.
- E. Emergency dental problems or injuries should be brought to the attention of the unit officer who will contact the dental unit. Examples of emergencies are:
1. Broken jaw.
 2. Uncontrolled oral bleeding.
 3. Allergic reaction to dental medications.
- F. There is a \$7.50 co-payment charge for each requested dental appointment unless it is a continuation of a single tooth dental treatment that requires more than one visit to complete. Whenever you request any of the dental care the dentist discussed with you at DCI, you will be charged a co-pay.
- G. Inmates may refuse dental treatment. Inmates refusing recommended dental treatment will be asked to sign a refusal form.

DISCIPLINE

A booklet, *Rules of the Department of Corrections DOC 303*, relating to discipline, code of inmate offenses, and disciplinary procedure has been issued for the information and guidance of all inmates and lists the rules of conduct all inmates are expected to follow.

While many of the basic rules are contained within this handbook, please refer to the Department of Corrections Division of Adult Institution policies/DCI procedures and Administrative Code for further information. Copies are available for reading in the institution library. Please see DOC 303; *DAI 303.00.02 - Restrictive Housing Programs and Review*, *DAI 303.00.03 - Temporary Lock Up*, *DAI 303.00.04 – Disciplinary Guidelines*. Also refer to *DCI Procedure #900.404.01 – Disciplinary Dispositions – Minor*.

DNA TESTING

Department of Corrections personnel, law enforcement officers, or other trained personnel collect samples from convicted offenders and those arrested for qualifying offenses.

DRUG TESTING

Drug testing is conducted in the Division of Adult Institutions (DAI) in the interest of order and public safety. DAI has a responsibility to protect the public, to provide a drug-free and safe environment for staff and inmates, to maintain order and to control contraband. There is zero tolerance for drug use in DAI.

Inmates ordered to submit a urine specimen for urinalysis testing shall be informed if the test is for cause, random, targeted, saturation or treatment. If the inmate refuses to submit an adequate specimen, they will be informed that this refusal constitutes a violation of Use of Intoxicants and that they may be subject to disciplinary action.

If the inmate is unable to provide a urine specimen immediately, they may be strip searched and will be supervised until they are able to provide a urine specimen.

ELECTRONIC MONITORING

Monitoring and/or surveillance of inmate activities may occur anywhere in the institution subject to the following exclusions:

- A. Inmate/attorney visits.
- B. Medical examinations/discussion where medical confidentiality is an issue.

FUNERAL AND FAMILY ILLNESS

Inmates are not permitted to attend funerals or death bed visits. With prior approval from the chaplain, videos of funerals may be sent in for viewing.

HEALTH AND SAFETY

A. Emergencies

The following actions are to be taken by inmates whenever these emergencies arise.

1. **Severe Weather (Imminent Tornadoes)**
 - a. When on the housing unit, inmates will be notified by unit staff that a severe weather alert has been implemented. All inmates shall be instructed to lie on the floor of their cell and cover themselves with a mattress or blanket, preferably under the bed, away from the window.
 - b. Inmates housed in the Barracks shall be directed to the shower, sink and toilet area.
 - c. All inmates will remain in the designated areas unless otherwise directed by staff.
 - d. Inmates in program or work areas will be directed by staff where to go during the emergency.
 - e. Stay as far away from exterior windows and doors as possible.
2. **Fire**
 - a. Upon hearing a fire alarm, all inmates will remain in cells, shut the doors and wait for instructions from the unit staff. If a fire occurs in your cell, exit the cell, if possible, shut the door, and notify unit staff.
 - b. Inmates in work and program areas should remain in that area and follow instructions from staff.
3. **Other Emergencies**
 - a. Upon notification, all inmates will clear the dayroom immediately when directed by any staff and follow all directions given. Failure to do so immediately will result in disciplinary action.
 - b. No trips to the bathroom, water fountain or officer desk area are to be made until authorization is given to return to normal activities. At all times, the instructions to clear the dayrooms are to be considered a direct order and responded to immediately. All conversations will cease. A conduct report will be issued for failure to comply.
 - c. Drills will be held occasionally to familiarize you with these emergency procedures. This is done to ensure everyone's safety, and so no one will get hurt if any emergency arises. All notifications of drills should be

taken seriously. Many problems can be prevented by following emergency procedures (rules) and acting in a calm manner. All inmates should pay special attention to visual evacuation plans posted on housing units.

HOBBY

Reception status inmates are not eligible for the formal hobby program at DCI.

HOUSING UNIT GENERAL GUIDELINES

A. SANITATION

The following are guidelines that inmates will be expected to follow concerning housekeeping. By following the guidelines in this section, inmates will be assured that their cells will be considered acceptable when inspections are made. Inmates are expected to maintain a high level of cleanliness when it comes to their respective cells. Cells will be subject to inspection at all times. When the housing unit you live on has cell sanitation days, full cleaning of your cell is mandatory. You and your cellmate are required to maintain the following standards:

1. Dust mop the entire floor.
2. Empty wastebasket.
3. Clothing should be hung up properly and folded neatly. Nothing is to be hung off the ends of the bunks.
4. Footlockers
 - a. Footlockers shall remain on the floor in your cell and shall not be stacked on top of each other.
 - b. The tray shall remain inside the footlocker and shall not to be used as a bookshelf.
 - c. A combination shall be issued for the padlock that is attached to your footlocker for securing personal property and individual medication.
 - (1) Padlocks will remain in the locked position and are to remain on your footlocker at all times.
 - (2) Inmates may receive a conduct report should these locks become damaged or missing through your negligence.
 - d. This institution is not responsible for property not secured in a locked footlocker.
5. Surfaces, such as desk top, bed frame, and any ledge area or furniture should be kept dust-free at all times.
6. Mirrors should be clean. Those who have a sink and toilet in their cells are to clean them.
7. The bulletin board is the only place material may be posted.
8. Doors/windows which are accessible to the inmate are to be washed regularly.
9. Make bed properly every day. If you fail to make bed properly you may be called back from voluntary passes, recreation, etc.
10. All books and magazines must be kept neatly organized inside nightstand or footlocker, not on floor.
11. All of your property is to be stored in the receptacles provided in your cell. Exceptions are shoes, soiled clothing and one of each kind of frequently utilized hygiene items.

B. Cell

1. Whenever your cell door has been unlocked for meals, recreation, etc., you will remain in your cell until the unit officer has announced that you may go to the activity.

- a. Your cell door will remain shut until you are called.
 - b. Do not loiter outside of your cell door for any reason.
 - c. When returning to your unit, report in to your unit officer/sergeant then return to your cell.
 - d. If your cell door is locked stand next to your cell door and wait for the unit officer to open it for you.
 - e. Once you have entered the cell, immediately close the cell door.
2. Storage of excess clothing or linen is not permitted.
 3. Any damage you do to your cell will result in a conduct report. Damage includes, but is not limited to, writing of any kind on any surface which is not your personal property, peeling of paint, or destruction of State or federal property. Restitution will be imposed. Report all damage to staff as soon as you are aware of it.
 4. Nothing may be placed on the windows, walls or bars.
 5. No standing on the chair, toilet, bed, or sink.
 6. Never cover any part of your cell trap, window or vent.
 7. Entering another inmate's cell is a rule violation and strictly forbidden.
 8. Anytime toilets are used for any purpose they must be flushed. Urine, feces, toilet paper, sputum, etc., found inside your toilet at any time will not be tolerated and may result in a conduct report. Flushing anything other than those listed items down the toilet may result in a conduct report.
 9. Cell windows:
 - a. Cell windows will generally not be open during the heating season. The only exception is during spring and fall seasonal temperature changes where the windows may be opened during the day when the outside temperature exceeds 60 degrees Fahrenheit.
 - b. Officers do have the authority to direct inmates to close their windows when necessary and inmates shall comply with such an order. If inmates are not sure if they are allowed to open their window, they should ask unit staff.

C. Unit

1. When transferring from one unit to another you are expected to clean your cell thoroughly and return required items to the Unit Sergeant/Officer.
2. Mail and request slips must be handed in by 10:00 PM to go out the following day.
3. You are never allowed in the dayroom without permission from the Unit Sergeant/Officer.
4. Do not loiter when going to and from your shower.
5. Your voice should never be heard outside of your cell at any time. Quiet time is from 9:00 PM to 6:00 AM.
6. There is to be no talking between cells.
7. Loud talking, singing, whistling, snapping of fingers or slapping of cards will not be tolerated.

ID BADGES

(Also refer to *DAI Policy 306.00.06 – Inmate Digital Photo Identification System.*)

- A. Inmates shall clearly display ID badges and produce them for DOC staff or law enforcement authorities when requested.
- B. ID badges must be worn outside the outermost garment and the photo must be facing to the front.
- C. ID badges must be worn around the neck using only the lanyard provided by the institution.
- D. Nothing is to be attached to the DOC ID badge or its lanyard.
- E. ID badges will be worn at all times except:

1. While an inmate is in Restrictive Housing, observation or temporary lock-up (TLU) status. The restrictive housing property officer will secure the ID badge.
 2. While using the showers.
 3. While in their cell.
 4. While actively engaged in volleyball, basketball or softball. Inmates are responsible for ID badge security.
 5. When released to law enforcement for court appearances. Inmates released to law enforcement for court appearances will secure their ID badges in their footlockers prior to leaving the unit. ID badges will not be retained by Intake.
- F. If ID badge is lost or damaged:
1. Immediately report damaged or lost ID badges to staff in charge of the area and to housing unit security staff.
 2. Submit damaged lanyard to housing unit security staff for replacement.
 3. Submit a *Disbursement Request* (DOC-184) for a replacement ID badge to Intake Records. Maintain a copy of *Disbursement Request* in a temporary lanyard/badge holder until replacement badge is issued.

INMATE ACCOUNTS

A. Money Receipts and Earnings

1. Inmates in reception status will be compensated at the involuntary unassigned rate of \$0.05 per hour. Inmates do not receive pay while in OCO or disciplinary status.
2. Only electronic deposits through the DOC authorized vendor will be accepted.

B. Money Disbursement Requests

1. Inmates in reception status who have money in a regular account will be permitted to request disbursement (DOC-184) from that account only for copies; court ordered obligations, emergencies and/or verified extreme hardship. Inmates must wait to send money for any other purpose until transferred to their permanent institution.
2. When requesting a disbursement to a family member in the case of an emergency or verified extreme hardship, include a written explanation outlining the emergency or hardship with a contact name and telephone number for verification. While in reception status, an inmate may only send a one-time payment of \$25.00 for this purpose.
 - a. All requests shall be forwarded to the Social Services Director.
 - b. An embossed, addressed envelope must accompany all requests to mail money.
 - c. For obligations, a copy of the bill is required and the money will be sent directly to the creditor, not to a friend or family member.
3. Inmates in reception status are not allowed to purchase property or products from an outside vendor.

C. Account Deductions

Deductions will be taken according to criteria in *DAI Policy 309.45.02 – Inmate Trust System Deductions*.

D. Mandatory Release Account

Each inmate is required, upon permanent placement, to maintain a release account that will become available at the time of release from incarceration for the purpose of aiding reintegration into the community.

INMATE COMPLAINT REVIEW SYSTEM

The purpose of the Inmate Complaint Review System (ICRS) is to give inmates in adult institutions a process by which grievances may be expeditiously raised, investigated and decided.

The Administrative Rule governing the ICRS is Wisconsin Administrative Code Ch. DOC 310, and is available in the Library to provide further information on proper procedures.

Inmates writing to staff must follow the chain of command in an effort to informally resolve the issues prior to filing an *Offender Complaint* (DOC-400). **All levels prior to the Warden's office must be exhausted before filing an inmate complaint.** These levels are listed on the *Institution Resources Guide* available on your unit. You must start at the lowest level before going to the next step. If you have not done so, the Institution Complaint Examiner (ICE) may direct you to do so, prior to accepting the complaint. The department shall not exclude impaired, handicapped or illiterate inmates from full participation in the ICRS. Failure to follow the chain of command and/or sending requests to multiple staff at the same time will result in your request not being acknowledged.

- A. Complaints filed by an inmate or group of inmates shall:
 - 1. Be typed or written legibly on forms supplied for that purpose.
 - 2. Be signed by the inmate(s).
 - 3. Not contain language that is obscene, profane, abusive, or threatens others, unless such language is necessary to describe the factual basis of the substance of the complaint.
 - 4. Be filed only under the name by which the inmate was committed to the department or the legal name if an inmate has had a name change.
 - 5. Contain only one issue per complaint, and shall clearly identify the issue.
- B. Inmates may not file more than one (1) complaint per calendar week, excluding complaints that raise health and personal safety issues, including confidentiality of health records. The ICE may waive this limit for good cause.
- C. An inmate shall file a complaint within 14 calendar days after the occurrence giving rise to the complaint, except that the ICE may accept a complaint late for good cause.
- D. The ICE shall use discretion in deciding the method best suited to determine the facts, including personal interviews, telephone calls and document review, except that the processing of complaints under s. DOC 310.08(3) shall be limited to review of the record. The ICE shall direct complaint recommendations to the appropriate Reviewing Authority (RA), or the ICE may reject a complaint.

Complaint Appeal Process

Please see *Inmate Complaint Appeal* (DOC-405) form for the appeal process

Offender Complaint (DOC-400) forms and envelopes, *Inmate Complaint Appeal* (DOC-405) forms, and *Request for Review of Rejected Complaint* (DOC-2182) forms for ICRS use are available on the housing units. Inmates may also request these forms from the ICE Department on an *Interview/Information Request* (DOC-761).

INTERSTATE TRANSFER OF SUPERVISION

An inmate may wish to live in another state after being released from a correctional institution in Wisconsin. If the inmate is still subject to supervision in Wisconsin, the inmate must apply to transfer the supervision to the other state. The other state will be given an opportunity to investigate the proposed plan and will accept or deny the request.

An inmate planning to apply for a transfer should discuss the proposed plan with a Social Worker approximately 4-6 months before release. The inmate will be asked to provide verification of residence, family and employment or other means of support. The actual transfer request may not be submitted to the other state until the inmate is within 120 days of scheduled release. A processing fee will be applied to all transfer requests.

LEGAL

A. Legal Loans

Inmates without funds in their account to purchase legal supplies, copies or postage, for the purpose of legal correspondence may submit an *Interview/Information Request (DOC-761)* to the Business Office to request a legal loan. *DAI Policy 309.51.01 – Legal Loans* contains eligibility criteria for obtaining a legal loan to access the courts for litigation related to your own case.

B. Legal Services

The institution will make every attempt to assist you in obtaining meaningful access to the courts, reasonable access to legal materials, and assist you in contacting outside agencies for legal assistance.

1. State Public Defender/Appellate Department
131 W. Wilson Street
P.O. Box 7862
Madison, WI 53707-7862

This agency assists in post-conviction relief (Wisconsin Statutes s. 974.02, 074.06) with a major emphasis on direct appeal. If you find "factors" as set forth in the "Sentence Modification Information Sheet" found in the Institution Library, the State Public Defender may assist you in filing a Motion for Modification of Sentence before the sentencing court (Wisconsin Statutes s. 973.19).

Indigent inmates are entitled to the assistance of the State Public Defender in connection with:

- a. A direct appeal of the new conviction or sentence.
- b. Revocation proceedings in which the inmate has not waived hearings.
- c. A new pending misdemeanor or felony charge.

In the direct appeal situation, the inmate must inform his/her attorney of the desire to appeal within 20 days of sentencing. If the inmate does so and is indigent, the trial attorney is required by law to trigger the process which will result in the appointment of an appellate public defender to review the case for possible post-conviction merit. If a timely request is not made, the public defender is not required to appoint an attorney to review the case.

In other types of cases, the inmate should write to the public defender's office in the county in which the problem exists. Apart from the types of cases noted above, the public defender's involvement in post-conviction cases is entirely discretionary and is likely to be a function of both caseload pressure and the likelihood of success.

2. Legal Assistance to Institutionalized Persons Program (LAIP)
Frank J. Remington Center for Education,
Research & Service in Criminal Justice
University of WI Law School
975 Bascom Hall
Madison, WI 53706-1399

LAIP is a clinical program at the University of Wisconsin Law School. LAIP provides legal help to inmates through the faculty supervised work of law students. LAIP services may not be available until you are transferred to your permanent placement institution. LAIP information and applications are available through the Library.

C. Legal Matters

As a result of the Prison Litigation Reform Act (PLRA), there are a number of procedures that affect inmate access to litigation. Some of these include payment procedures and fees that are needed to file litigation. There are forms and information available in the Law Library to assist with litigation procedures. Those inmates who are interested in this information should review these steps in the law library.

Inmates at this institution may assist each other in legal matters. However, inmates are not permitted to work on legal documents in work areas. Legal materials may be taken to the law library, but they must remain unsealed and available for inspection by staff.

Legal materials may only be transferred to another inmate by sending via US mail, with a letter stating what materials are being sent. The recipient must retain the authorizing letter, and the envelope in which it was mailed.

A collection of federal and state case law and statutes is available for inmate use on computers in the law library. Any further questions regarding the use of institution legal materials should be directed to the librarians.

LIBRARY/LAW LIBRARY

(Also refer to *DCI Procedure 900.512.01 – Library Services and DAI Policy 309.15.01 – Law Library*.)

A. Eligibility

1. The services of the DCI library are available to inmates in reception status.
2. DCI library services for reception status inmates include books, magazines, newspapers, reference services and a legal collection.
3. Inmates who are in Intake status are not allowed to visit the library or law library but may utilize the library collection on the intake unit.
4. All materials from the intake unit library collection are to stay on the intake unit. Removing any of these materials from the intake unit is a violation of institution policy and will result in disciplinary action.

B. Access

1. All regular library visits are via group movement, not passes with each unit generally called every two weeks.
2. Once in reception status, inmates may submit an *Interview/Information Request* (DOC-761) to visit and use the law library. These forms are available on your unit.
3. Passes must be turned in to the librarian upon your arrival in the law library area and must be properly signed by the librarian upon your departure. Law library passes are issued for a 60-minute period.
4. Only loose legal papers may be carried into the law library.

C. Circulation

1. All library materials must be checked out with library staff at the circulation counter.

2. Library staff will hand you a circulation transaction slip, which must be kept with your library materials. This slip lists the materials you are borrowing, the due date and materials that are currently checked out.
3. Removing materials from the library without properly checking them out is a violation of institution policy and will result in disciplinary action.
4. In the event you have overdue materials, you will be prohibited from borrowing additional materials until the overdue materials are returned. You will not be allowed to return to your unit to retrieve your overdue materials as this would constitute a violation of institution movement rules. You must wait to return your overdue materials until the next time you are granted a pass to visit the Library.

D. Material Use and Care

1. Inmates are responsible for maintaining library materials in good condition and for their prompt return on or before the due date.
2. Take your library materials with you when moving to a new cell or unit.
3. When it is time for you to leave DCI, bring your library materials to Intake.
4. You may be charged for lost or damaged materials.

E. Law Library

1. DOC Administrative Code, DAI policies, DCI procedures and various other self-help materials are available in print format when utilizing the law library computers.
2. Register for computer access with the inmate law clerk.
3. Any error messages or problems with the software/hardware must be reported to either the inmate law clerk or librarians.
4. There is a one hour limit for computer use.
5. Library staff will provide assistance in locating materials but will provide no legal advice.

F. Typewriters

1. Typewriters are available for use in the law library.
2. Inmates must supply their own typing paper by purchasing it through canteen. The library will not provide paper.

G. Photocopies

(Also refer to *DCI Procedure 900.116.01 – Photocopy Requests – Inmate.*)

1. Photocopies of legal material and documents will be made by Library staff in compliance with federal copyright laws and institution procedures.
2. Inmates will be charged the current rate for copies
 - a. Inmates are required to have sufficient funds available to pay for photocopy requests at the time the request is processed.
 - b. Inmates with insufficient funds requesting photocopies of time-sensitive required legal materials are referred to *DAI Policy 309.51.01 – Legal Loans*.
3. Reception status inmate photocopy requests are restricted to:
 - a. Materials that are considered official legal documents that will not be accepted by the courts in any other form.
 - b. Materials that cannot be reproduced by other means in time to meet an estimated court deadline. Written proof of deadline is required.

H. Notary Services

1. In compliance with *DAI Policy 300.00.56 – Notary Services to Inmates*, notary service for certain types of legal documents is provided by library staff.
2. Anyone who is allowed to access the library/law library area may request this service.
3. Unit staff shall make alternative arrangements for inmates unable to access the library/law library area.

MAIL/CORRESPONDENCE

(Also refer to *DAI Policy 309.04.01 – Inmate Mail*.)

- A. Inmates must complete and sign the *Consent to Receive Mail* (electronic signature) to receive mail. If an inmate does not consent, the institution will return incoming mail addressed to the inmate to the Post Office unopened and marked “refused.”
- B.
- C. To make it easier for your mail to get to you, inmates should notify family, friends, and other persons writing to them that all correspondence being sent to you should be addressed to:
YOUR FULL NAME and DOC NUMBER
Dodge Correctional Institution
P.O. Box 700
Waupun, WI 53963-0700
- D. Money
No funds in any form will be accepted through the mail with the exception of funds received from the sending facility.
- E. Staff will open and inspect all incoming mail and give it directly to the inmate to whom it is addressed.
- F. Outgoing mail will be picked up at the units at approximately 10:00 PM.
- G. Embossed envelopes must be purchased from the Canteen.
 - 1. Additional postage for embossed envelopes and 5x7 and larger manila envelopes over 1 oz. must have a *DOC-184 – Disbursement Request* completed and attached to the envelope.
 - 2. Envelopes received from attorneys in the course of litigation are for immediate use and not for personal use. Inmates must write their full name and DOC number on the outgoing envelope when the envelope is received.
- H. All outgoing mail is stamped, “**This Letter Has Been Mailed From The Wisconsin Prison System.**”
- I. Outgoing mail may be sealed except when corresponding with other inmates. Outgoing mail between inmates must bear the full name of the institution in the return address in the front upper left corner of the envelope.
- J. Staff will open correspondence received from any of the following parties in the presence of the inmate:
 - 1. An attorney.
 - 2. The Governor of Wisconsin.
 - 3. Members of the Wisconsin Legislature.
 - 4. Members of the United States Congress.
 - 5. The Secretary of the Department.
 - 6. The Administrator of the Division.
 - 7. The Attorney General or an Assistant Attorney General of Wisconsin.
 - 8. An investigative agency of the federal government.
 - 9. The clerk or judge of any state or federal court.
 - 10. The President of the United States.
 - 11. Mail that concerns joint legal matters. Joint legal matters means that the inmates are both listed on a lawsuit as co-plaintiffs, co-defendants, co-petitioners or correspondents. For proof, you may be required to show a document with a case caption that lists both inmates’ names. The case should be an active case.
- K. When opening the mail from the above listed parties, staff will do the following:
 - 1. Remove the contents of the envelope.

2. Shake out the envelope, and inspect the contents, page by page, in order to determine whether it contains contraband or if the purpose is misrepresented.
 3. Read the mail if staff has reason to believe it is other than a legal document.
- K. **Contraband**
Contraband received through the mail will be disposed of in accordance with DAI policy.
- L. Dodge Correctional Institution will not deliver incoming or outgoing mail if it violates any DAI policy.
- M. If you wish to send out legal material by Certified Mail, the proper forms may be obtained in the Library. **Do not bring your mail to the Library. Pick up the forms there and complete them on your unit.** Attach a *Disbursement Request* (DOC-184) payable to the Dodge Correctional Institution – Postage. Under the reason indicate "Certified Mail – Return Receipt Requested." Send these materials to the Mailroom. The Postal Department regulates the cost of this service.

MEALS

A. Housing Units Without Serveries

1. The DOC Consolidated Master Menu shall conform to the basic breakfast, noon and evening meal standards (modified menus may deviate from this pattern if needed to meet dietary objective).
2. DCI inmates will be served meals when they are called by units to the dining area. Meals are served at approximately 6:30 AM, 11:00 AM and 4:00 PM. These times are subject to change, and any lasting change will be posted on the units affected.
3. No food, drinks, Canteen items, etc., may be taken to meals.
4. No food or drinks may be taken back to the units with the exception of one piece of fruit after the meal.
5. Trading or giving away food items is not permitted in the serving line. Food items may be given away or traded at the table at which you are seated.
6. Returning to the serving line is not permitted. Food items and eating utensils must be taken the first time through the serving line. A utensil which has been broken or soiled may be replaced with the approval of the staff.

B. Housing Units With Serveries

1. These units are run within the same parameters as those shown above.
2. When the cell door is opened for the meal, proceed to the serving line without walking between the tables.
3. Follow the seating pattern as directed by staff.
4. Inmates are allowed up to 15 minutes to eat meals.
5. Inmates shall leave the dining area and return to their cell when finished eating.

Officers will announce meals. It is the inmate's responsibility to allow enough time to get ready prior to leaving their cell. Inmates not reporting for meals when their door is opened will be considered a refusal.

Inmates on a pass during meal service who are unable to return on time shall receive a bag meal upon their return. Inmates who elect to attend a visit during meal time will not have a meal saved or ordered.

MEDICAL SERVICES

A. Access to Health Services

1. Inmates seeking medical services must submit a blue *Health Service Request (HSR) and Copayment Disbursement Authorization (DOC-3035)*.
2. Follow the instructions for completing the HSR. It is important to completely fill out the HSR, including your name and DOC number. Write clearly so that the HSU knows what you are saying.
3. All completed HSRs should be placed in the Service Request Envelope available on your housing unit. Then seal the envelope and circle the appropriate department where the request needs to be sent (HSU/PSU/Dental).
4. Give the HSR in the sealed envelope to the Unit Officer.
5. Service Request Envelopes will be collected every morning from the housing unit and reviewed by health care staff.
6. You will receive a written response/disposition to your request.
7. Do not use an *Interview/Information Request (DOC-643 or DOC-761)* to request health care.
8. **EMERGENCY CARE: If at any time you are experiencing a health emergency immediately notify staff in your area.**

B. Intake Reception Status Health Screenings

1. An initial TB test and health screening for acute and communicable disease will be completed upon arrival at DCI.
2. Prescription medications will be verified by health care staff and provided to the inmate within approximately 24 hours after admission unless there is a need to have the medication immediately.
3. Inmates will receive a vision screening and laboratory testing.
 - a. Inmates will be tested for HIV with written consent.
 - b. Additional lab tests may be ordered at the request of the practitioner.
 - c. Lab results will be discussed with inmates at their physical exam.
 - d. Inmates will be given information on the Hepatitis B vaccination and may request the vaccine.
4. Inmates will receive a physical exam.
 - a. The routine physical exam may include a rectal exam. If the inmate has concerns about the rectal exam, or does not want to have the rectal exam done, please inform the Practitioner prior to the exam.
 - b. At the discretion of the supervising Physician, inmates with short sentences may not receive a physical exam.
5. Inmates receiving psychotropic medications will be scheduled for an appointment with a psychiatric provider.
6. Inmates refusing any portion of the health screening will be asked to sign a refusal of treatment form.

C. Medical Co-Payment

1. Inmates will be charged a \$7.50 co-payment for face-to-face contact with a health care provider that is the result of an inmate initiated request for health care services. This includes a Health Service Request or request made through non-health facility staff. **No inmate will be refused health care for the inability to pay a co-payment.**
2. Medical co-payment does not apply to Intake reception status health screenings including: initial medical screening and TB testing, optical screening, lab testing and physical examination. Also, follow-up health appointments determined and scheduled by health care providers will not be charged a medical co-payment.
3. There are also various over-the-counter medications and medical supplies available through the DCI canteen for purchase for self-treatment of routine health concerns.

D. Medications

1. Medications received at the County Jail are generally continued upon intake to DCI, and may be adjusted or changed to other medications to comply with

the DOC Medication Formulary. Inmates will have the opportunity to discuss changes at their physical exam or during the initial psychiatry appointment.

2. Questions regarding medications shall be submitted on a HSR to HSU.

3. **Non-Controlled Medications**

a. Non-controlled medications are those that are issued to inmates and not normally controlled by staff.

b. Non-controlled medications are self-administered by the inmate.

c. Non-controlled medication should be locked in the footlocker at all times with the exception of the following which may be kept in the inmate's possession:

i. Rescue inhalers.

ii. Nitroglycerin tablets.

iii. Glucose tablets.

d. Medication cards with unused, discontinued, or outdated medications must be given to the Unit Officer for return to HSU.

e. Any loose medication that is not on a labeled medication card will be considered contraband.

4. **Controlled Medications**

a. Controlled medications are those that are under staff control and kept in secure locations.

b. Inmates shall discuss with housing unit security staff how to access controlled medications.

c. Certain controlled and non-controlled medications are dispensed only through the HSU.

E. **Medication/Medical Supply Refills**

1. When you are seven days from running out of your medications, you should request to have them refilled. You may request a medication refill by:

a. Submit a *Medication/Medical Supply Refill Request* (DOC-3035C).

i. Follow the instructions for completing the DOC-3035C refill request.

ii. All completed DOC-3035C refill requests should be placed in a Service Request Envelope (available on your housing unit), sealed and HSU circled on the outside of the envelope.

iii. Envelopes will be picked up daily and delivered to HSU.

b. Do not use a Health Service Request (DOC-3035) or Interview/Information Request (DOC-643 or DOC-761) to request refills.

c. Medication refills will be delivered to your housing unit when HSU receives them from Central Pharmacy.

d. If after five days you have not received your refill, submit a HSR to HSU and indicate that you have not received your medication refill.

F. **Access to Health Care Record (HCR)**

All inmates have a multi-part HCR primarily consisting of a Medical Chart, Patient Request Folder, Dental Record and Psychological Services Unit Record. Parts of the HCR are kept in the Health Services Unit, Dental Services Unit and Psychological Services Unit.

1. **Confidentiality of HCR**

a. Under Wisconsin and federal laws, the DOC must protect the confidentiality of inmate health information. This generally means that the inmate must sign an authorization (consent) before the DOC may share health information with anyone. However, legal exceptions exist that permit sharing of health information without patient consent.

b. Health staff has a right to access inmate health information to provide needed care. Certain non-health employees may access a limited amount of inmate health information to do their jobs.

c. An officer may deliver medications.

d. The DOC health staff may share health information with outside community health providers in order to make sure an inmate receives

needed health care. If a legal exception does not apply, the DOC will ask an inmate to sign an authorization.

2. **Requesting a HCR Review and/or Copies**

Inmates who want to review their HCRs and/or request copies of documents must complete the appropriate request form, depending on what type of information the inmate wishes to access:

- a. Health Service Request (HSR) (DOC-3035). (BLUE)
- b. Dental Service Request (DSR) (DOC-3392). (YELLOW)
- c. Psychological Service Request (PSR) (DOC-3035B). (GREEN)

In addition to completing an HSR, DSR or PSR, Wisconsin law requires that patients sign a written authorization form before reviewing and/or receiving copies of health care information about themselves. The DOC uses the *Authorization to Use and Disclose Protected Health Information* (DOC-1163A) to describe what information you wish to review and/or copy.

When you request a record review on the HSR, DSR or PSR, an appointment should be scheduled within 30 days of the request at no charge. You will be allowed to take notes using supplies provided by the staff member overseeing your review, and select documents you want copied by marking pages in a manner directed by staff. Be aware that if you remove, destroy, write upon or in any way alter any health care document, a staff member may write a conduct report for destruction of State property.

A record review appointment is not needed when you describe in your HSR, DSR or PSR the records you wish copied clearly enough that staff can locate the documents. You will have to complete a *Disbursement Request* (DOC-184).

Disclosing Health Information

You have the right to sign an *Authorization to Use and Disclose Protected Health Information* (DOC-1163A) or legally equivalent form, to allow another individual or agency to review and/or obtain copies of your health information. On the form, you must check boxes or write a description of the information that the DOC may disclose to the person or agency you name on the form. The recipient of copies of the records must pay copying fees. You may not authorize another inmate to review your records or obtain copies.

G. Advance Directives

Advance Directives can include a power of attorney for healthcare or a declaration to physician (living will). Both documents are available through the HSU or library.

1. **Power of Attorney for Healthcare (POA-HC)**

A POA-HC is a legal document that you (the "principal") complete and sign in front of two witnesses, either two social workers or chaplains or a combination of each, naming another individual (the "agent") to make your health care decisions for you if you ever become unable to make those decisions for yourself. A POA-HC is a way for you to plan ahead to authorize someone you trust (the "agent") to make your health care decisions if you ever become temporarily or permanently unable to do so yourself. A POA-HC allows your agent to make as many of your health care decisions as you wish, not just the limited ones covered by a declaration to physician (living will).

Completing a POA-HC allows you to choose the individual you want to make decisions about your health care. You should discuss your wishes about your healthcare decisions with the agent (person you choose to represent you); for example, do you want your POA to have power over the feeding tube if you are unable to eat or drink? You can include in the POA-HC

specific directions to your agent about decisions you want the agent to make.

If you do not complete a POA-HC, and are unable at some point to make your own health care decisions, the Physician must determine who has authority to make decisions for you. In Wisconsin, a family member, including a spouse, is not automatically legally authorized to make health care decisions for you. To avoid problems arising if you become very ill or have an accident, it is best to complete a POA-HC document naming the family member, or other individual that you trust as your agent.

Without a POA-HC, someone may have to ask the court to appoint a guardian of the person for you. This process can be costly, time-consuming, cumbersome and emotionally draining. It may not result in the appointment of the person *you* would have chosen to be your guardian. Additionally, the guardian may not know your wishes about your health care, and make decisions with which you would disagree.

The POA-HC has to be activated for the named agent to make decisions for you. Two physicians, or a physician and a psychologist, must decide that you are not able to make your own health decisions due to mental incapacity. You may revoke (cancel) the POA-HC at any time.

A Spanish version of the POA-HC is also available. Inmates may include organ/body donation in their POA-HC, but if the inmate dies during incarceration, this may not be possible due to required autopsy.

2. **Declaration to Physician (Living Will)**

A living will is a set of instructions signed by a patient telling a physician what to do in very limited situations. It is in effect only when a person is in a persistent vegetative state, or when a person is terminally ill and death is imminent. A living will does not name an agent to make decisions for you.

A living will is recommended only when the principle has no one to make decisions for him/her.

MOVEMENT – OFF UNIT

A. General Movement Rules

1. Inmates shall proceed in a quiet and orderly fashion.
2. When moving in the main corridor, inmates shall walk in a single file and remain to the right of the red line nearest to the wall in their direction of travel.
3. Inmates are not allowed to take any personal property off the unit including: photos, envelopes, letters, pens, pencils, hair picks, Canteen, etc.
4. No physical contact between inmates including: handshakes, fist bumping, etc.
5. Inmates shall have five minutes to move from one location to another.
6. Inmates shall not be allowed to leave the unit after the group movement has left without permission from unit staff.

B. Passes

Individual movement within the institution will be accomplished by the use of the institution pass system.

1. All green passes indicate mandatory attendance and will have priority over white passes.

2. Will call passes restrict inmates from attending other functions within the institution, except other mandatory passes, meals or visits.
3. Inmates moving on a pass must obtain the pass from the unit officer. This pass must be carried and presented to staff when proceeding both to and from the inmate's destination. Inmates are allowed five minutes to arrive at the destination.

PERSONAL HYGIENE

(Also refer to *DAI Policy 309.24.01 – Personal Hygiene and Hairdressing* and *DCI Procedure 900.418.04 – Razors*.)

A. Grooming

1. All inmates are expected to maintain an appropriate level of personal cleanliness.
2. Fingernails must not extend beyond the fingertips.
3. Bar soap, toothpaste and toothbrushes are available from unit staff on an exchange basis only. Toothbrushes may only be exchanged every six (6) months. Other hygiene items are expected to be purchased through canteen.
4. One disposable razor will be issued to each inmate when they are transferred out of Unit 19. Inmates shall keep possession of a razor at all times. A weekly inspection and count of razors will be conducted. Replacement razors are purchased through Canteen.
5. Inmates shall not alter or remove blades from any disposable razor.
6. Used razors shall be disposed of in the razor bucket on the housing unit, not in trash cans.

B. Head/Facial Hair

1. Inmate hairstyles, including facial hair, shall be in accordance with *DAI Policy 309.24.01 - Personal Hygiene and Hairdressing 05-30-13*.
 - a. Inmates assigned to food preparation and serving areas shall be required to wear hairnets or other hair covering. When facial hair presents a probable sanitation problem, the institution may require appropriate trimming to meet sanitary standards.
 - b. Inmates performing work assignments around machinery may be required to maintain suitably trimmed head and facial hair or wear appropriate protective equipment.
 - c. Use of devices such as pins, barrettes, hairnets, rubber bands, curlers or your own hair to secure hair is not permitted outside of your housing unit. One Canteen purchased ponytail holder is allowed to be worn while at recreation.
 - d. The medical staff may authorize cutting an inmate's hair when there is evidence of unsanitary care to warrant such action.
 - e. Partially shaven heads are not permitted, including linings.
2. All reception status inmates will be offered a haircut upon intake. Haircuts are not mandatory at this time except to conform to grooming standards. Inmates refusing a haircut upon Intake will not be eligible for a haircut for 60 days.
3. Inmates are not allowed to give or receive haircuts. To receive a haircut, submit a request to the barbershop.
4. New identification photographs will be required of any inmate whose facial features change during confinement as a result of change in hairstyle, including either length of hair or facial hair.

Prison Rape Elimination Act (PREA)

Please refer to the PREA Handbook.

PROPERTY

(Also refer to *DAI Policy 309.20.03 – Inmate Personal Property and Clothing*)

The property department inventories and processes the property of all inmates admitted to DCI. Inmates will be given a property slip that lists all of the items you arrived with. Check this slip carefully to make sure it lists all of the items you had.

Property items that are not authorized upon your arrival will be returned with the transporting Sheriff's Department. Other items subject to approval and/or not permitted will be mailed at your expense or destroyed at your request.

The personal property of inmates in reception status will be limited to basic needs in order to avoid transferring large quantities of property, to lessen conflicts due to limited cell space due to double-celling, and to lessen administrative problems caused by rapid turnover of the reception status population. Additionally, personal property allowed varies by security classification and the inmate's next institution, which is not known until the end of his reception status term.

Some canteen items purchased at DCI may not be permitted at other institutions. As such, canteen purchases should be kept to an absolute minimum. Rules regarding the transfer of consumable and hygiene products are as follows:

- A. **Opened containers:** Edible products that have been opened are not allowed. Liquid products that have been opened are allowed, provided they are clear and in their factory container that is clear allowing observation of all the contents.
- B. **Unopened containers:** Edible and hygiene products that have not been opened (factory sealed) are allowed. In addition, liquid products that are clear and in their original factory container that is clear allowing observation of all the contents.

PSYCHOLOGICAL SERVICES

The Psychological Services Unit (PSU) staff usually screens all inmates within one working day after arrival at DCI. The purpose of this screening is to identify those who have significant mental health issues, identify those who require special placement, and to make referrals for psychiatric services. All inmates are issued informational pamphlets regarding suicide prevention and adjusting to incarceration.

More in-depth psychological evaluations are performed at PSU staff discretion. Psychological testing is administered only to those undergoing more extensive evaluations. Information for these evaluations is also obtained from available records and reports, as well as a clinical interview. The results of the clinical evaluations are used to assist in identifying program and treatment needs. Psychological Services also reviews/evaluates sex offenders to determine sex offender program needs.

Access to Psychological Services

- A. Mental health services primarily involve crisis intervention.
- B. Inmates seeking psychological services must submit a green *Psychological Service Request (PSR)* (DOC-3035B). For emergencies please contact any staff member.

- C. All completed PSRs should be placed in the Service Request Envelope available on housing units. Then seal the envelope and circle PSU.
- D. Give the PSR in the sealed envelope to the Unit Officer.
- E. Service Request Envelopes will be collected every morning from the housing unit and reviewed by psychological services staff.
- F. Inmates shall receive a written response/disposition to your request.

RECORDS OFFICE

Records, which must be kept on all inmates, are maintained in the Institution Records Office. Judgments and Revocation Orders are reviewed, release dates are computed, and detainers processed. For reference of computation abbreviations see chart on page 36.

A. Release Dates

1. The Records Office will compute Mandatory Release (MR), Maximum Discharge (MAX), Extended Supervision (ES) and Parole Eligibility (PED) dates as soon as possible after admission. If admitted as a violator, calculations of release dates take considerably longer. Information on release dates will be forwarded to the inmate when completed. **DO NOT SEND** an *Interview/Information Request* (DOC-761) to the Records Office in reference to when release dates will be completed.
2. Release dates are based on the information given on the Judgment of Conviction, Order for Re-confinement After Revocation of Extended Supervision, and/or Revocation Order and Warrant. **IF INFORMATION ON THESE DOCUMENTS IS NOT CORRECT, IT IS THE INMATE'S RESPONSIBILITY TO HAVE IT CORRECTED.** Corrections on the Judgment of Conviction must come from the court, while corrections on the Revocation Order must be resolved through your DCC agent. The custody date is determined by using the date provided on the Revocation Order and Warrant. We do not count day for day until received at the institution.

B. Credit

Credit will be determined by the courts or by the DCC agent for revocations.

C. County Jail or House of Correction Sentences

Per Wisconsin Statutes s. 973.03(2), "A defendant sentenced to the Wisconsin state prisons and to a county jail or house of correction for separate crimes shall serve all sentences whether concurrent or consecutive in the state prison." You will serve 2/3 of the jail sentence in prison and 1/3 on supervision.

D. Amended Paperwork

Do not request a copy of amended paperwork received by DCI Records Office from the courts or from DCC. You will be provided a copy once records has processed the amended paperwork.

E. Sentence Adjustment Information

Refer to *DAI Policy 302.00.18 – Positive Adjustment Time – Petition of Sentence Adjustment to Court* and *DAI Policy 302.00.14 – Petition of Sentence Adjustment to Court 75% and 85%*. These policies may be referenced in the library along with instructions and necessary forms.

F. Hearings

DCC Holds and offenders who have requested a revocation and/or re-confinement/reincarceration hearing will remain at DCI until completion of the requested hearing. If at any time the offender wishes to waive his hearing he may do so by writing to the Records Office.

G. Detainers/Warrants

Upon receipt of a detainer by this institution, the following will occur. You will be served the detainer. If appropriate, you may apply for prompt disposition. If you believe you have an outstanding warrant, but this institution has not received it,

you may contact the appropriate District Attorney, Sheriff's Department, Clerk of Court, or your attorney to check the status of possible detainers. Records Office staff do not track pending detainers that have not been officially filed at this institution.

H. Parole Eligibility

The records office will track your case to ensure accurate scheduling of your parole interview.

RECREATION

Recreation will be available to all inmates, except those in intake status. Inmates are responsible for reading and knowing all recreation rules. The Recreation Department will provide schedules to be posted on all units.

All inmates attending recreation, whether it is outside, in the gymnasium, or in Unit 5 basement will be required to remain at recreation until the end of that specific recreation period, unless the recreation period is two hours in duration. Inmates attending a two-hour recreation period may leave after the first hour, and anyone wishing to attend only the last hour of the recreation period may do so. Inmates are to exit the recreation area when recreation is terminated. Loitering will not be tolerated.

Inmates having group functions or passes during their scheduled recreation period are to remain on the unit until they are called out for that particular activity. Inmates are not to come to recreation with the expectation of being called out from recreation to attend these functions. Inmates returning from these functions with scheduled recreation time still available will not be allowed to come to recreation until their next scheduled recreation period.

Large groups of inmates will be dispersed at the discretion of recreation staff.

A. Inside Recreation Rules

1. No candy, gum or food is allowed during recreation periods.
2. Abuse of equipment will result in disciplinary action. Examples:
 - a. Hanging on the basketball rim/net.
 - b. Dunking.
 - c. Kicking balls.
 - d. Slamming or misuse of weights.
3. When inmates are waiting to use the exercise bikes or stair climber, use of them will be limited to 10 minutes per person.
4. No sitting or loitering on the basketball court.
5. Jogging/walking is allowed around the exterior lines of the gym, in a clockwise direction only. Racing is prohibited.
6. Martial arts types of exercise (boxing, karate, etc.) are not allowed.
7. Inmates must be properly dressed, with shirts tucked in, both to and from recreation.
8. No personal items other than recreational clothing may be brought to recreation.
9. Only one t-shirt is allowed.
10. Shorts, pants and shirts must fit properly.
11. A shirt must be worn at all times while at indoor recreation.
12. All inmates must wear state issued tennis shoes to indoor recreation.
13. Fingernails will not be allowed to extend beyond the fingertips.
14. Hair grooming is not allowed during recreation.
15. Unsportsmanlike conduct may result in removal from recreation or issuance of a conduct report. Unnecessary pushing, contact or arguing will be cause for removal.

16. Inmates must respond immediately to public address announcements.

B. Outside Recreation Rules

1. No candy, gum or food is allowed during recreation periods.
2. Abuse of equipment will result in disciplinary action.
3. When issued rec equipment, the inmate's ID will be turned in to staff and will be returned in exchange for the equipment.
4. Towels or washcloths are not allowed outside.
5. The only allowable personal items to be taken outside are musical instruments, legal material and recreational clothing.
6. Inmates are responsible for their own property.
7. Inmates must be properly dressed with shirts tucked in, both to and from recreation.
8. Inmates taking jackets from the ramp area must return them when recreation is over.
9. Shorts, pants and shirts must fit properly.
10. T-Shirts may not be used as headbands.
11. Fingernails will not be allowed to extend beyond the fingertips.
12. Martial arts exercises (boxing, karate, etc.) are not allowed.
13. Unsportsmanlike conduct may result in removal from recreation or issuance of a conduct report. Unnecessary pushing, contact or arguing will be cause for removal.
14. Inmates may not congregate in a group of more than four unless they are seated down observing activity or walking on the track.
15. Jogging/walking is allowed around the track in a counter-clockwise direction.
16. One inmate, with staff permission, may retrieve equipment from the moat area.
17. Inmates may not lie down for sunbathing on game fields that are in use.
18. Chairs are to be used by staff only.
19. Inmates must respond immediately to public address announcements.

RELEASES

If you are releasing from Dodge Correctional Institution, you will be assigned to a Release Social Worker. You will be contacted within 60 days of your release to begin planning.

RELIGIOUS PROGRAMS/CHAPEL SERVICES

(Also refer to *DAI 309.61.01 – Religious Beliefs and Practice*; *DAI 309.61.02 – Religious Property* and *DAI 309.61.03 – Religious Diets*.)

A. Worship Services

1. Worship services are provided for inmates in reception status. To participate, submit one DCI Chapel Religious Programs Participation Request Form to the chapel.
2. The worship service should match your religious preference. While incarcerated you are allowed to practice only one religion.
3. See the posted chapel schedule on the unit for the specific day and time of worship services. The scheduled worship services are:
 - a. Protestant (includes Baptist, Pentecostal, Lutheran, Methodist, Presbyterian, Non-denominational).
 - b. Catholic.
 - c. Buddhist.
 - d. Islamic.
 - e. Native American.

- f. Pagan.
 - g. Jehovah's Witness.
4. If an inmate is unclear concerning religious preference or orientation, a chaplain will interview the inmate and assist in making the appropriate selection.

B. Religious Studies/Activities

Bible studies and other religious activities are provided for all inmates in Reception status. To participate, submit a Religious Programs Participation Request Form to the chapel requesting the activity desired. See the chapel schedule posted on the unit for specific study or activity desired. Inmates may participate in one study in addition to their worship service or unless otherwise specified.

To receive a copy of the Bible, the Qur'an or information on how to obtain your scriptures, send an *Interview/Information Request* (DOC-761) to the chaplain.

C. Other Programs

1. Individual Visits. Personal and spiritual counseling are available from the Chaplains. Submit an *Interview/Information Request* (DOC-761) to the Chapel to request counseling.
2. Special Events and Services. Special events, religious services or other occasional/seasonal activities are offered. Check your unit bulletin board for special announcements and information.
3. Special Religious Diet. If you have a special religious or spiritual diet that is not addressed, contact a Chaplain for more information.
4. Reading Materials. Depending on availability, the Chapel may have religious pamphlets. Religious and spiritual books are available for loan from the DCI library as well as the chapel.
5. Pastoral Visit Requests. Requests to see your pastor should be submitted to the chaplains. Outside pastoral visits are allowed once approved through the institution security approval process. All initial requests must be initiated by the inmate. After the initial request, the pastor may request the visit. Group pastoral visits are not allowed.
6. Grief Counseling. If you have suffered the death of a loved one or have had a significant loss of any kind, you may request to see a chaplain. This may be done by submitting an *Interview/Information Request* (DOC-761).
7. Marriage. Marriage requests are not allowed while in reception status.

All inmates attending religious worship services and studies will be required to stay in that area until that service or study is concluded.

SEARCHES (BODY) (4 types)

A. Pat (Personal) Search

1. A pat search is a search of an inmate's person, including but not limited to, an inspection of the inmate's mouth, nose, ears, hair, searching of the outer clothing wherein staff run their hands along outer garments to detect contraband, an examination of the shoes, hat, pockets and personal property.
2. Pat searches do not have to be conducted in private.

B. Strip Search

1. A strip search is a search of a person which requires them to remove all of their clothing.
2. A strip search includes examination of the person's clothing and visual inspection of his or her body and body cavities.

C. Body Contents Search

A body contents search is a search in which the inmate is required to provide a sample of urine, stool, breath or blood for testing for the presence of intoxicating substances.

D. Body Cavity Search

1. A body cavity search is a strip search which includes a physical inspection of body cavities by the entry of an object or fingers.
2. A trained medical staff member (physician) is the only person who can perform body cavity searches.

SECURITY THREAT GROUP (GANG) ACTIVITIES

Any inmate found in possession of, wearing, manufacturing or distributing any gang related materials or involved in gang related activities, will be dealt with through the disciplinary process in accordance with Wisconsin Administrative Code Ch. DOC 303.

SHOWERS, CLOTHING EXCHANGE AND LAUNDRY

- A. Each inmate will be issued:
1. One set of green institution shirt and pants.
 2. One T-shirt.
 3. One set of underwear.
 4. One pair of socks.
 5. One pair of gym shorts.
 6. Washcloths, towels, two sheets, one pillowcase and one blanket are provided. More blankets may be allowed if the cell is extremely cold. A second blanket is provided from September through June.
 7. One set of shoes.
- B. New clothing and linen will only be exchanged on a one for one basis in accordance with specific housing unit operations. The only exception will be medically approved item(s) through HSU/Primary Care.
- C. Showers
1. Inmates are required to shower in accordance with their unit's shower schedule, except when medically excused. Failure to do so may result in disciplinary action.
 2. You are allowed five minutes in the shower.

TALKING

- A. Talking within your living unit shall be in a normal, acceptable, conversational tone of voice. Use of profanity is not permitted at any time..
- B. Quiet time is between the hours of 9:00 PM and 6:00 AM and talking between cells is not allowed.

TELEPHONE CALLS

(Also refer to *DCI Procedure 900.420.01 – Telephone Calls – Inmate* and *DAI Policy 309.39.01 – Monitoring and Recording of Inmate Telephone Calls.*)

A. Basic Calls

1. Requests to place a telephone call should be made to the Unit Officer. Phone calls are limited to 15 minutes per call.
2. Each inmate is permitted to make a minimum of one phone call per month. When time and unit operations permit, you may be allowed additional phone calls.

3. As a call is placed, each inmate will receive automated instructions to follow. For proper identification purposes, all inmates are instructed to record their first and last name during their first telephone call. If you need to reset your telephone introduction, submit an *Inmate Telephone Problem Report* to the Business Office.
4. A phone call cannot be completed unless the party called has a pre-paid phone account to receive your collect calls.
5. The inmate telephone company CenturyLink uses a 3rd party billing company Securus, (formerly Correctional Billing Services), for pre-paid phone accounts to accept your collect calls. The party you wish to call needs to contact Securus at 800-844-6591 to set up a pre-paid phone account. Inmates in reception status CANNOT put funds on a phone account.
6. If your called party does not have a phone account, this may result in blocked calls and receiving a recording that the call is restricted. DCI does not place or remove blocks. If an attempted call is blocked due to billing, the called party will be notified via telephone that a call was attempted to their residence and that it was blocked. The reasons for this may be one of the following:
 - a. The local telephone company of the person whom the inmate is calling may not have a billing account with Securus.
 - b. The person whom the inmate is calling may have a poor billing history.
 - c. The person whom the inmate is calling may have an exceptionally high bill.
7. If an inmate calls a person that has never accepted a call from an inmate or who does not have a phone account set up, there will be a message communicated to them to set up a pre-paid account to receive future calls and to stay on the line. There may be a short connection to the called party..
8. If you have telephone connection problems, report these to the Unit Officer immediately, and submit an *Inmate Telephone Problem Report* to the Business Office. The problem should be clearly stated and all the facts provided, including the number called, the time of the call, and the error message received.
9. Attempting or completing telephone calls and relaying messages for inmates who are not authorized to use the inmate telephone is not permitted. You are not allowed to make telephone calls for other inmates.
10. When you are informed you are being transferred to another institution, or leaving as OCO or OWO, you will not be allowed telephone calls. Should you go out to court for an extended period of time and return, your telephone list may require reactivation.
11. If possible, phone calls will be made at the time requested by the inmate, between the hours of 8:00 AM and 8:30 PM. No phone calls will be initiated after 8:30 PM. The Unit Officer will be responsible for doing whatever scheduling may be necessary to ensure that everyone has the opportunity to make his calls.
12. Telephone calls may not be placed to a third party.
13. ADA accommodations are available for inmates with hearing impairments upon request to the unit officers.

B. Emergency Calls

In the case of emergencies, including but not limited to, critical illness or death of a close family member of an inmate, a special telephone call may be permitted after verifying the emergency. Special or emergency calls may be authorized by the Social Worker/OCS/ Security Supervisor.

C. Attorney Telephone Calls

1. Telephone calls to attorneys are not monitored or recorded provided they are properly placed.

2. In order to include your attorney on your non-recorded call list, complete a *Telephone Request – Attorney Add/Delete* (DOC-1631). This form is available from your unit staff.
3. After the form is filled out, send to the Business Office and the form will be forwarded for processing.
4. Your attorney will receive a form letter to sign. The attorney has 30 days to return the form to the phone company.
5. When the form is approved, the inmate will receive a copy back indicating the attorney has approved calls to that number, and the attorney number will be entered into the telephone system.
6. Attorney telephone calls are placed using the same procedure as above.

D. Exception – Attorney Telephone Calls

If your *Telephone Request – Attorney Add/Delete* has not been returned marked "approved" and you must contact your attorney, procedures will be as follows:

1. Write your attorney informing him/her of your desire to speak to him/her on the phone. Phone books from various Wisconsin cities are available in the Library.
2. Have your attorney call 920-324-5577 and ask for ext. 6255 to set up a time for you to make a collect call to your attorney.

E. International Telephone Calls

1. To make an international call to a close family member, submit an *Interview/Information Request* (DOC-761) to the Social Services Director. The inmate shall be responsible for the actual cost of the call payable from the regular inmate account. The call shall not exceed 10 minutes. Be advised that international calls may cost more to a mobile phone.

VETERANS/OFFENDERS WITH MILITARY SERVICE

DCI has a State Veteran’s Benefits Specialist that comes to the facility once per month. Veterans will be scheduled automatically to attend an informational meeting. If you are a veteran and would like more information, a copy of the **Incarcerated Veteran’s Handbook** is available in the library.

For more information, you can write to the Department of Veterans Agent:

Veteran’s Representative
 VISN 12 HCRV Reentry Specialist
 Clement J. Zablocki VA Medical Center
 5000 West National Avenue
 Milwaukee, WI 53295

VISITING

(Also refer to *DAI Policy 309.06.01 – Visiting*)

A. Visiting List

1. While in reception status, no more than four (4) adult close family member visitors may be approved to visit. “Close Family Member” is defined as: An inmate’s natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent surrogate is within the definition of parent if an inmate substantiates that a claimed surrogate did in fact act as a parent to the inmate, although the parent surrogate was not an adoptive, foster or step parent.

2. Children of the inmate who have not reached their 18th birthday may visit, if approved, and shall not be counted against the four visitor limit on the visiting list. Minors must have written approval of a non-incarcerated parent or legal guardian to visit.
3. An approved minor child may be accompanied by any approved adult visitor on your list.
4. Individuals less than 18 years of age that are not children of the inmate will not be approved to visit.
5. Inmates who remain in reception status longer than 120 days may request one (1) additional related or non-related adult be added to their visiting list. This will not be permitted if the inmate is in restricted status. Inmates with sexually related offenses will not be permitted to have visitors under the age of 18, regardless of relationship.
6. You will need to fill out the front page of a *Visitor Questionnaire* (DOC-21AA) for **each** close family member you wish to place on your list. This includes a form for each of your minor children. The child's custodial parent must sign the parental consent portion of the DOC-21AA.
7. If a wife or child has a different last name than the inmate, they must include a copy of their marriage/birth certificate along with the visiting questionnaire.
8. If a child's mother does not sign the visiting questionnaire due to being incarcerated or she does not have legal custody, the person who signs the visiting questionnaire must include guardianship papers with the questionnaire.
9. No copies of the visiting questionnaire are accepted.
10. The inmate is required to mail out his own forms. After the proposed visitor completes the form, they must return it directly to the Initial Classification Department for processing.

B. Visiting Regulations

1. **Intake Status:** While in intake status inmates are not allowed visits.
2. **Reception Status:**
 - a. Inmates will be allowed a maximum of two, two-hour visits per week.
 - b. The visit week will start on Sunday and ends the following Saturday.
 - c. On weekends inmates will only be permitted a visit on either Saturday or Sunday.
 - d. Weekend and Holiday visiting hours are 8:15 AM to 3:45 PM.
 - e. Weekday (excluding holidays) visiting hours are 3:00 PM to 8:30 PM.

NO VISITS ON TUESDAYS.

 - f. Inmates in Temporary Lock up, Observation, Disciplinary Separation, Voluntary Confinement, or Administrative Confinement status will abide by the visiting regulations as specified in DCI policies, procedures and Unit Handbooks. Inmates in disciplinary status are subject to no-contact visiting.

C. Other Visiting Rules

1. Only approved visitors will be allowed to visit. A total of five visitors are allowed per visit. Children under the age of eighteen do not count against the visitor limit.
2. You may have only one visit per day.
3. It is your responsibility to advise your visitors of the hours and restrictions that apply to visiting. "General Information" sheets are available on your unit to send to your visitors. This information is also available on the public DOC website.
4. The visiting area at DCI stresses a "family" atmosphere, as friends and family are of all ages.

D. Visiting Center Rules

1. Inmates must wear a full set of greens with the shirt tucked in and buttoned one button from the top and state issued shoes completely tied. The inmate's ID is to be displayed properly.

2. Inmates entering the Visiting Center will be pat searched and inmates exiting the visit for any reason will be strip searched.
3. Visiting Center staff will assign all visits a seating area. Inmates and visitors are not allowed to change seating areas once they are seated. Inmates will remain seated at all times. Furniture arrangement will remain unchanged. Inmates and visitors will keep shoes on at all times. Putting feet on the furniture is not allowed.
4. Inmates will remain seated in the red chair, facing the west wall, at all times. The only exceptions to this rule are: photos; if the inmate needs to use the restroom; if the inmate needs to talk to the Officer(s).
5. Inmates and visitors are allowed only one brief kiss and embrace at the beginning and end of the visit. Any embracing and kissing during the visit, or indiscreet conduct, may lead to individual disciplinary action, which may include termination of visiting privileges.
6. Inmate-visitor hand or body rubbing/massage is not allowed. Hands are not allowed under clothing at any time (this includes coats or jackets, when embracing your visitors). A description of indiscreet conduct is detailed in the Wisconsin Administrative Code s. DOC 303.02 – Definitions, (19) (a), (b), (c), (d) and (20). Inmate's hands will be visible to the Officer at all times. Inmates and visitors shall sit in an upright position.
7. Inmates are not allowed to take children to the restroom.
8. Inmates using the restroom while in the Visiting Center will be pat searched upon entering and exiting the restroom.
9. Inmates, as well as their visitors, are responsible to see that the children visiting them do not run around the Visiting Center disturbing other visits. Children of an inmate who are age 5 or under may be permitted to be held and/or sit on the inmate's lap, provided there are no risk factors as determined by institution staff.
10. You must maintain a normal tone of dialogue during your visit. Loud and boisterous conversations distract others from quality visiting time. Profanity will not be tolerated. Inmates and visitors are not permitted to visit with other inmates and/or other inmates' visitors.
11. Nothing is allowed to be passed between inmates and visitors. It is also the inmate's responsibility to ensure their visitor's actions are in accordance with the rules of DCI.
12. Personal hygiene and hair grooming by inmates or visitors (combing, braiding, etc.) is not allowed during the visit.
13. Vending machines are available for use. Money for operating these machines must be provided by the visitors. Inmates are not allowed to handle money or go to the vending machines. There are no change machines in the Visiting Center. The Visiting Center staff will not make change. Visitors are not permitted to solicit change from other visitors. No paper money is allowed in the Visiting Center.
14. The microwave is for adult use only. Do not leave microwave unattended while in use.
15. Qur'ans and Bibles may be obtained from the Visiting Center staff. They are for use in the Visiting Center only and must be returned at the completion of the visit.
16. Hobby items in the showcase may be purchased by inmate visitors only. Contact the Visiting Center Officer for further information regarding Hobby purchases.
17. The inmate-visitor greeting upon arrival in the Visiting Center will take place at the seating area, as does the good-bye, prior to the inmate's departure at the end of the visit. All visitors will remain seated once the visit is finished, until the inmate has left the Visiting Center. The Officer will then let the visitor out of the area.
18. Inmates are responsible for cleaning off their tables and having all extra chairs put back against the wall.

19. No items of any kind are to be taken from the Visiting Center to the housing units by inmates.
20. Visitors may not leave money for inmates at DCI. Money may be sent to a DAI inmate in the form of a money transfer through Access Corrections.

E. Photographs Taken In Visiting Center

1. Inmates will be permitted to have photographs taken during regular visiting hours, individually or with members of their visiting party. All photographs will be taken in the Visiting Center under the supervision of the Visiting Center Officer.
2. Inmates interested in having photos taken during their visit will be required to complete a *Disbursement Request* (DOC-184) and give it to the Visiting Room Officer. The request must include the number of photos being requested (maximum of five). The Disbursement Request will be approved or denied by the Visiting Room Officer based on the proper funds being available in the inmate's account.
3. Photo Guidelines:
 - a. One inmate is permitted per photo.
 - b. Inmates must wear green state-issued clothing (no personal and/or colored T-shirts or bare chests). Inmates are not permitted to be photographed with any additional personal or state-issued property.
 - c. Pictures are to be taken in the designated area in the Visiting Center.
 - d. Persons in the photo must stand straight, facing the camera with hands at their sides or clasped in front or behind. No hand gestures are permitted. Feet should be parallel, directed toward the camera. Inmate and visitors in the Visiting Center may have their arms only around the shoulder of another for pictures. Inmate and visitors are permitted to hold children appropriately in photos.
 - e. Only the inmate's approved visitors may be in the photograph. Neither Officers nor any other inmate or visitor(s) may be in the photograph(s).
 - f. Photos that are believed to depict gang-related or other inappropriate postures on behalf of the inmate or visitor will be confiscated and inmates or their visitors are required to pay for these photos. Photos will be referred to Security for review. If necessary, a conduct report will be issued. Photos will be returned to the inmate only if the charges are not substantiated at the Disciplinary Hearing.
 - g. All photographs will be inspected and approved by Security staff before given to inmates or their visitors.
4. All photographs that are unacceptable due to damage, over exposure, or under exposure may be retaken at the discretion of the Visiting Center staff.

Approved by:



William Pollard
Warden

Dodge Correctional Institution

Common Records Computation Abbreviations

| ABBREVIATION | DEFINITION |
|---------------------|---|
| AM PED | Alternate Method Parole Eligibility Date |
| Avail | Available (for reconfinement or reincarceration) |
| CC | Concurrent |
| CJT or Credit | County Jail time (credit) |
| Conf | TIS confinement |
| CS | Consecutive |
| Ct or Cts | Count(s) |
| Cust | Most recent date of custody on ROW without any adjustment for holds or credit – used in Violator Comps ONLY |
| ES | Extended supervision release date |
| ESp | Extended supervision period |
| From | Used when the initial sentence does not start on the sentencing date – EX: Imposed and Stayed Probation; not used in Violator Comps |
| Gov Rel | Governing Release – Used when calculating Parole Commission authority ends date |
| Govs | Governs |
| GSD | Generates same dates |
| JOC | Judgment of conviction |
| LTS | Left to serve (on a sentence) to include the 1/3 of New Law sentence |
| MAX | Maximum discharge date |
| Mos | Months |
| MR | Mandatory release date |
| NE | Not eligible (for parole consideration) |
| Net Cust | Net Custody – Used in Violator Comps ONLY (determined by subtracting any holds or credit on the ROW from the custody date) |
| NL | New Law |
| PED | Parole eligibility date |
| Reconf | Reconfinement (for TIS revocation) |
| Reinc | Reincarceration (for NL revocation) |
| Rel | Release |
| SB | Sentence Began Date – Not used in violator comps |
| ROW | Revocation Order and Warrant |
| Sent | Sentencing date |
| TIS | Truth-in-sentencing |
| VOP | Violation of Probation |
| Yrs | Years |