



**WCCS**

**FLAMBEAU CORRECTIONAL CENTER**

**PIOC HANDBOOK – 2024**

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

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

## TABLE OF CONTENTS

ORIENTATION TO FCC.....	3
INTRODUCTION.....	3
AFFORDABLE CARE ACT (ACA) COMPLIANCE.....	7
AMERICANS WITH DISABILITIES ACT (ADA COMPLIANCE).....	7
CANTEEN.....	7
CENTER JOB ASSIGNMENTS.....	9
CHAIN OF COMMAND.....	9
COMMUNITY SERVICE.....	11
COMPLAINT PROCEDURE.....	11
CONDUCT REPORT DISPOSTIONS.....	14
CONTRABAND.....	15
COUNTS.....	15
DRESS CODE.....	16
DUTY TO REPORT ILLEGAL ACTIVITY.....	17
EMERGENCY CONTACTS.....	17
EMERGENCY PROCEDURES.....	17
ESCAPE PRECAUTIONS.....	18
HEALTH SERVICES/SICK CELL AND LAY-IN.....	18
HOUSING RULES AND GUIDELINES.....	20
PIOC ACCOUNTS.....	23
PIOC PHOTO SERVICE.....	26
KIOSKS.....	26
LAUNDRY.....	267
LIBRARY.....	27
LIMITED ENGLISH PROFICIENCY.....	28
MAIL REGULATIONS.....	28
MEALS AND DINING ROOM REGULATIONS.....	29
PERSONAL HYGIENE AND HAIRDRESSING.....	30
PRISON RAPE ELIMINATION ACT (PREA).....	31
PROPERTY.....	32
RECREATION.....	33
REENTRY.....	35
RELEASE PROCEDURES.....	35
RELIGIOUS PROGRAMMING.....	36
SECURITY MONITORING.....	36
SECURITY THREAT GROUPS.....	37
SMOKING/USE OF TOBACCO PRODUCTS.....	37
TELEPHONE PROCEDURES.....	37
VISITATION.....	38
VOLUNTARY PROGRAMS.....	41
WORK RELEASE.....	41

## ORIENTATION TO FCC

Flambeau Correctional Center (FCC) has a standardized orientation/intake process that encompasses center expectations and the code of conduct for Persons in Our Care (PIOC). You will be given a preliminary orientation the day after arrival and a more comprehensive orientation soon thereafter. FCC designated staff will conduct orientation sessions on a regular basis. You must attend the first scheduled comprehensive session after your arrival.

Special notices, policy changes, memos, etc., are posted on the PIOC bulletin boards and information television channel 11. It is your responsibility to read the PIOC bulletin boards and information channel 11 on a daily basis.

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

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

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

Center contact information:

**Flambeau Correctional Center  
N671 County Road M  
Hawkins, WI 54530-9400**

**(715) 585-6394    FAX: (715) 585-6563**

## INTRODUCTION

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

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

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

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

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

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

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

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

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

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

Progress in group will be measured by PIOC participation, behavior (both in and out of group) homework, program / security evaluations, work assignments, participation and behavior in any off-grounds activities. In addition, all PIOC's will actively work to incorporate self-awareness by holding themselves and others accountable.

It is expected that all PIOC's will follow the FCC Handbook and ERP agreement until released or transferred from FCC.

**Phase I** – All PIOC's will be in Phase I upon arrival at FCC. PIOC's will remain in this phase until they start group with an assigned Social Worker or Treatment Specialist. In this phase PIOC's are expected to structure their time with work and appropriate activities. Further, it is expected during this phase that PIOC's participate in ancillary groups that have been identified on their respective treatment plans, prior to involvement in core curriculum. PIOC's will be monitored for their work performance, behavior, willingness, and motivation to engage appropriately at FCC.

**Phase II** – PIOC's will be in this phase the day they start core curriculum, where they will be involved in full-time program curriculums to include but not limited to Thinking for a Change (T4C), Cognitive Behavioral Intervention for Substance Abuse Adult (CBI-SUA) and/or other programs as assigned/designated. PIOC's may also participate in other treatment interventions/programming that address specified treatment needs specific to an individual PIOC. Phase II is the more intense therapeutic programming, where PIOC's are expected to structure their time throughout the day, including evenings. PIOC's in this phase still participate in work assignments, coordinated around their programming.

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

**Incentives:** When PIOC's arrive at FCC, they will have the opportunity to start earning incentive points for positive, pro-social behavior. There is an incentive store/list that identifies all the incentives available that can be earned through incentive points. Designated center staff will keep a log of these points and provide an opportunity to turn them in for different rewards.

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

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

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

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

## **CORE PROGRAMS**

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

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

### **T4C - Thinking for a Change**

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

## **Ancillary Programs**

### **Pre-Treatment**

Pre-Treatment Orientation sessions are designed to introduce participants to the basic program tools. Orientation will focus on decisional balance tool, introduction to cognitive-behavioral model, thinking reports, listening skills, feedback skills, and goal identification. These sessions serve to motivate participants in the program goals.

### **Cognitive Behavioral Interventions for Employment**

The employment curriculum focuses on six main components. A brief introduction will be given on skills for employee success, along with motivating the participants on their employment path. The group will identify job lead resources and opportunities for employment. The participants will be able to identify their employment strengths. Participants will learn how to apply for a job by filling out job applications, creating resumes, understand and identify appropriate references and develop cover letters. The group will also focus on keys to successful interviewing and mock interviews will be conducted. Finally, participants will learn ways to retain employment.

### **Social Skills and Anger Control Training**

The Anger Control Training program is designed to serve two related purposes:

1. Make the arousal of anger in chronically aggressive persons a less frequent occurrence.
2. Develop the means to learn self-control when anger is aroused. In essence, Anger Control Training teaches individuals what they should not do in problematic situations (be aggressive) and provides an alternative option (anger control techniques).

### **High Risk Offenders**

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

### **General Social Skills**

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

## **AFFORDABLE CARE ACT (ACA) COMPLIANCE**

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

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

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

In accordance with Department of Adult Institutions (DAI) Policy 300.00.35 – Americans with Disabilities Act (ADA), DAI will ensure fair and equitable treatment of PIOC's and members of the public with disabilities who seek access to DAI services, programs or activities. The center's ADA Coordinators are listed on the Contact List which is posted in your unit. To request consideration for accommodation under the ADA, please complete the top portion of the DOC-643 Interview/Information Request form and forward your request to an ADA Coordinator.

## **CANTEEN**

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

You may enter a commissary order at any time during the ordering period.

An order may be reviewed, changed or even deleted at any time during the ordering period, up until the close of the ordering period.

To order commissary on the phones PIOC's will be required to enter a secure 4-digit PIN code in order to access their commissary accounts within the commissary phone system, see instructions and Phone Tree Diagram for system prompts and instructions posted near the phones.

### **Signing in to the commissary phone system for the first time**

1. Follow the steps as seen on the commissary Phone Tree Diagram.

2. Your initial commissary PIN number will be your month and day of birth. Example: your birthday is July 4th – you initial PIN will be 0704 (i.e. MMDD).
3. When you sign into the commissary phone system for the first time you will be prompted to change your PIN, you may create a PIN of your choosing that is 4 digits in length.
4. As with all PIN numbers issued or created in all walks of life, it is imperative that you keep your PIN number confidential and not share it with anyone.
5. If you forget your Commissary PIN or if your Commissary PIN has been compromised, you should submit a request to the Captain for a commissary PIN reset.

A maximum amount you may spend in one week is \$65.00. Canteen will be distributed by the Canteen Sergeant on Wednesday. A menu is posted on the bulletin board for your convenience. There will be no substitutions for items. If there is a problem when you receive your order, notify the Canteen Sergeant immediately. The Canteen Sergeant will notify the vendor to correct the problem.

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

<b>Lift Handset Enter Phone PIN</b>				
<b>Speak Name (Voice Recognition)</b>				
<b>Press 5 For Commissary &amp; Debit Time Calling</b>				
<b>Enter Phone PIN Followed By The # Sign</b>				
<b>Press 1 For Commissary</b>				
<b>Select English or Spanish Followed By the # Sign</b>				
<b>Enter Inmate ID Followed By The # Sign</b>				
<b>Enter Commissary PIN Followed By The # Sign</b>				
<b>Press 1 to Check Balance</b>	<b>Press 2 to Place a Commissary Order</b>	<b>Press * Followed By The # sign To Review Order</b>	<b>Press 3 to List Previous Order</b>	<b>Press 5 To Change PIN</b>
<b>Select Item Followed By The # Sign</b>				
<b>Enter Quantity Followed By The # Sign</b>				



DESCRIPTION					Marking Instructions				
Yellow Tablets. 8 x 11					<ul style="list-style-type: none"> <li>Use a No. 2 pencil or a blue or black ink pen only.</li> <li>Do not use pens with ink that soaks through the paper.</li> <li>Make solid marks that fill the response completely.</li> <li>Make no stray marks on this form.</li> </ul>				
ITEM		QTY			<b>Correct:</b> ● <b>Incorrect:</b> ✓ ✗ ◐ ◑				
0	1	0	2	3	4				
● 0	● 0	○ 0	○ 0	○ 0	○ 0				
○ 1	● 1	○ 1	○ 1	○ 1	○ 1				
○ 2	○ 2	○ 2	● 2	○ 2	○ 2				
○ 3	○ 3	○ 3	○ 3	● 3	○ 3				
○ 4	○ 4	○ 4	○ 4	○ 4	○ 4				
○ 5	○ 5	○ 5	○ 5	○ 5	○ 5				
○ 6	○ 6	○ 6	○ 6	○ 6	○ 6				
○ 7	○ 7	○ 7	○ 7	○ 7	○ 7				
○ 8	○ 8	○ 8	○ 8	○ 8	○ 8				
○ 9	○ 9	○ 9	○ 9	○ 9	○ 9				
					Instrucciones para rellenar el formulario:				
					<ul style="list-style-type: none"> <li>Use una pluma negra o azul on un lápiz número 2.</li> <li>Rellene por completo el óvalo con una marca oscura.</li> <li>No use plumas cuya tinta empape el papel.</li> <li>No realice marcas sueltas.</li> </ul>				
					<b>Correcto:</b> ● <b>Incorrecto:</b> ✓ ✗ ◐ ◑				

## CENTER JOB ASSIGNMENTS

Center jobs are necessary to maintain center operations. Center staff determine, hire and schedule PIOC's for job assignments. All PIOC's are expected to be involved in facility work assignments and will be assigned to work tasks. Failure to participate may result in being placed on voluntary assigned status.

Center jobs include but are not limited to:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Barber</li> <li>• Librarian</li> <li>• Utilities</li> <li>• Food Service</li> <li>• Custodians</li> </ul> | <ul style="list-style-type: none"> <li>• Project Crew</li> <li>• Laundry</li> <li>• Lawn Care</li> <li>• Maintenance</li> <li>• Garden</li> </ul> |
|--|---|

## CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, complete a DOC-643 Interview/Information Request form. The forms are located in the main hallway. You must state exactly why you need to see the staff person or state your question exactly. Your request will be answered as soon as time permits.

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

CONCERN	1 <sup>ST</sup> LEVEL	2 <sup>ND</sup> LEVEL	3 <sup>RD</sup> LEVEL
Accounts	Financial Specialist	Captain	WCCS PIOC Accounts
Americans with Disabilities Act	Captain	Superintendent	WCCS HR Director
AODA & Other Programs	Social Worker	Program Supervisor	Superintendent
Canteen	Canteen Sergeant	Captain	WCCS Financial Program Supervisor
Court Calls	Social Worker	Captain	Superintendent
Dental	Nurse	Captain	Superintendent
Emergency Contact Forms	Financial Specialist	Captain	Superintendent
Education	Teacher	Captain	Superintendent
Food Services	Food Service Leader	Captain	Superintendent
Health Services	Nurse	Nurse Clinician 4	Superintendent
Hobbies	Hobby Sergeant	Captain	Superintendent
Housing Unit Issues	Sergeant	Captain	Superintendent
Interstate Compact	Social Worker	Superintendent	WCCS Deputy Warden
Jobs – (Center)	Individual Work Supervisor	Captain	Superintendent
Laundry	Laundry Sergeant	Captain	Superintendent
Legal Loans	Captain	Superintendent	WCCS Correctional Management Services Director
Library	Teacher	Captain	Superintendent
Mail	Financial Specialist	Sergeant	Captain
Medical Co-Pay	Nurse	Nurse Clinician 4	Superintendent
Notary Services	Teacher	Captain	Superintendent
Open Records Request	Superintendent	N/A	N/A
Parole	Social Worker	Captain	Superintendent
PREA Compliance Manager	Superintendent	WCCS Security Director	WCCS Deputy Warden
Program Review Committee	Social Worker	Captain	Superintendent
Property / UPS	Property Sergeant	Captain	Superintendent
Psychological Services	Nurse	Captain	Superintendent
Records	Social Worker	Captain	Superintendent
Recreation	Recreation Sergeant	Captain	Superintendent
Reentry	Teacher	Social Worker	Superintendent
Religious Issues	Social Worker	Captain	Superintendent
Sentencing Information	Social Worker	WCCS Records Office	WCCS Deputy Warden
Social Security Card	Social Worker	Captain	Superintendent
Veterans Affairs	Social Worker	Captain	Superintendent
Visiting Information	Social Worker	Captain	Superintendent
Work Release	Work Release Sergeant	Captain	Superintendent

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

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

## COMMUNITY SERVICE

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

1. Community agency requests are approved by the Superintendent.
2. Center community service projects are required as part of the ERP. All PIOC's are expected to participate in a minimum of at least 12 hours of community service during their stay at FCC.
3. Center Staff will track and record all hours of service completed by each PIOC and will report it to your respective Social Worker. Failure to participate in community services projects will result in your removal from the ERP and FCC.
4. You may not participate in center community service projects that conflict with your program or work schedule.

## COMPLAINT PROCEDURE

### PIOC COMPLAINT REVIEW SYSTEM (ICRS)

**OVERVIEW:** The Department maintains a complaint review system accessible to all PIOC's. Prior to filing a formal complaint, you must attempt to resolve the issue by following the designated process specific to the subject of the complaint.

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

### **PROCEDURE:**

1. A PIOC shall file a complaint within **14 days** after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. An PIOC shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.

2. An PIOC shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
3. Complaints must be typed or written legibly and be filed only under the name by which the PIOC was committed to the department or the legal name granted by a court, and include the **PIOC's original signature**.
4. Complaint submissions may not exceed **500 words** total and not exceed two pages.
5. PIOC's must use a DOC-400 PIOC Complaint form. **All sections of the form must be completed.**
6. PIOC's must use a DOC-400B form if additional space is needed. PIOC's may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. **PIOC's must print clearly; illegible forms will not be processed.**
7. The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

#### **RETURNED COMPLAINT:**

1. If a complaint is returned to you, follow the directions in the return letter.
2. Failure to follow directions in the return letter may result in the complaint submission not being processed.

#### **REJECTED COMPLAINT:**

1. The ICE will assign a file number and classification code and give written notice to the PIOC within **10 days** of collection that the complaint has been received.
2. The ICE will reject a complaint within **30 days** from the date of receipt.
3. An PIOC may appeal a rejected complaint within **10 days** to the appropriate reviewing authority who shall only review the basis for the rejection of the complaint.
4. The reviewing authority shall make a decision within **15 days** following receipt of the recommendation or appeal of rejection.
5. The reviewing authority's decision is final.

#### **ACCEPTED COMPLAINT:**

1. The ICE will assign a file number and classification code and give written notice to the PIOC within 10 days of collection that the complaint has been received.
2. The ICE will send a recommendation to the appropriate reviewing authority within **30 days** from the date of receipt.
3. The ICE may recommend to the reviewing authority that the complaint be affirmed or dismissed, in whole or in part.
4. The reviewing authority shall make a decision within **15 days** following receipt of the recommendation.
5. The reviewing authority shall affirm or dismiss the complaint in whole or in part or return the complaint to the ICE for further investigation.
6. If the PIOC does not receive a decision within **45 days** after the date of acknowledgement by the ICE, the PIOC may appeal to the CCE.

#### **APPEAL:**

A PIOC may appeal the reviewing authority's decision to the CCE within **14 days** after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. Wisconsin Administrative Code DOC-310.

1. Appeals must be typed or written legibly and be filed only under the name by which the PIOC was committed to the department or the legal name granted by a court, and includes the **PIOC's original signature**.
2. Appeal submissions may not exceed **500 words** total and not exceed two pages.
3. PIOC's must use a DOC-405 PIOC Appeal form. **All sections of the form must be completed.**
4. PIOC's must use a DOC-405B form if additional space is needed. PIOC's may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. **PIOC's must print clearly; illegible forms will not be processed.**
5. PIOC's must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

#### **REJECTED APPEAL:**

1. The CCE may recommend rejection of an appeal not filed in accordance with Wisconsin Administrative Code DOC-310.
2. The CCE shall send the recommendation to the secretary within **45 days** of receipt of the appeal.
3. The CCE recommendation will be reviewed by the secretary, who shall affirm or dismiss (in whole or in part) or return the appeal to the CCE for further investigation.
4. The secretary shall make a decision within **45 days** following receipt of the CCE's recommendation.
5. **The secretary's decision is final.**

#### **ACCEPTED APPEAL:**

1. The CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part.
2. The CCE shall send the recommendation to the secretary within **45 days** of receipt of the appeal. (The CCE may extend the time for submitting a recommendation with notice provided to the PIOC.)
3. The secretary shall make a decision within **45 days** following receipt of the CCE's recommendation.
4. The secretary may extend the time for making a decision for good cause with notice provided to the PIOC.
5. The secretary shall affirm or dismiss the CCE's recommendation, in whole or in part, or return the appeal to the CCE for further investigation.
6. If the PIOC does not receive the secretary's written decision within **90 days** of the date of receipt of the appeal in the CCE's office, the PIOC shall consider the administrative remedies to be exhausted, unless the time has been extended. **The secretary's decision is final.**

#### **PREA COMPLAINTS:**

1. A PIOC may file a complaint alleging sexual abuse using the procedures under this chapter.
2. A PIOC may file a complaint regarding sexual abuse or sexual harassment at any time. If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment, the time limits apply.
3. A PIOC is not required to attempt to resolve the issue with the staff member who is the subject of the complaint or to file a complaint regarding sexual abuse or sexual harassment with the staff member who is the subject of the complaint.

4. Complaints filed under this section will be referred for a PREA investigation.
5. Third parties, including fellow PIOC, staff members, family members, attorneys, and outside advocates, shall be permitted to assist PIOC in filing a request for administrative remedies relating to allegations of sexual abuse or sexual harassment and shall also be permitted to file such requests on behalf of PIOC.
6. Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are:
  - The PIOC may contact any staff member who is not the subject of the allegation for immediate corrective action.
  - The PIOC may file a complaint. Complaints collected under Wisconsin Administrative Code DOC 310.00.01, shall be immediately forwarded to the warden.
  - Reports of substantial risk of imminent sexual abuse or sexual harassment outside of the complaint process under this chapter shall be immediately forwarded to the warden.
7. The Warden may discipline PIOC for filing a complaint related to alleged sexual abuse or sexual harassment only if the warden demonstrates that the PIOC filed the complaint in bad faith.
8. Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

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

## CONDUCT REPORT DISPOSITIONS AND APPEAL PROCESS

### ROOM CONFINEMENT

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

### BUILDING CONFINEMENT

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

### LOSS OF RECREATION

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

### CONDUCT REPORT APPEALS

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

2. In order to submit an appeal in accordance with Wisconsin Administrative Code DOC 303.00.04, you must mail the completed Appeal of a Contested Hearing form DOC-0091 within 10 days of your receipt of the DOC-84 Major Disciplinary Hearing form to:

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

## **CONTRABAND**

In accordance with 2019 Wisconsin Act 111 and Wisconsin Administrative Code 303.00.05, PIOC who are in possession of or attempt to introduce contraband into the facility will be referred to outside law enforcement for potential prosecution. Any PIOC who aids or abets in the introduction of contraband will also be referred.

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

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

When returning from any off-grounds activities or events, you are not permitted to bring any items back to the center with the exception of your water container, cooler or other approved item for PIOC on work release.

## **COUNTS**

### **FORMAL COUNTS:**

A formal count is a count taken at specific times during each 24-hour period. Standing counts require PIOC to stand in a pre-designated area at a specified time. FCC has 6 formal/standing and census counts throughout the day. The following are the listed times and locations of the mandatory formal and standing counts:

- 0615 – Formal Standing Count in your room next to your bunk
- 1130 – Census Count – Report to Dining Room to be accounted for
- 1615 – Formal Standing Count in your room next to your bunk
- 1800 – Census Count – Report to Control Center to be accounted for
- 2115 – Formal Standing Count in your room next to your bunk
- 0100 – NON-Standing Formal Count in your room

Everyone is expected to be at count on time. All areas are closed 15 minutes before count and everyone must be in their room at this time.

1. The Sergeant will provide an all call announcement 10 minutes prior to all formal standing counts.
2. Once the ten-minute warning is provided, Bathroom use is not permitted unless in an emergency, with permission from staff.
3. PIOC must be dressed in pants or shorts and a shirt for all formal standing counts.
4. At count time, the Sergeant will make an all call announcement; "Standing count".
5. PIOC will be in their rooms, with the room light on, and the door closed.
6. When the Sergeant announces "Clear", PIOC resume normal activities in the room and wait to be called for meals except 2115 count then normal activities outside your room resume.

7. PIOC movement on grounds, hallways, etc., is prohibited during count times, unless under immediate staff escort or given specific staff permission, until such time as the count is cleared via an all call announcement from the Sergeant.

### **EMERGENCY COUNTS:**

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

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

### **SECURITY ROUNDS:**

Security rounds are made hourly by staff.

## **DRESS CODE**

### **GENERAL REGULATIONS:**

1. PIOC's shall be in full greens from 8:00 AM to 4:30 PM weekdays; or be in personal clothing with the use of incentive points or as otherwise noted.
2. You shall wear your state issued ID around your left upper arm at all times except: in the shower, in cell, actively engaged in exercise activity, at off grounds work or at court or as directed by a staff member.
3. You are responsible for the cost of replacing lost, stolen, or damaged ID cards or armbands.
4. All state issued clothing and personal clothing will be worn in the manner for which it was designed and intended. Form fitting / overly tight or oversized clothing is not permitted.
5. You shall be fully clothed when outside of your room, including undergarments, socks and shoes.
6. PIOC's participating in staff supervised recreational activities such as softball, volleyball, etc., are not required to be in full greens. PIOC's can be in appropriate recreational attire.
7. **Events where state issued green clothing and appropriate footwear shall be worn** include but are not limited to:
  - A. Staff facilitated program activities in group rooms, visiting room, dining room, etc.
  - B. School
  - C. Administrative Wing
  - D. Visits
  - E. Meals
  - F. All off site appointments or activities including community service.
  - G. Lawn mowing, maintenance activities, wood shop, gardening (T-shirt can be worn vs green shirt but green pants will be worn.)
  - H. Graduations
  - I. Religious services, bible study, on site AA or NA, etc. (Anytime there are guest speakers/volunteers present.)
8. During the summer months due to a high heat index, exceptions can be made for program and work assignments regarding wearing of the green shirt but PIOC's must be dressed in green pants, t-shirt and proper footwear. PIOC's are not permitted to wear shorts during staff facilitated groups.
9. On nights, weekends, and holidays when activities are not within the identified program hours and there are no staff or civilian facilitated activities, you are not required to be in state issued greens and can wear casual type attire.
10. Every PIOC will be issued 3 sets of state clothing.



11. PIOC's in **Phase III** are permitted to wear personal clothing.
12. Hats, caps, sunglasses, scarves, gloves, and/or coats may not be worn inside. PIOC's may put them on when preparing to exit the building.
13. Thermal underwear is only permitted to be worn under pants and shirts. It is not an outer garment and cannot be worn or exposed as such. Thermal underwear is not allowed to be worn under a tank top or shorts.
14. Shower shoes/tongs or slippers/crocs may only be worn to and from the bathroom.
15. Pajamas, robes, are only allowed to be worn outside of your room from 11:00 PM – 6:00 AM, to and from the restroom.
16. Winter coats, hats and thermal wear are considered winter clothing attire and are not seen as appropriate to wear during the months of May through September, unless there is inclement weather with staff permission.
17. Du-rags are only to be worn in your room, with the exception of to and from the restroom after 11:00 PM and prior to 6:00 AM.
18. Curlers and/or plastic transparent cosmetic caps are only permitted to be worn in your room. You are not permitted to wear these items outside your room, unless going to and from the bathroom.
19. Religious type headwear can only be worn in room or when going to or from a recognized religious ceremony and must be removed anytime a staff member request to search it.

## **DUTY TO REPORT ILLEGAL ACTIVITY**

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

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

## **EMERGENCY CONTACTS**

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

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

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

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

## **EMERGENCY PROCEDURES**

### **FIRE ALARMS:**

1. If the fire alarm goes off, you must immediately leave the building by the nearest exit.
2. Exit locations are posted throughout the center.

3. You are to assemble outside the building as follows:
  - a. In the main parking area within the areas painted on the blacktop indicating the dorm you live in.
  - b. Remain in this area until you receive further instructions from staff
  - c. Keep noise levels to a minimum so that everyone can hear staff instructions.
4. Follow all staff instructions.
5. An emergency count will be taken.
6. Do not go back into the building until directed to do so by staff.

**POWER FAILURE:**

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

**TORNADO PROCEDURE:**

1. When a tornado warning is announced by staff, immediately report to the basement. Staff will give you further instruction as needed. Do not leave the assigned area until directed to do so by staff.
2. When a tornado warning is issued while driving/riding in a center vehicle, take immediate cover. The driver should attempt to contact the center with the assigned cell phone.
3. If you are at work release, follow the directions of your worksite's emergency procedures.
4. If a tornado damages the work site to the extent you cannot remain there you must contact the center immediately and follow staff direction provided for your return to the center/DOC.

**OTHER EMERGENCIES:**

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

**DRILLS:**

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

**ESCAPE PRECAUTIONS**

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

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

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

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

Access to Medical, Mental Health and Dental Services

**EMERGENCIES:**

Notify any staff member immediately.

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

**ROUTINE CONCERNS:**

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

**COPAYMENT:**

A copayment of \$7.50 will be charged for routine requests that result in face-to-face contact initiated by you (patient) when a copayment is required. You will not be refused health care for inability to pay a copayment.

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

**PIOC-INITIATED REQUESTS INCLUDE:**

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

**NURSING SERVICES:**

Nursing services at FCC are available between 8:00 a.m. – 4:00 p.m. Monday through Friday.

**HEALTH PROFESSIONAL REFERRAL:**

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

**MEDICATION AND REFILL PROCESS:**

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

**ACCESS TO MEDICAL RECORDS:**

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

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

After your release, you can request your primary care provider obtain your records from the Department of Corrections for continuity of care by sending a release of information to:

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

**SICK CELL AND LAY-IN:**

Lay-In: A **non-paid** status indicating you have been excused from your work or program assignment by designated staff until the next day. PIOC's on lay-in will be on room confinement until the start of your next work or program assignment.

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

Any illness that prevents you from reporting to your work or program assignment must be reported to Officer Control by 7:00 a.m.

PIOCs in a sick cell or lay-in status will be required to adhere to the following rules:

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

**HOUSING RULES AND GUIDELINES**

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

**ROOM ASSIGNMENTS/LIVING QUARTERS:**

1. A Sergeant will assign you to a room upon your arrival. You are not permitted to select your own roommate.

2. You are responsible for any damage and/or contraband in your room. Anytime you are assigned a new room, inspect your room as soon as you move in and report damage/contraband to a Sergeant immediately. If you do not report it, you will be held responsible.
3. A padlock will be provided for the drawer, your padlock and drawer must be secured at all times. You will be charged \$10 for replacement of a lost or damaged padlock.
4. Room Key:
  - a. You will be issued one key.
  - b. If you lose or break your room key, or leave the center upon release or transfer with your room key, you will be charged \$15.00 for a replacement key.
  - c. Inspect your key frequently for damage or cracks.
  - d. If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge.

**STORAGE:**

1. Shoes are to be stored in your room and not left in the hallways of the center.
2. All property, state or personal, must be stored in your locker or property drawer, with the exception of your radio, alarm clock, fan, and TV.
3. Locker doors are to be closed at all times when not in use.
4. Lockers, drawers and shelves may not be lined with any material (newspaper, towels, rugs, etc.).

**OFFICE CLOSURE TIMES:**

The Sergeant's office is closed for 10 minutes before each shift change (5:50 a.m., 1:50 p.m., and 9:50 p.m.), during each meal service, and during formal counts.

**CENTER CLOSURE TIMES:**

The center will remain closed after each meal to allow time for the janitors to complete the majority of their cleaning duties.

- Breakfast – closed until 7:15 a.m.
- Lunch – closed until 12:20 p.m.
- Supper – closed until 5:15 p.m.

**INSIDE THE CENTER:**

1. Officer Control is off limits to PIOC's.
2. Only staff may identify persons and authorize entry into the building.
3. Do not loiter in front of control, phone area, kiosk area, microwave area, or in the hallway for any reason.
4. Do not remain in or enter the dining room, visiting room, or kitchen at any time without permission.
5. You may only enter the hallway of your assigned room.
6. You are not permitted to enter a room which you are not assigned.
7. Do not prop open any door without staff permission.
8. All socializing is to be done in the gym or outside.
9. Canteen food items are only allowed in your room.
10. Running in the building is not allowed. You are expected to walk at a normal pace.
11. Notify staff of any items that are broken or in need of repair.
12. You may request a clothes iron from the Sergeant's office.
13. Razors must be disposed of properly by placing them in the puncture proof container in the designated location. Electric razor shaving is done in the barbershop 7:00 AM to 8:00 AM. Must sign up daily before 7:00 AM.
14. In accordance with the Prison Rape Elimination Act (PREA) standards, an audio and visual (blue light) notification will be made when a person, who is the opposite gender of PIOC's assigned to a housing unit, enters the unit.

### **CENTER GROUNDS:**

1. There is absolutely no contact with the public. This includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object.
2. You are not to go past off grounds posted signs for any reason.
3. Do not feed any wildlife.
4. You must sit at picnic tables in a normal fashion. No sitting / laying on top of the picnic tables or laying on the benches. Straddling the picnic bench is allowed.
5. Personal bowls are not allowed outside.
6. Do not hang clothes or other articles on any fence.
7. Do not leave the center grounds for any reason without permission.
8. The staff parking lot is off limits, unless specifically authorized by staff.

### **BULLETIN BOARDS / CHANNEL 11:**

1. Information such as rule changes, schedules, announcements, appointments, and center information will be posted on channel 11 and on bulletin boards. You should look for and read new postings daily. You are responsible for knowing this information.
2. Bulletin boards are located at the following locations: upstairs and downstairs along the main hallways.
3. You may not post, remove or alter any material on the bulletin boards.

### **ROOM REGULATIONS:**

1. Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the window of your door.
2. Room/furniture layouts are standardized. You may not rearrange the furniture in your room. Only one chair in each room in dorm 1, 2, & 3, four chairs in dorm 4, and six chairs in dorm 5, & 6. Chairs are to remain in room at all times.
3. Rooms must be kept clean at all times.
4. While in **Phases II & III**, you may not lay down on your bunk or be under the covers from 8:00 AM to 4:00 PM Monday through Friday, excluding holidays. Exceptions may be made for medical reasons, certain work details or part of program incentives. While in **Phase I**, you may lay down but not under the covers.
5. Do not place anything in front, behind or near the door that interferes with opening and closing of the door.
6. The room door must be locked at all times, whether you are inside or outside of the room.
7. You may not tamper with the door lock. Do not put any object in the door to hold it open or keep it from closing completely.
8. Do not tamper with the smoke detector or thermostat for any reason. Covering the smoke detector's sensors or thermostat is prohibited.
9. The bulletin boards in your room are used to hang photos of family and friends, cards, calendar and schedules.
10. Posters and cutouts from magazines are contraband and will be removed by staff.
11. Do not attach or hang anything to/on the air vents, walls, door, ceiling, light fixtures, windows, bed, drawers, or lockers, by any method.
12. Cords, string or other material may not be strung across the ceiling, floors, or walls.
13. Talking to someone outside of your window is not allowed.
14. Do not place anything on the windowsill or in the window. Damage done to the screens will result in the PIOC's housed in that room to be held responsible.
15. Room lights and personal electronic devices must be off between the hours of 11:00 PM and 6:00 AM Sunday through Thursday, excluding holidays and off at 1:00 AM on Friday, Saturday and days preceding a holiday.

**ROOM INSPECTIONS:**

- 1. Room inspections may be conducted at any time.
- 2. Following a room inspection, you may be provided with a notice that indicates what needs to be cleaned or corrected.

**CLEANING SUPPLIES:**

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

**PERSONAL ELECTRONICS:**

- 1. Headphones or earbuds must be on your ears at all times when electronics are in use. Staff will direct you to reduce the volume if the sound is excessive.
- 2. All electronic equipment must remain in your room.
- 3. All lights, lamps, and electronics (radio, television, fans) must be turned off when you are not in your room.

**NOTARY SERVICES:**

- 1. To request notary service, complete an interview request slip and send to the Notary.
- 2. The Notary will schedule an appointment with you to review the documents and determine if the service will be provided in accordance with DAI 300.00.56 Notary Services to PIOC's.
- 3. Do not sign documents prior to your appointment with the Notary.

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

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

<b>REG</b>	Regular Account	<b>REL</b>	Release Fund
<b>RS</b>	Release Savings	<b>SAV</b>	Savings
<b>BON</b>	Bonds	<b>WR</b>	Work Release
<b>WRS</b>	Work Release Savings		

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

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

**TRANSFERRING BETWEEN ACCOUNTS:**

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

- 1. Transfer from REG to REL
- 2. Transfer from REG to SAV

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

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

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

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

**CHILD SUPPORT:**

If you are approved for work release, you must complete a DOC-371 Offender's Statement of Financial Obligations form to verify you understand your obligations. If deductions are currently being withheld from your account by WCCS, those deductions will be taken per the court orders by WCCS until a termination order is received in the WCCS Business Office. It is your responsibility to contact the Child Support Agency to have them issue a termination order for the WCCS deduction. Please have them fax it to the WCCS Business Office at (608) 240-3334. Make sure they have your name and DOC # listed on the order.

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

To complete or submit a disbursement request:

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

Authorization/Approval:

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

Processing Your Request:

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

Types of Requests:

1. Support Requests: Up to \$25 may be mailed to one close family member once per month. Make the request payable to the family and include an addressed, stamped envelope. "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the PIOC's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings.



2. The Superintendent must approve a request to send more than \$25 to a close family member. Provide an explanation for the increased amount along with the disbursement request. If approved, the Superintendent may require you to match the amount of money approved to pay off a court ordered financial obligation.
3. Copies: The cost for copies is \$0.15 per page. Submit a disbursement request to designated center staff. Indicate the number of copies requested and attach the documents to be copied to the request. Staff will calculate the amount once the copies have been made. An envelope is not needed.
4. Photos: The cost for photographs is \$3.00 per photograph. Make the request payable to the Photo Project.
5. For any other type of disbursement request, ask center staff for assistance in completing the form.

### **MONEY TRANSACTIONS:**

Effective 2/1/2018 money orders or checks must be sent to Access Corrections:

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

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

Or thru [AccessCorrections.com](http://AccessCorrections.com) or 1-866-345-1884 or Cash Walk-In sites, to find locations, [CashPayToday.com](http://CashPayToday.com)

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

The WCCS Business Office or Facilities Will No Longer Accept Money Orders, Western Union, or Cashier Checks Starting February 1, 2018

In the event that a money order is received at the Center. You will need to provide a postage-paid envelope and the money order will be sent to the original sender in the envelope you provide. Center staff does not forward money orders.

### **MONTHLY TRANSFER OF FUNDS FOR CANTEEN PURPOSES:**

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

### **PAYROLL:**

Institution payroll is processed BI-WEEKLY. After payroll has been processed and you receive your biweekly Trust Account Statement, verify that your payroll is correct. If you find any discrepancies, write to the Office Support Staff stating what the discrepancy is. The information will be verified and corrected if needed.

**RELEASE INFORMATION:**

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

The WCCS Business Office will hold up to \$75.00 from your funds available at your release to cover purchases not yet received. A final closeout of the trust account will be completed once all transactions have been posted to your account. This may take up to 6 weeks if you were on work release.

**PIOC PHOTO SERVICE**

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

PIOCs may have digital photographs taken during visits or Saturdays after visiting hours in the visiting room, or areas of the facility if determined appropriate by the Superintendent.

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

**Photo Guidelines:**

1. PIOC must have adequate funds in your regular account to request to purchase photos.
2. A DOC-184 form, made payable to Flambeau Correctional Center Photo Project, must be completed and turned into control by 4:00 PM on Saturday, and then approved by staff prior to obtaining photos.
3. The cost of each photo is \$3.00.
4. Visitors may not pay for photos.
5. Only the center's digital camera will be used.
6. Only you and your approved visitors for that day may be in the picture.
7. No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
8. Only those photos displaying authorized and acceptable images will be allowed.
9. PIOC may stand, sit or kneel for photos.
10. Nothing, including sunglasses, may be worn or hung from any part of the body or clothing during photos.
11. Nothing may be held in the hands, under the arm, etc.
12. The PIOC having the photo taken may view the photo image and request one retake if the photo image is not acceptable. The PIOC photographer will delete the rejected photo prior to printing the acceptable photo.
13. All photographs will be reviewed by staff to make sure they meet these guidelines.
14. Any photo suspected of being related to a Security Threat Group will be forwarded to the center's Security Threat Group Specialist for review and disposition.
15. You may give approved photos to your visitor(s) or take them back to your room.

**KIOSKS**

1. Kiosk use is accordance with DAI Policy #309.04.01- PIOC Mail.
2. Kiosks are available when dayroom / common areas are open.

## LAUNDRY

### **PERSONAL LAUNDRY:**

1. The personal laundry machines are to be used for the laundering of PIOC personal clothing only.
2. State issued laundry is not allowed to be laundered in the designated personal laundry machines.
3. PIOC dropping off your personal clothes in your laundry bag must have your name and number on the bag.
4. PIOC shall provide their own laundry soap and fabric softener sheets.
5. Laundry worker will inventory your clothes and sign receipt when turning you clothes in for washing.
6. Only one person's clothes per bag.
7. Personal laundry shall be turned in no later than 9:00 AM. Clothing turned in late will not be returned until the following day.
8. Clean laundry will only be returned from 6:10 PM – 6:30 PM. Do not knock on the door or loiter at the door.
9. FCC is not responsible for missing or damaged items that are turned in to be laundered.
10. No Personal laundry will be completed on Saturday.

### **INSTITUTION LAUNDRY:**

1. The institution laundry is used for laundering and distribution of State-issued clothing and linens only.
2. PIOC's are not allowed to use the institution laundry for personal use.
3. PIOC are not allowed in the institution laundry room unless a staff member gives you permission.
4. You are responsible for all clothing issued to you.
5. State issued clothing that you want laundered shall be turned in no later than 9:00 AM. Clothing turned in late will not be returned until the following day.
6. You are responsible for the clothing that you received and any missing or damaged clothing will be charged at the rate of replacement.
7. Any request for clothing size changes or replacement for worn out clothing will be done by interview requests DOC-761 only and sent to the Laundry Sergeant.
8. All knots must be removed prior to turning in your sheets. Sheets and pillow Cases can be exchanged before 9:00 AM or from 6:10 PM – 6:30 PM. You are allowed 2 sheets and one pillow case.
9. Blanket and bedspread can be exchanged before 9:00 AM or from 6:10 PM – 6:30 PM. You are allowed 2 blankets and one bed spread.
10. Laundry pick up hours, every day from 6:15 PM – 6:30 PM.
11. Winter clothing issued in October and must be turned in by May 1.

## LIBRARY

PIOC have access to an electronic law library. Please review applicable policies regarding the use of USB flash drives and storing legal documents (300.00.15 Development and Use of PIOC Portfolio, 300.00.67 Digital Formatted Legal Materials, and 309.15.01 Institution Law Library).

DAI policy 300.00.15 allows PIOC to obtain one USB flash drive to store electronic file copies created during your participation in the pre-release curriculum. The policy does not allow PIOC to store any personal documents or legal documents on your flash drive. DAI policy 300.00.15 permits PIOC to have digital legal materials, but the legal materials must be received and stored on read-only CD's or DVD's. The use of USB flash drives for legal materials is prohibited.

Library materials will be accessible to all PIOC's in accordance with DAI and center guidelines. Use of the library is available to PIOC's when the center is open from 8:00 AM to 9:00 PM. No food or drinks allowed. A total of 3 items may be checked out at one time. Items may be checked out for a period of 2 weeks. When returning items do not leave items outside the door or slide items under the door. Loss of, damage to, or failure to return items may result in disciplinary action, including restitution and/or suspension of library privileges. No game playing, hobby, loud talking or being disruptive. Magazines are not allowed to leave the library

## LIMITED ENGLISH PROFICIENCY

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

You may request LEP services using one of the following methods (regardless of primary language and/or skills):

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

## MAIL REGULATIONS

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

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

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

### **INCOMING MAIL:**

1. To avoid delays in the delivery and processing of incoming mail, all correspondence you receive should include your complete incarcerated name and DOC # as part of your address. Inform those who write you to include this information when addressing any correspondence to you.
2. Mail will be delivered at 3:45 p.m.
3. If incoming mail is denied, both the sender and the receiver will be notified.
4. If you transfer to another institution, mail received at the center will be forwarded to you.

5. Prior to your release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of your new address.
6. If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.
7. Legal mail is subject to staff inspection in your presence.

**OUTGOING MAIL:**

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

**PIOC-TO-PIOC MAIL:**

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

**PARCELS:**

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

**MEALS AND DINING ROOM REGULATIONS**

**MEAL TIMES:**

Breakfast	6:30 AM
Lunch	11:30 AM
Dinner	4:30 PM

### **MEAL REGULATIONS:**

1. Do not loiter when lining up for meals.
2. Remain in room with the door closed and wait for your dorm to be called for meal.
3. You are not permitted to give away or trade food items while in the serving line. If you choose to exchange food items, you may do so only at the table at which you are seated.
4. Once seated at a table, you cannot move to another table or switch seats.
5. If you have a complaint, report it to the Sergeant on duty. Do not direct complaints to the PIOC food service workers.
6. When finished eating, push in your chair, place your tray in the dish room access window, put your utensils in the bucket provided, and leave the dining room.
7. Nothing is to be taken from the dining area back to your room, except one piece of fruit when it is on the menu (must be eaten the same day).
8. No personal cups or containers are permitted in the dining room.
9. PIOC are not allowed to enter the dining area at any time between meals without permission from staff.
10. No food is provided between meals.

### **RELIGIOUS DIETS:**

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

### **MEDICAL DIETS:**

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

### **EARLY MEAL TIMES:**

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

### **SAVED TRAYS:**

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

### **BAG LUNCHES:**

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

## **PERSONAL HYGIENE AND HAIRDRESSING**

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

### **CENTER BARBER:**

1. Haircuts are scheduled through a submitted interview request.
2. Staff will process and notify you of your scheduled time.
3. Missed appointments that are not approved by staff will result in loss of redeemed incentive points.

### **BASIC HYGIENE:**

If you do not have hygiene items and you do not have sufficient funds in your account, you may obtain hygiene items from the Sergeant. Hygiene items are available every Sunday at 10:00 AM

A basic hygiene kit includes:

- Toothbrush
- Toothpaste
- Soap

**SHOWER PERIODS:**

1. You must shower at least twice per week, unless medically excused.
2. Showering is not permitted during meals or count times. Showers are open each day at 7:00 AM and close for the evening at 10:00 PM daily. Use of the showers will not interfere with custodial duties.
3. Staff may direct you to shower any time it is determined you are creating a health hazard or are offensive to others.

**HAIR RESTRICTIONS:**

1. No Security Threat Group related haircuts.
2. No sculpting designs, lines, numbers, letters, or symbols.
3. No dying or bleaching.
4. No hair extensions.
5. Shaving of the head must be the total head.
6. Length of hair must be blended from one area to another.
7. Mohawks, punk or new trend street styles are not allowed.
8. Tufts or tails are not permitted.
9. Braiding of your hair must be from front to back.
10. If you arrive at the center with an unauthorized haircut, you will be required to cut your hair to conform to an allowable haircut.
11. The Superintendent or the Captain will determine the appropriateness of questionable haircuts.

**PIOC-TO-PIOC HAIR CARE:**

1. You must have staff permission to do another PIOC's hair.
2. Hair care activities will only be allowed at the basement table and on weekends only.

**PRISON RAPE ELIMINATION ACT (PREA)**

**You have the right to be safe from sexual abuse, sexual harassment and report-related retaliation.**

The Wisconsin Department of Corrections (DOC) values safety – that includes keeping you safe from others while you are serving your sentence.

The DOC has **zero tolerance** for sexual abuse and sexual harassment within its facilities.

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

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

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

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

To report any of the above activities, PIOC's may notify any staff person in person or in writing; dial 777 (internal reporting hotline); dial 888 or 999 (external reporting hotline); submit a grievance; tell a family member, friend or support person (they may report on your behalf); call local law enforcement. An PIOC pin number is not needed when dialing 777, 888 or 999.

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

## **PROPERTY**

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

### **PROPERTY REGULATIONS:**

1. All personal property must be recorded on your property inventory form prior to possession.
2. You may not exchange, trade, sell, loan, or give away any article of your personal property.
3. All embossed envelopes coming in from canteen/vendors must have your number stamped on the back of the envelope.
4. Alteration of State-owned or personal property is not permitted.
5. All property items must be purchased and received directly from a DOC-approved vendor.
6. You may not purchase property via disbursement and have it sent to another location.
7. In the event you are transferred from the center to another institution, your personal property must be in compliance with the receiving institution's property regulations. Disallowed items may be mailed out at your expense or be destroyed upon your request. Only allowed property items will be transferred to the receiving institution.
8. A disposal fee of \$15.00 will be assessed to cover recycling costs associated to disposing of electronic items.
9. The Sergeants will process all packages received from the U.S. Mail and UPS.
10. The Sergeants will contact you when your property is ready for pick-up.
11. Electronics (Radios, Televisions, ETC...) shall not be used outside your room.

### **ITEMS RECEIVED THAT ARE NOT APPROVED:**

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

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

1. The Property Sergeant controls all records of personal property.



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

**MONETARY SPENDING LIMITS:**

1. The cost of all individual or combination electronic items may not exceed \$350 in value.
2. The cost of prescription eyeglass frames shall not exceed \$125.00.
3. The cost of all other individual items may not exceed \$75 in value.

**RECREATION**

**INSIDE RECREATION:** ALL AREAS CLOSE AT 11:00 PM.

**WIEGHT AREA / COURTS / MICROWAVE AREA / TV ROOM / LIBRARY:**

1. The lights must remain on in the room at all times when occupied.
2. Sleeping is not allowed.
3. The gym is open 7:15 AM to 4:00 PM with the use of incentive points Monday through Friday. The gym will be open from 5:15 PM to 11:00 PM nightly.
4. No boots are allowed on the basketball and handball court.
5. No dunking, hanging on rim, or kicking balls allowed.
6. You are not allowed to put your feet on furniture or walls.
7. Eating or drinking is not allowed, with the exception of drinks being allowed at the tables in the gym.
8. You are not permitted to sit or lie on tables, place feet on furniture or walls.
9. You may use the equipment, subject to any medical restrictions you may have.
10. Noise level in the TV room, Microwave Area, and Library shall be at a low level to not disturb other PIOC's or staff.
11. The microwave is to be used for heating pre-cooked foods or popcorn.
12. The microwave is not to be used for baking items such as brownies, cakes, and other items like this. It is not to be used for making candies like suckers, caramels, toffees and other items like this. After heating in the microwave food must be taken back to your room to eat.
13. Only bowls, cups, and original food in their packages are allowed to be used in microwave. No cardboard, foot basins, used bags, plastic, and other items like this. You are responsible for cleaning the area when you are done cooking.
14. All provided equipment will be used in the manner in which they were intended/designed.

**OUTDOOR RECREATION:**

**CLOTHING:**

You must wear the proper attire while participating in outdoor recreation. You must wear a shirt or tank top shirt, and pants or shorts. Being shirtless is not permitted. Sunbathing is not permitted.

**RULES:**

1. Outside recreation will be permitted only when weather allows and staffing levels permit.
2. When going to outside recreation print your name and number and destination outside and time out and sign your time in when returning back in the building on the sign out sheet by the door to go outside. Do not sign for other PIOC's.

3. Outside Recreation opens when high mast lights turn off and close when any of the high mast lights come on.
4. Outside recreation is restricted to certain areas of the grounds.
5. Recreation may be limited by personal medical restrictions you have.
6. When using the track, you must keep moving forward at all times; there is no loitering on the track.
7. You shall not have any contact with civilians while outside for recreation. If you are seen talking, motioning, or communicating with civilians in any manner, you will be subject to disciplinary action.
8. You must be playing basketball while on the court; there is no sitting, or loitering on the court.
9. Food items are not allowed outdoors.
10. Beverages are allowed outside.
11. Do not move rocks along the Flambeau River shoreline as it is illegal to do so.
12. Do not throw stones, sticks, or any other objects into the river.
13. Do not step over any water to get on any other rocks; you must remain on the shoreline.
14. Do not enter the water for any reason.
15. There is a recreation box which holds miscellaneous equipment such as but not limited to basketball, horseshoes, baseball equipment, etc. You are responsible to return any and all items you remove from this box when leaving recreation.

#### **HOBBY:**

1. You must register with Hobby Sergeant to participate in music or a hobby.
2. You can only be registered for two hobbies at one time.
3. Musical instruments are allowed to be used in your room between the hours of 8:00 AM and 9:00 PM, if the instrument is headphone adaptable and only with headphones. All other use or types of instruments may only be used downstairs table or outside as scheduled open times.
4. The downstairs table is available for hobby use. Only 4 at a time allowed. Must get staff permission to use this area. Available after evening meal and weekends.
5. You may bring a personal musical instrument to use at outside recreation but only the instrument, no carrying cases.
6. Please see DAI Policy 309.36.01 Leisure Time Activities for more detail.

#### **FISHING:** (Considered a Hobby)

1. FCC maintains a Wisconsin Fishing License for the PIOCs at the center to allow participation.
2. Wisconsin fishing regulations must be followed.
3. Fishing is catch and release only. All PIOCs fishing must have a plastic hook remover as part of your equipment and have it with them when fishing.
4. Bait and bait containers are to be stored at the area designated for digging worms. Your name must be on the container. Use of fish for bait is not allowed.
5. You are allowed to possess only one rod & reel and it must be engraved with your DOC number. They must be purchased new and shipped from vendor with receipt; limit is \$75.00.
6. Rods and reels are not allowed on the DOC transfer van. They would have to be disposed of before transferring, mailed out, destroyed or donated.
7. You may purchase fishing equipment with a total value of \$150.00 from your regular account for the fishing season. This does not include the cost of a fishing license.
8. You may have a tackle box that includes no more than 12 lures with treble hooks at any one time. The maximum size of the tackle box is 15" W x 15" L x 7" H.

## REENTRY

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

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

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

## RELEASE PROCEDURES

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

Prior to your release the following will occur:

1. You must provide your release plan information to your Social Worker.
2. You must sign your Rules of Supervision.
3. You will be informed of the date of your release.
4. Your account will be closed about 14 days prior to your program completion date.
5. You must order canteen or release clothing before your account is closed.
6. Release clothing may only be purchased from a DOC-approved vendor within 30 days prior to your release.
7. If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on the morning of your release. This must be approved by the Superintendent or Captain.
8. If you are taking a bus home, you are only allowed to bring one box with you on the bus.
9. You must mail out your remaining property before your account is closed.
  - a. Sergeants will help you pack and mail your property.
  - b. Sergeants will help you pack your remaining property before your release.
10. Your picture will be taken before you are released.
11. You will be asked to provide a forwarding address.
12. On the day of your release, you will be given your release check if one is available, otherwise you can expect funds through your agent (if on Extended Supervision) or it will be sent directly to the address the Business Office has on file. You will also be given your personal property (ID, driver's license, birth certificate), if you have any.
13. Releases will not occur prior to 8:00 AM the day of release.
14. You will be given a ride to the bus on the day of release (if needed).

## **RELIGIOUS PROGRAMMING**

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

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

Church Services 9:00 AM Sundays, Church Singing Group 7:00 PM First Sunday of the Month, Jehovah Witness 6:30 PM Tuesdays, Bible Study 7:30 PM Tuesdays and 7:00 PM Thursdays.

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

## **SECURITY MONITORING**

### **SURVEILLANCE OF PIOC ACTIVITIES:**

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

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

### **SEARCHES:**

1. Strip Searches
  - a. A full strip search of your person can be conducted at any time, either randomly or for cause in accordance with DAI Policy 306.17.02.
  - b. A strip search is done for the security of the center, not to embarrass or ridicule you.
2. Pat Searches
  - a. A pat search may be conducted at any time, either randomly or for cause.
  - b. Work release / off-grounds / project crew workers will be subject to a pat search upon return to the center.
3. Room Searches
  - a. A room search may be conducted at any time, either randomly or for cause.
  - b. Any contraband found will be removed from your room.
4. You will receive written notification of any confiscated items.

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

1. Urine and breath tests will be conducted at any time, on a random or for-cause basis in accordance with DAI Policy 306.17.01.
2. If you are unable to submit a urine sample, you will be provided a set amount of water and a limited amount of time to produce a urine sample. You will be required to wait in a designated area during this time.
3. You may request a confirmation test if UA results are positive.

## SECURITY THREAT GROUPS

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

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

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

## SMOKING / USE OF TOBACCO PRODUCTS

All WCCS centers are smoke-free and tobacco-free facilities and recognize tobacco products and smoking materials, in any form, as contraband. The possession and/or use of tobacco products and smoking materials are not allowed while on center grounds or at any off-grounds activities in accordance with the DOC 303 guidelines.

## TELEPHONE PROCEDURES

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

A Social Worker may authorize special or emergency calls. A flat fee of \$5 per call will be charged to you for a call & a flat fee of \$10.00 for international calls, based on the specific circumstances.

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

1. All telephone calls, except approved properly placed attorney calls, may be monitored and/or recorded.
2. All calls are collect in nature, charged to the party you contact.
3. ICSolutions administers the pre-paid accounts for family and friends for the telephone service provider.

### **Funding Your Calling Account**

You may request to add funds to your calling account with ICSolutions after you are enrolled. Funds will be available to you after the business office processes your request. The phone system allows you to have one open funding request at a time. Requests to add more funds than are available in your WICS account, will be reduced to the nearest whole dollar amount. The phone system will provide you with your current balance.

### **To add funds you will:**

1. Press 5 for Commissary and Debit Time Purchases
2. Enter your PIN (PIOC number + 4 digit passcode you chose during enrollment) followed by the # sign
3. Press 2 to purchase debit calling time in whole dollar amounts.
4. Enter the amount in whole dollars followed by the # sign.
5. The system will repeat what you entered, Press 1 to confirm or 2 to re-enter.

### **Family and Friends Account Funding**

1. Family and friends can establish a pre-paid account that allows them to accept calls.

2. That can be done online at <https://ICSolutions.com> or over the phone at 1-888-506-8407 or with a cashier's check or money order through the mail at:

CenturyLink / ICSolutions  
Attn: Customer Service  
2200 Danbury Street  
San Antonio, TX 78217

### **ICSolution Refunds**

Refunds will only be processed by the vendor upon release. You will be provided the vendor's contact information and you should expect 2-3 weeks for processing. You will deal directly with ICSolutions.

### **RESTRICTIONS:**

1. You are not allowed to make three-way telephone calls.
2. You are not allowed to make calls during mealtimes or when the center is closed.
3. You are not allowed to make harassing or nuisance calls.
4. You are not allowed to have a calling card or to have calling card numbers in your possession.
5. Call length is limited to 20 minutes each.
6. After a completed call you will have to wait 20 minutes to place another call.
7. You are not allowed to use other PIOC's phone account to complete phone calls.

### **MESSAGES:**

Telephone messages will be taken for family related emergencies.

### **ATTORNEY TELEPHONE CALLS:**

Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded.

All attorney calls not placed through the collect call system must be coordinated through your Social Worker.

### **TELEPHONE PROBLEMS:**

If your friend or family member is experiencing problems receiving phone calls from you, please have them contact ICSolutions online at <https://ICSolutions.com> or over the phone at 1-888-506-8407.

## **VISITATION**

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

PIOC must provide their friends and family the unique party ID listed next to the visitor's name on the visiting list, in order for an ICSolutions account to be created for visits.

Questions or difficulties registering an account should be directed to customer service on the ICSolutions website. If a visitor is unable to schedule a visit after the account is registered, please send an email identifying the account has been established but is unable to schedule a visit to:

[DOCDIAIElectronicVisitSupport@wisconsin.gov](mailto:DOCDIAIElectronicVisitSupport@wisconsin.gov). FCC staff cannot help with Party ID questions.

Family and friends may begin registering at [www.icsolutions.com](http://www.icsolutions.com) once they are provided their party ID by the PIOC. A visitor should only have one party ID, even if visiting multiple PIOC.

The information registered on the ICSolutions account **must match** the information exactly as submitted on the approved WI DOC visitor application.

Visitor must schedule in-person and video visits at least 24 hours in advance and no more than seven (7) days in advance.

**IN-PERSON VISITS:**

1. Each person is eligible to have two (2) in person visits each week. A week is defined as Monday through Sunday. Each person will be scheduled for a maximum of three (3) hours in length. Visitors may arrive anytime during the 3-hour block. However, the visit will not extend past the scheduled end time.
2. Each visit is limited to four (4) visitors.
3. In-Person Visiting Hours:
  - a. Monday & Friday – 6:15 PM to 9:00 PM
  - b. Saturday, Sunday & Holidays – 8:00 AM to 11:00 AM / 1:00 PM to 4:00 PM

**SPECIFIC GUIDELINES FOR IN-PERSON VISITS:**

1. All visitors must be appropriately dressed.
2. Brief hugs are allowed at the beginning and end of visit.
3. Hand holding and sitting on laps is not allowed.
4. Children and infants must remain in the visitors control at all times. They shall remain seated at the assigned table at all times. Please prepare children for these restrictions before arrival.
5. All chairs and tables will be sanitized between visits.
6. Food items are **NOT** allowed to be brought in.
7. There is a soda machine available onsite and \$15.00 in coins and/or one-dollar bills will be allowed to be brought in for this purchase. Staff do not have a means of making change.
8. Due to scheduling limitations, visits will not be rescheduled due to tardiness.
9. In addition to these rules, general visiting rules will be enforced.

**OUTSIDE VISITS:**

1. Outside visiting is available from Memorial Day to Labor Day weather permitting.
2. Outside visits are conducted on weekends and holidays.
3. You and your visitor must sit on the picnic benches provided in the outside visiting area.
  - a. Do not straddle the benches.
  - b. Do not sit on top of the tables.
  - c. Do not move the tables.

**VIDEO VISITS:**

1. Calls are available for the cost of \$2.50 per visit, up to 12 visits per month for a total of 16 calls per month. Video visits are limited to 2 per day.
2. Each visitor on the call must have an ICS account and be listed on the visit reservation. Each visitor will be required to show ID at the beginning of the call and anytime during the call when asked by staff.
3. Virtual visit time slots will be approximately 25-26 minutes in length.
4. **VIDEO VISITING HOURS:** When the center is open the video, visits are available for use.
  - a. 7:15 AM to 11:25 AM
  - b. 12:20 PM to 4:00 PM
  - c. 5:15 PM to 9:00 PM
  - d. 9:30 PM to 11:00 PM

### **PROHIBITED CONDUCT:**

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times.
2. PIOC are responsible to inform their visitors of all the rules governing their visit. Any violations will result in the termination of the visit and is subject to suspension of visits by the Security Director.
3. Conversation during visits will be held to a normal tone of voice to not disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
4. Only those scheduled to attend the visit are permitted to be on the video screen.
5. Visitors are not permitted to record the visit.
6. Visitor attire cannot have any of the following:
  - a. Exposed undergarments.
  - b. Clothing with revealing holes, tears, or slits.
  - c. Clothing or accessories with obscene or profane writing, images or pictures.
  - d. Gang-related clothing, headwear, shoes, logos, or insignias
  - e. Transparent/translucent (see-through) clothing.
7. Video visiting will be terminated immediately if there is any suspicion of illegal activities or any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy - 309.06.01. This includes but is not limited to the following:
  - a. Sexual acts or nudity
  - b. Drug and alcohol use during the visit
  - c. Showing of objects identified as a threat (firearms, weapons, knives, etc.)
  - d. Inappropriate language
  - e. Inappropriate location of visitor (bar, night club, etc.)
  - f. Operating a vehicle during the scheduled visit.

### **HOLIDAY VISITS:**

1. All PIOC will be allowed visitors on recognized holidays.
2. WCCS recognizes the following holidays for visiting purposes:
  - New Year's Day                      January 1<sup>st</sup>
  - Martin Luther King Day        Third Monday in January
  - Memorial Day                      Last Monday in May
  - Independence Day                July 4<sup>th</sup>
  - Labor Day                            First Monday in September
  - Thanksgiving Day                Fourth Thursday in November
  - Christmas Eve                      December 24<sup>th</sup>
  - Christmas Day                      December 25<sup>th</sup>
  - New Year's Eve                      December 31<sup>st</sup>

### **SPECIAL VISIT:**

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

### **DIRECTIONS TO THE CENTER:**

From Hawkins WI, take County Rd M north for approximately 10 miles. The center is located on the left side of the road immediately after crossing the Flambeau River bridge.

**Reminder: If the center has an outbreak of COVID-19; in-person visits may be temporarily suspended.**



### **SPECIAL VISITS:**

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

### **VOLUNTARY PROGRAMS**

1. Only center-approved volunteers may facilitate groups, meetings or services.
2. Participation in religious and therapeutic activities is voluntary.
3. Off-ground requests must be directed to the Captain or Superintendent.

### **WORK RELEASE**

The primary goal of the Wisconsin Correctional Center System is to prepare you for release to the community. The objective for centers with work release is to help you obtain employment that will allow you to develop and demonstrate good work habits, pay your obligations, and save money for release. A monitoring period is required prior to obtaining approval for work release as well as any other requirements according to DAI 324.00.01 Work and Study Release policy. This allows us to monitor your work habits and make an evaluation when placing you on work release. Remember, work release is a privilege. Amongst other criteria, the center staff evaluate your risk for placement in the community by considering the following: your offense history, risk assessment, conduct history, length of sentence, and victim concerns. Other factors, such as the local job market, your individual work skills, and your willingness to work, also play a vital role in your placement on work release.

### **WORK RELEASE AGREEMENT:**

To participate in work release the work release coordinator will require you to sign the following:

1. A DOC-372 Work Release Agreement form to indicate your agreement with the rules, regulations and provisions listed.
2. A DOC-371 Offender's Statement of Financial Obligations form.

### **WORK RELEASE GUIDELINES:**

1. You must have a community custody classification to be eligible for work release.
2. The Superintendent must grant final approval for participation unless your case requires Warden approval.
3. You may not terminate your employment (quit your job), without the prior approval of the Work Release Sergeant.
4. You must sign and obey all work rules of the employer.
5. Being approved for the work release program does not guarantee you a work release job.
6. To the degree possible, the Work Release Sergeant will attempt to match your skills to available jobs.
7. The Work Release Sergeant will assist you in arranging job interviews; you may not make appointments without the consent of the Work Release Sergeant.
8. Going off grounds for interviews is subject to center staff and transportation availability
9. You must sign in and out whenever leaving for or returning from work.

### **REQUIRED IDENTIFICATION FOR WORK:**

Two forms of identification are required by federal law and may include the following:

- Birth Certificate
- Driver's License
- State ID
- Social Security Card

If needed, the Social Worker will assist you in obtaining these.