

GREEN BAY CORRECTIONAL INSTITUTION



INMATE HANDBOOK

Information & Rules for Inmates

Revised May 2017

“The Key Ingredient to Your Success is You”

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GREEN BAY CORRECTIONAL INSTITUTION

INTRODUCTION

Welcome to the Green Bay Correctional Institution, a maximum security, male institution. Our goals are to ensure the safety and protection of the public by operating a safe, secure and humane institution for the treatment of inmates. Administration and staff will provide a safe, secure and productive atmosphere by utilizing necessary controls, regulations and available resources.

Administrative Code/Rules of the Department of Corrections

The basic procedures of the Green Bay Correctional Institution (GBCI) that you need to know are found in this manual, referenced in this manual for your information, located or posted in specific housing units, and posted in specific areas. The rules of GBCI are based upon the Administrative Rules of the Department of Corrections (DOC). Administrative Rules and Code are available to you in the institution library. The following chapters of Administrative Code are the most pertinent chapters of Code for you to learn and are your responsibility to learn as an inmate of the Wisconsin Prison System. You were provided a copy of the DOC 303 Handbook during your stay at Central Assessment and Evaluation.

SUBJECT	CHAPTER
Assessment & Evaluation, Security Classification and Sentence Computation	DOC 302
Discipline	DOC 303
Administrative Confinement	DOC 308
Resources for Inmates	DOC 309
Complaint Procedures	DOC 310
Observation Status	DOC 311
Medical, Dental, & Nursing Co-payment Charge	DOC 316

A. Following All GBCI Rules

It is your responsibility to know and follow the rules and procedures of this institution. Responsible living includes displaying positive behavior, getting along with your roommate, fellow inmates and staff. Part of being an adult is learning to get along with others, even if that person displays different values.

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You will be held accountable for knowing the rules and procedures that are contained in this manual, rules that are posted or displayed on Channel 8 – inmate informational station, or other rules given to you in memos, notices, etc. If you have any doubts as to the appropriateness of an intended action or behavior on your part, **ask first**, find out what you may or may not do, and avoid conduct reports. We urge you to take the time to carefully read the contents of this handbook.

B. Following Instruction/Orders from Staff—DOC 303.28

Orders may be verbal or written. Regardless of where you are, be certain that you obey any orders given to you by an officer or staff member, even though it may differ from orders previously given. Follow the last order given to you at all times and do not argue about it. If you feel the order is not appropriate, you may write a letter to the Warden, Deputy Warden, Security Director, or Management Services Director with your concerns. Such letters may be sealed.

C. Sexual Abuse/Assault Prevention and Intervention – DOC 303.14, 303.15, 303.16, 303.17, & 303.30

The Prison Rape Elimination Act (PREA) of 2003 was enacted by Congress to address the problem of sexual abuse by persons in the custody of U.S. correctional agencies. PREA addresses all types of sexual assault in prisons, but its main focus is to eliminate inmate-on-inmate sexual assaults. All correctional agencies in the nation, including Wisconsin, must follow the provisions of PREA.

The Wisconsin Department of Corrections does not tolerate any type of sexual misconduct involving inmates or staff. Wisconsin DOC Administrative Code prohibits sexual intercourse, contact or conduct between inmates. Violations will result in disciplinary sanctions as outlined in DOC 303. Inmate-on-inmate assault will also be prosecuted according to applicable provisions of Wisconsin State Statutes. Sexual assault between staff and inmates violates DOC policy as well as Wisconsin State Statutes. Violators are subject to Departmental discipline as well as prosecution punishable by prison sentence and fines.

It is important to report an incident of sexual misconduct in a timely manner. You should inform a staff member if you have been sexually assaulted, threatened or are being solicited for sexual activity, or you may file an inmate complaint. Additionally, a PREA hotline has been set up for inmates for reporting instances of sexual assault. Inmates can access the hotline by dialing #777 to report to the DOC Investigations Team or #888 to reach an agency outside of the DOC. The number is posted near all telephone locations. DOC staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials. All allegations of sexual assault will be treated seriously. Any statement by an inmate, staff member or others alleging sexual contact/assault shall be reported to the Warden. An internal investigation of the assault will proceed whether or not a law enforcement investigation takes place. Violations of Administrative Code may result in disciplinary action.

All inmates have been issued a booklet entitled “Sexual Abuse/Assault – Prevention and Intervention.” All inmates are required to retain this booklet.

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D. Emergencies

There may be times when a situation may require the evacuation of an institution area or modification of normal institution operations. Emergencies may consist of weather or environmental conditions, fire, security emergencies, etc. GBCI will take appropriate action to ensure the safety and security of the institution, staff, inmates and visitors. At such times, staff will issue instructions and may direct inmate evacuations from areas. You are expected to proceed without delay in obeying staff directives in such situations. At times, drills may be conducted in preparing for potential emergency conditions. During drill-type situations, inmates are expected to conduct themselves in the same manner as in a real emergency.

E. Limited English Proficiency Policy Notice

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

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

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

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

CHAPTER 1. CLASSIFICATION, PROGRAM REVIEW, ASSIGNMENT & SENTENCE COMPUTATION

A. Classification - DOC 302

1. Classification provides the DOC with a process for determining custody classification, program or treatment assignment, and transfer decisions concerning offenders. The DOC uses classification to regulate the supervision and movement of inmates among institutions and between institutions and community programs.

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2. The Assessment and Evaluation session (testing, etc., done before you are assigned to an institution) provides the DOC with a process for reviewing individual offenders as follows:
 - a. Assessing the risk, criminal and social background of an inmate
 - b. Reviewing sentence structure
 - c. Listing academic and vocational requirements
 - d. Conducting certain kinds of evaluations
 - e. Determining custody classification
 - f. Assessing the motivation of an offender
 - g. Coordinating a plan for custody classification
 - h. Recommending programs for an offender on arrival to the DOC.

B. Program Review - DOC 302, DAI Policy Chapter 302

Program Review provides the DOC with an ongoing process for review of the academic, vocational, medical, psychological, social, offense-related, and other treatment needs of an inmate. The GBCI Program Review Committee (PRC) consists of the Offender Classification Specialist, and one or more of the following: a Security Supervisor, an Education representative, and a Social Services representative. This committee is charged with the responsibility to review the security classification and assignment of inmates to an institution. These regularly scheduled interviews (reviews) are conducted at a time designated by the Program Review Committee, not to exceed 12 months from the prior PRC. An earlier PRC may occur prior to this date if there is a significant change affecting custody, program or treatment assignments, or institution placement as determined by the classification specialist. It may also be initiated per a request by the Security Director or Warden or via an inmate request for an early PRC made to their assigned Social Worker, who shall deliver the request to the PRC.

C. Program Assignment

1. The Program Review Committee will review program assignments as part of the normal review process. You can discuss questions concerning programs with your social worker.
2. A Program Review orientation will be provided to all new inmates by the Offender Classification Specialist or designee.

D. Record Office

The Record Office is located in the Treatment Center. Upon admission, personnel in the Record Office will review your commitment papers and check your mandatory release or extended

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supervision release date, parole eligibility and discharge dates. The Record Office provides the following services:

1. Accepts and attempts to answer questions concerning commitment, jail credits, warrants, detainers, mandatory release (MR), extended supervision, parole eligibility and discharge dates
2. Processes requests for prompt disposition of warrants and detainers
3. Responds to requests for copies of documents from the legal and social service files. All requests for copies must be accompanied by a completed Disbursement Request form (DOC-184), for payment
4. Assists in review of inmate social service and legal files. Inmates may request a review of their social service and legal file once every six months. For all other file reviews, please contact the specific department pertaining to that file
5. Processes inmate visit applications, completes changes and updates visit lists
6. Processes Verification of Time Served (VTS) forms for TIS sentence adjustments (per procedure)
7. Processes requests to have conduct reports reviewed for modification by Warden
8. Recomputes sentence structures upon receipt for modification from Warden
9. Recomputes release dates due to also sentences, jail credits, or extensions for program segregation time
10. Ensures proper release when all prison time has been served

CHAPTER 2. ASSIGNMENTS: WORK, SCHOOL & EDUCATION PROGRAMS

A. Criteria for Assignment

1. Program consideration: Unless otherwise specified by the rules of the department or by state or federal law, inmates may be considered for school assignments, vocational programs or treatment assignments within the Wisconsin Correctional System, if all of the following conditions are met:
 - a. The inmate has a program or treatment need that the program being considered would meet
 - b. There is space available in the program

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- c. The inmate attains the custody classification needed for transfer to the site where the program is available
 - d. The inmate meets program or treatment prerequisites.
2. Your program assignment supervisor or teacher will make periodic reports on your performance, attitude and general work habits. These reports are important in determining your readiness for parole, transfer, and your ability to assume responsibility for a job or school upon release.
 3. An inmate who has been found guilty of a major violation and received a disposition of disciplinary separation may be eligible for work or vocational education assignment after three months of monitoring in general population status from the date of release. This includes inmates that have transferred from another institution.

B. Work Assignments Available to Inmates

1. After arriving at GBCI, all inmates will be scheduled to attend an institution orientation. Following the completion of the orientation, inmates will be scheduled to attend and actively participate in required assessment and evaluation sessions during which data will be gathered through tests (TABE, etc.) and interviews. The results will be used to determine your work, education, and treatment assignments while here at GBCI. Housing Unit placement will also take place. Inmates that are eligible but not placed in an educational, work, or treatment assignment will be placed in Involuntary Unassigned status and be utilized based on institution needs. Inmates that refuse to attend and actively participate in orientation or assessment and evaluation sessions will be placed in Voluntary Unassigned status for ninety days.
2. The following list consists of areas within the institution where inmates can apply for a work assignment. This list is not all inclusive and may change based on institution needs.

Food Service	Health Services Unit
Library Clerks	Maintenance and Engineering
Janitors	Sewers
General Office Clerks	Paint Crew
Institution Yard	Classroom Tutors
Store/Canteen	Bathroom
Recreation Aides	

3. Badger State Industries
 - a. This institution also has opportunities for inmates to work in Badger State Industries which is separate from institution work assignments. In order to work

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at BSI, you must complete an application, receive a job offer, and then receive approval from institution Security.

- b. You must possess one of the following basic requirements for you to be considered for a BSI job: (1) an HSED or High School Diploma; or (2) a waiver of the above requirements if you have a verified learning disability. To verify your qualifications before applying, contact the Education Office.
 - c. To obtain an application for a BSI job, contact the BSI Textile Shop.
4. For complete information pertaining to procedures for inmate work and school assignments, see DAI policies & GBCI procedures in DAI 309.00.01 Inmate Work Placement and DAI 309.55.01 Inmate Compensation Plan which are available in the institution library.

C. Education Programs/School Placement

A major focus of GBCI has always been education. Having your HSED, GED and/or furthering your education can lead to an increase in pay, as well as career advancement. Inmates who have an identified education need are required to attend school. It is GBCI's expectation that all inmates will participate in educational programs until the needs are met, as determined by education staff's evaluation/review. For additional information, please refer to DAI policy and GBCI procedure in DAI 309.00.01.

Upon completion of institution orientation, required assessment and evaluation sessions, and housing unit placement, all inmates will become eligible for school placement. Inmates who are determined to be eligible, but not placed in an education or work assignment, will be placed in Involuntary Unassigned status and be utilized based on institution need. Inmates who refuse their assignment will be placed in Voluntary Unassigned status for ninety days.

1. Eligibility requirements must be met before an inmate may enroll in most educational programs. Information on requirements is available from the Education Office Guidance Counselor. Send an interview/information request to the Education Office and you will be called in for an interview.
2. Basic Skill Development
 - a. Adult Basic Education is for all students working toward achieving a High School Equivalency Diploma (HSED) and enrolled in pre-vocational and pre-college curricula.
 - b. Title 1 Programs are available for those students under age 21 who are below grade level.
 - c. For those students who possess a High School Diploma or HSED and still have lower Math or Reading scores, review or refresher classes can be scheduled, as

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space permits, to allow you to raise your scores so you can enroll in a post-secondary program. One refresher class per inmate.

3. Vocational Skill Development

- a. You may enroll in one of four available vocational programs. Enrollment is based on your attainment of required academic skills and a PRC determination of a need for vocational school. You will be required to remain in Academic Classes until you attain your High School Diploma and/or the required academic skills.
- b. The Education Director can refuse placement of an inmate in a vocational program, if the inmate has been previously enrolled in a vocational program. Due to the high demand for vocational programs, you are restricted from taking more than one of the following vocational programs:

Barbering and Cosmetology Office Basics Program

Cabinet Making Masonry

4. Correspondence Courses. Enrollment in self-paced correspondence study is permitted with prior authorization. Inmates must have a verified High School Diploma or GED/HSED certificate.

- a. If you are interested in pursuing correspondence study, you are directed to review DAI Policy 300.00.26 which is available in the library.
- b. Courses permitted are divided into two groups:
 - 1) Courses for which college credit is awarded by Accredited Colleges and Universities, which are approved by the State of Wisconsin Educational Approval Board. Approval from this board must be in place before any enrollment will be considered.
 - 2) Courses such as Religious Study and Self-Improvement courses for which no college credit is awarded.
- c. You must meet with the Education Director, complete form DOC-1117 “**CORRESPONDENCE SCREENING,**” and receive authorization prior to sending for or making arrangements to participate in a correspondence course. You are responsible for funding of course tuition and fees. The Education Director will not recommend approval or authorize a course of study that creates any financial obligation to GBCI or DOC.

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- 1) Inquiries regarding all correspondence study and screening forms should be directed to the Education Director.
- 2) The Education Director or designee is responsible to approve or deny any correspondence study requests.

CHAPTER 3. INSTITUTION SERVICES & INFORMATION

A.

INMATE SERVICES		
Chapel	Health/Dental Services	Social Services
Complaint Examiner	Visiting	Correspondence
Telephone Calls	Recreation	Hobby Crafts
Canteen	Legal Services	Psychological Services
General/Reference Library	Compensation	Money Transactions
ADA	Legal Collection	Activity Groups
	PREA	Parole Planning

B. Chapel – DOC 309.61, DAI Policies 309.61.01, 309.61.02, 309.61.03

1. There are two chaplains who provide services to inmates of many different faiths. Crisis and longer-term counseling are available upon request. Pastoral visits are permitted in the visiting room during normal visiting hours in the afternoons.
2. Religious group services and study groups are conducted in the chapel regularly. Please contact the chaplains for schedules. Inmates attending religious services or study groups are expected to participate in the activity they have chosen. Inmates who choose to engage in side activities will be asked to participate in the religious service or study group and/or they will be sent back to their housing unit.
3. Marriage Request forms must be sent to your social worker for processing. The forms are available from your social worker. Please refer to DAI Policy 309.00.06.
4. Bibles and Qurans are available from the chapel or may be requested from the third shift sergeant in the Restrictive Housing Unit. Information regarding religious property allowed at GBCI may be obtained from the chaplains or by reviewing DOC 309 and the applicable DAI policies that are available in the library.
5. Angel Tree Program – provides toys for children of inmates for Christmas gifts.

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C. Health Services – DOC 316 & DAI Policy 316.00.01

The Health Services Unit (HSU) is located in the Treatment Center Building. DOC encourages inmates to exercise good health practices at all times including such things as proper hygiene, proper nutrition and getting sufficient rest and exercise. The department promotes good health and expects all inmates to take responsibility for their health.

HSU provides medical, psychiatry, dental, optometry, and radiology services. Daily nursing services are also provided. Upon admission to the institution, HSU staff review your medical and dental records to determine your current health care needs. Plans are followed in providing care for inmates with chronic medical conditions.

Medical and dental services are provided on site Monday – Friday. Routine x-rays are provided one day per week. Optometry services are provided one or two days each month. Patient beds are available in and near HSU for those in need of medical or nursing monitoring and observation. Emergency and routine health care is available and provided to all inmates, including consultations with specialists that are available through UW Hospitals and Clinics in Madison, Waupun Memorial Hospital and local providers in Green Bay.

All medical, dental and nursing appointments or services may be subject to a co-pay fee, in accordance with Wisconsin Administrative Code DOC Chapter 316, and DAI Policy 316.00.01.

1. Routine Health Care Procedures

- a. If you are ill or have questions regarding your health, you need to complete a DOC form and place it in the HSU mailbox labeled “HSU PSU Dental” which is located in the Rotunda.
- b. There are different colored forms for different types of requests:
 - Blue form (DOC-3035) for all medical/nursing/optometric/psychiatrist issues and questions
 - Yellow form (DOC-3292) for all dental related issues
 - White (DOC-3035C) for all refill requests.Placing more than one request on one slip may result in a delay in receiving the care you desire.
- c. If HSU determines your need is urgent, a pass will be issued for you to be seen the same day.
- d. If not deemed urgent, you will be scheduled for an appointment and will receive the pink copy of your request back with a response.
- e. If you have submitted a request to HSU and have not received a response back within three days, please submit another request.

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2. HSU Passes

All HSU passes must be honored. If you no longer need HSU services, that information must be communicated directly from you to a health services staff member. You are to come to HSU and sign a refusal form.

3. Emergency Health Care Procedures

If you have a medical emergency, such as illness or a severe injury, report this information to your work, school, or housing unit supervisor who will contact HSU. Medical/nursing staff determines whether your condition requires immediate treatment. If needed, Green Bay hospitals and ambulances are utilized for medical emergencies.

4. Medication Distribution and Other Health Care Topics

- a. Patients are prescribed controlled and non-controlled medications. Controlled medications are distributed four times each day at approximately the following times: 6:00 a.m., 11:00 a.m., 3:45 p.m. and in the evening. Non-controlled medications are your responsibility to take as prescribed and to request refills as needed.
- b. Medication refills are to be requested **5-7 days before** you will run out. Complete a white Medication/Medical Supply Refill Request (DOC-3035C). Write the name of the medication you need refilled on the slip.
- c. It is your responsibility to use all medications correctly, including prescription medication.

5. Sick Cell and Medical Restrictions/Special Needs

Sick Cell: a paid status at involuntary unassigned rate. Sick cell status must be established by HSU staff. HSU will determine directions regarding activities for sick cell and it will be communicated per Form DOC-3332B. Unless medical restrictions indicate otherwise, when the inmate is placed on sick cell status, they are to continue on feed cell, not attend recreation, or receive passes. They may leave their cells for showers and visits, and may attend religious services only with specific permission from the Warden/designee.

Medical Restrictions/Special Needs. If you are approved for a medical restriction or special need, a copy of the form will be sent to you.

Procedures:

- a. Inmates requesting lay-in shall report each day to their assignments to request lay-in from assignment supervisor. Housing unit staff will notify the assignment supervisor when an inmate is obviously ill or injured. Lay-in status will include room confinement until the next work or program assignment.

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- b. Assignment supervisor will determine if lay-in status is granted, monitor and track inmate requests for lay-in, and notify housing unit of inmate lay-in status.
- c. On the third consecutive day of lay-in, the assignment supervisor shall notify HSU that the inmate is to be seen. HSU shall have a face-to-face assessment with the inmate that day. HSU will determine sick cell status and notify assignment supervisor.
- d. HSU staff will notify the inmate’s housing unit of the sick cell placement. HSU will update the Sick Cell report so that designated staff can make appropriate changes to the inmate’s status relating to payroll, etc.
- e. For emergency health problems, notify your housing unit who will notify HSU. For routine health concerns and non-emergent conditions, submit a DOC-3035 (blue form).
- f. HSU will determine if the inmate’s sick cell status should be extended.

6. Dental Services

The Dental Office is located in HSU in the Treatment Center Building. Dental Services provides both routine dental care such as cleaning and fillings and emergency care. Oral surgery needs are provided by and scheduled with the DCI Dental Unit oral surgeon. Routine dental care is scheduled as time permits.

- a. If you need dental care or have questions regarding your dental care and needs, fill out a Dental Service Request (DSR) form DOC-3392 (yellow slip) and place it in the HSU PSU dental mailbox located in the Rotunda.
- b. If staff determine your need is urgent, you will be issued a pass to be seen within 24 hours. If your request is not urgent, dental staff will schedule you for an appointment. Staff will return the pink copy of your returned DSR providing you with an approximate appointment time.
- c. If you submit a DSR and do not receive a response back within three days, please submit another DSR.

7. Psychiatry Services

Psychiatric care is provided to inmates with mental health concerns, and who are prescribed psychotropic medications. Psychiatric services are provided on-site or via video conference, referred to as Tele-psychiatry.

- a. If you believe that you are having mental health issues which may warrant psychiatric services, complete a Form DOC-3035B (green slip), Psychological Services Request and place it in the PSU mailbox located in the Rotunda.

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- b. If you are a new patient or a patient who has discontinued previously prescribed psychotropic medication, you must first see a psychologist in PSU. The psychologist will determine if a referral to a psychiatrist is appropriate.
 - c. Inmates currently taking psychotropic medication are scheduled for regular follow-up appointments as determined by the psychiatrist.
 - d. If you believe you need to see the psychiatrist, prior to your scheduled follow-up appointment, submit a DOC-3035B to PSU with specific information about your concerns. This will provide PSU staff with the information required to review your needs and determine an appropriate time for a follow-up appointment.
8. Declaration to Physicians (Living Will) & Power of Attorney for Health Care-DAI Policy 500.00.01

The Wisconsin DOC supports the rights of individuals to make decisions governing their health care to the extent possible in a secure correctional facility. Inmates housed in all DAI facilities shall be given access to the forms necessary to complete a Wisconsin Declaration to Physicians and a Wisconsin Power of Attorney for Health Care, also known as Advance Directives.

Advance Directives speak for you when you are unable to speak for yourself. These documents will communicate who you authorize to make your health care decisions, if you become incapacitated as well as your desires for life-sustaining measures to be used when you are near death or in a persistent vegetative state.

Additional information on the procedures you must take to obtain and complete these forms is available by referencing DAI Policy 500.00.01 located in the institution library. After you review the policy, any questions you have or request for forms or witnesses may be submitted to HSU.

9. Special Needs/Restriction Requests: Per BHS Policy & Procedure 300:07, inmate requests for special needs and/or restrictions are referred to the GBCI Special Needs Committee for review and approval. Approval and denials are made in accordance with the policy and the appendixes which provide guidelines. Physician review is sought if needed by the Committee in their determinations. Examples of special needs/restrictions are extra pillow, low bunk, etc.
10. Co-Pay: A copayment fee will be applied for services provided to inmates in accordance with Administrative Code 316, and DAI Policy 316.00.01. These references are available to you in the library; specific guidelines can be found in the appendixes of the policy. Basically, health care services provided at the request of an inmate that result in a face-to-face assessment are subject to a co-pay fee as determined by the State of Wisconsin lawmakers. Frequently Asked Questions: Recurring or pre-existing problems are subject to co-pay. Inmates housed in the Restricted Status Housing Unit that do not earn wages

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during that placement are subject to co-pay. Chronic condition appointments set forth by HSU are not subject to co-pay.

11. Restitution: Any medical expense that is accrued due to self-inflicted injury or injury to another may call for restitution. This may be imposed through the disciplinary process under Administrative Code.

D. Psychological Services

General Information

The Psychological Services Unit (PSU) offers psychological treatment using a variety of individual and group techniques, crisis intervention and self-help materials. Inmates *are not charged co-pays* for services provided by PSU staff. Psychological testing may be administered in certain circumstances, most often on the basis of referrals from other departments. Under the direction of the PSU Supervisor, the unit monitors the mental health of inmates who have been identified as having mental health needs. PSU staff members work in conjunction with psychiatrists in the treatment of offenders in need of medication and provide referrals to psychiatrists when appropriate. The unit conducts evaluations requested by the Parole Board, PRC, etc. The unit also screens and refers inmates to PRC for review and consideration of treatment programs available at other state institutions, such as the Wisconsin Resource Center. PSU staff also conducts screening evaluations for inmates who are referred to the Wisconsin Secure Program Facility (WSPF), including the General Population unit at WSPF.

How to Contact PSU

Inmates who are experiencing a variety of emotional or psychological problems are encouraged to seek services from PSU. When writing to PSU, please use a Psychological Service Request (PSR) form, also known as a “green slip.” This form (DOC-3035B) is available from staff in your housing unit. The form contains a section for inmates to describe the type of problem they are having. Please be as specific as you can, as this helps PSU staff assign a priority to your request. After completing the form, place it in the box marked PSU located in the Rotunda. This ensures confidentiality. Inmates housed in the Restrictive Status Housing Unit, Step Unit, MU or TU Units should follow unit procedures for sending the PSR to PSU. You should also use this form when asking to review your PSU records. Please **do not** use the Interview/Information Request form (DOC-761, aka “kite”), when writing to PSU, unless no green slips are available.

Mental Health Classification Codes

As part of the Assessment and Evaluation (A&E) process at Dodge Correctional Institution, inmates participate in a mental health screening interview designed to identify past and present mental health or emotional problems. Inmates are assigned a Mental Health classification code (also known as an “MH code”) at this time. This code identifies whether the offender has a need for mental health services while incarcerated. Offenders who are identified as having a need for mental health services are assigned to a specific PSU staff member upon arrival at GBCI. This PSU staff member will be responsible for monitoring your adjustment by meeting with you on a recurring basis and providing mental health services as appropriate (including referral to the psychiatrist if needed). If you have questions about your Mental Health classification you should discuss this with your assigned clinician. If you are unsure of whom your assigned PSU staff person is, you may write to PSU using the PSR (as described above). MH codes are periodically reviewed and may be changed as determined by PSU staff. Inmates who are not identified as

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having a current mental health need (that is, their MH code is MH-0) may also request services from PSU by completing a green slip as described above.

Confidentiality

PSU staff members are professional mental health practitioners and respect the confidentiality of mental health and other information shared with them by inmates. At the same time, inmates must be aware that there are limits to the confidentiality of such information. These limits are described in form DOC-1923 “Limits of Confidentiality Regarding Information Rendered to Treatment Staff,” which is reviewed with inmates during A&E at DCI. Inmates are asked to sign the form, acknowledging their understanding of these confidentiality limits, and a copy of this form is retained in the PSU file. In general, DOC-1923 describes that certain information that presents a threat to you, the institution and/or public safety will be reported to appropriate authorities. Examples include, but are not limited to, threats to harm yourself or someone else and plans to riot or escape. Though some inmates refuse to sign this form (such refusals are noted on the form itself) the limits of confidentiality described in DOC-1923 apply to ALL inmates, even those who have refused to sign it. If you have questions about the limits of confidentiality of information you share with PSU or other staff, please contact PSU using the green slip as described above.

E. Interviews with Staff

If you want to see a staff member, complete an Interview/Information Request form (DOC-761) and put it in the appropriate mailbox located in the Rotunda that is labeled with the staff member’s department. Be sure to state what staff member you want to talk to and why you want to see that staff person. The staff member will review your request. If a meeting is required, he/she may send a pass for you during your free hours. You are expected to tell the staff member in the request what free hours you have to see the staff member.

Exceptions to this general rule apply when inmates are requesting services from HSU, PSU or Dental Services staff. When writing to HSU, PSU, or Dental, please use the appropriate forms: DOC-3035 for HSU (blue slip), DOC-3035B for PSU (green slip), and DOC-3392 for Dental (yellow slip).

F. Americans with Disabilities Act

To request consideration for accommodation under the **Americans with Disabilities Act (ADA)**, please forward your request to an ADA Coordinator on a Form DOC-761, Interview/Information Request form.

G. Social Services

Under the direction of the Program Supervisors, social workers are assigned to specific housing units. Social workers provide case management and counseling services to inmates during their incarceration to enhance social functioning, monitor program needs regarding treatment and placement, and coordinate services within the institution as well as community resources when transitioning back to the community.

Case management:

Social workers provide a variety of case management functions. Upon arrival at the institution, social workers conduct an initial case assessment as part of intake that involves a PREA screening

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tool and individual appointment with social worker to discuss available options while determining any concerns related to placement at GBCI. While housed at GBCI, social workers assist with coordinating special visits when applicable, review proposed visiting applications, address visiting list changes and/or investigations, provide emergency phone calls usually for a death of an immediate family member or hospitalization, review money transmittal requests under \$25.00, discuss/conduct the marriage planning process, complete parole planning documentation, recommend custody level and institution placement for Classification (PRC), completing COMPAS assessments that determine risk and needs, developing/updating case plans related to identified criminogenic needs in COMPAS, and language interpretation services for bi-lingual or deaf inmates.

Counseling:

Social workers provide counseling and support in the areas of adjustment issues, family and marital problems, crisis counseling, grief counseling, social and living skills, and diversity. Additionally, social workers can utilize Carey Guides and BITS to assist with various criminogenic need areas.

Treatment Programming:

Social workers and other trained staff provide primary treatment program needs including Anger Management, Thinking for a Change (T4C/CGIP) and Domestic Violence (DV). Anger Management consists of 20 lessons, T4C consists of 24 lessons, and DV consists of 40 lessons. Typically, inmates are interviewed for assigned program needs based on release date. When inmates are interested in programming, they can discuss with their assigned social worker for more information.

Support Groups/Miscellaneous:

In addition to treatment programming, social workers provide oversight to support groups including **Alcoholics Anonymous (AA)**, **Narcotics Anonymous (NA)**, and **SMART**, which are voluntary and do not fulfill an AODA treatment need. AA and SMART groups meet weekly and NA meets bi-monthly. Also, social workers coordinate a **Veteran’s support group** with the potential for participation in Color Guard. Interested inmates are encouraged to discuss these support groups with their social worker to determine appropriateness for voluntary participation. Social workers can assist with the **Sesame Street Project** where inmates can request to have a Sesame Street book/DVD mailed to their family.

Release Planning:

The majority of release planning is completed about 6 – 9 months prior to an inmate’s release date; however, release planning should be an on-going process during an inmate’s incarceration. This is a collaborative process between inmates, social workers, and agents of record in the community. Release planning involves obtaining vital documents, completing a release plan, phone conferences with agent of record and social worker, reviewing/signing rules of supervision and voter notice, participation in COMPAS re-entry assessment, and other tasks related to inmate’s specific case. Social workers also provide opportunities for inmates to meet with and connect with community members. Social workers conduct re-entry group sessions for inmates nearing their release date where they connect with a parole agent who offers general information and advice to successful completion of community supervision; and a volunteer who provides financial literacy education. Social workers can provide county resource guides for inmates that list a number of community resources related to housing, mental health, clothing, employment, support groups, etc.

Job & Resource Fair:

In collaboration with other institution departments and outside volunteers, social workers coordinate an annual inmate job and resource fair. Eligible inmates (about 15 months or less to

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release) are offered the opportunity to participate in this fair where they can network with prospective employers, speak with community resource organizations, learn about valuable employment programs, inquire about college enrollment requirements, and gain knowledge about resume writing/interview techniques.

H. Visiting Guidelines- DOC 309.06, 309.07, 309.08, 309.09, 309.10, 309.11, 309.12, DAI 309.06.01

1. Visiting List Requirements

- a. Visiting is a privilege – not a right. Inmate visiting lists are developed and maintained in accordance with Wisconsin Administrative Code DOC Chapter 309 and DAI Policy 309.06.01, which are available for review in the institution library.
- b. If you wish to add an individual to your visiting list, you must fill out the letter side of the Visitor Questionnaire form (DOC-21AA) for each prospective visitor requested, regardless of age or relationship, and mail **directly** to the requested visitor. The forms are available in each housing unit. Prospective visitors must complete the DOC-21AA per instructions in the letter and mail it directly to the institution for processing by the Visiting Coordinator. Once approved, it is the inmate’s responsibility to notify the approved visitor. Any changes relevant to a visitor’s information, such as address change, visitor death, or other changes should be reported immediately to your social worker utilizing a DOC-0884 Visitor Change form.
- c. Until you receive official notification that a visitor has been approved for visitation, that visitor is not allowed to visit. Once a visitor has been approved, the inmate may not remove the visitor from his visiting list for at least six months after approval. If you wish to remove a visitor from the visiting list, that information must be provided to your social worker.
- d. It is your responsibility to monitor the total number of approved visitors on your visiting list. Each inmate is allowed a maximum of 12 adults on their visiting list. Minor children, who have not attained their 18th birthday, do not count against the allowed 12 adult visitors. Individuals who have been denied placement on your visiting list or removed from your visiting list may re-apply after six months from denial or removal.
- e. Every inmate shall designate, utilizing form DOC-0851 Offender Emergency Contact Information, on the approved visiting list, an emergency contact (next-of-kin), with an accurate and current telephone number and address that can be notified in the event of an emergency such as a serious injury or death to the inmate. Please notify your social worker of any changes in whom you wish to be notified, including their name, current telephone number and address. For next-of-kin selection as your emergency contact, the following conditions apply:

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- 1) Ideally, this person should be a close family member, for example: Father, Mother, Stepfather, Stepmother, Brother, Sister, Son, or Daughter.
 - 2) Next-of-kin does not have to be an approved visitor unless they plan to visit.
 - 3) If an inmate refuses to designate a next-of-kin, “NONE” will be entered on the form.
- f. You are encouraged to send copies of visiting regulations and the list of approved articles for inmates to approved visitors. The institution does have a website available for inmate family and friends containing information on visitation.
<http://www.wi-doc.com/greenbay.htm>.

2. Visitor Identification

All visitors 16 years of age and older must provide valid identification (ID) in the form of a valid Drivers License, a valid Department of Transportation ID card, a valid passport/visa, valid Military ID Card, or valid Tribal ID (if it provides a photo). These are the only forms of identification acceptable to enter the institution.

3. Visiting Status Change

- a. Your visiting status can be changed to the following restrictive categories: No-Contact Visit, Suspension, Revocation, or Termination of visiting privileges.
- b. Violation of the visiting regulations can result in revocation, suspension or termination of visiting privileges and is regulated under DOC 309.12. In lieu of suspension or termination of visiting privileges for violation of visiting or other rules, no-contact visiting status may be imposed in accordance with DOC 309.11. If visiting rules are violated during a visit, a Security Supervisor may end the visit, and the Security Director or Warden may take further action per DOC 309.

4. Special or Extended Visits

Special Visits: rare and infrequent visits by individuals not on the approved visiting list. Note that individuals that have been denied visiting or who have been removed from the visiting list for security or other concerns are normally not eligible. These special visits may be permitted under the following circumstances:

- a. The distance a visitor is traveling
- b. The frequency of visits an inmate receives.

Extended Visit: An amount of visiting time longer than what is allowed for a particular visiting period.

For Special or Extended Visits, your social worker must receive a request at least five working days prior to the requested time for the visit. Your social worker will review your request and complete a DOC-1115, if approved. Special/extended visits are approved on a case by case request.

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5. Pastoral Visits

Pastoral visits are permitted in the visiting room during regular visiting hours. The individual must be on the inmate’s visiting list and listed as clergy.

6. Joint Family Visits

Joint Family Visit: a visit with two inmates at one time with parents, grandparents, brothers and/or sisters of both inmates. The following conditions must be met:

- a. Both inmates must be housed at GBCI at the same time, and all of the visitors must be on both inmate visit lists.
- b. The inmates must be brothers or father/son or grandfather/grandson.
- c. Neither inmate nor any of the visitors is on any visit restriction.
- d. The visitor must contact the social worker at least five working days prior to the date of the visit to request a joint family visit.
- e. The social worker notifies the Security Supervisors and visiting room of the approved joint family visit.
- f. Joint family visits will not take place unless properly arranged and approved.
- g. Inmates must obtain permission for each joint visit separately.

7. Visiting Restrictions

- a. You may have no more than three visits per week.
- b. You are permitted to have no more than one visit per day on Saturday or Sunday.
- c. Weekend and holiday visits are limited to two hours in length.
- d. In the event that the Visiting Room is full and visitors are still waiting to get in, the first visitors who entered the Visiting Room are subject to have their visit terminated after one hour has passed, depending on institution needs.
- e. The visiting week begins on Monday and ends on Sunday. **There is no visiting on Wednesdays.**
- f. No-Contact visits and Televisits require at least two working days notice and prior approval. See sub-section 8(q) below or the Problem-Solving Guide – Chapter 7 of this handbook for more specific information.

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- g. Visitors who have a scheduled visit time should arrive at the institution approximately 15 minutes before the time of their scheduled visit. Visits may be cancelled for anyone arriving 15 minutes or more past their scheduled visit time.
- h. Visiting hours may be terminated early in the event an emergency situation arises that affects the safety and security of the institution.

8. General Visiting Rules

The following rules apply to visiting at GBCI:

- a. Failure to follow the Entrance Procedures (available at the institution main entrance and on the institution web site- <http://www.wi-doc.com/greenbay.htm>) may result in denial of entry into the institution. Failure to follow the visiting rules may result in the termination of the visit by a Security Supervisor and possible further administrative action of termination, suspension, or revocation of your visiting privileges by the Security Director.
- b. There shall be no loud talking or boisterous behavior in the visiting area.
- c. Only a wedding ring (if you are married) is allowed in the visiting area. Institution dress code in Chapter 5, Section L of this handbook applies. Only state-issued shoes may be worn by inmates on visits.
- d. Excessive displays of affection are not permitted. You may embrace and kiss at the beginning and end of each visit only with a 10-second time limit. Any other physical contact will be limited to hand holding only. Unrestrained or inappropriate displays of affection can result in your visit being terminated.
- e. Visitors may bring in up to \$20.00 in change (coins only) in a small clear bag to visits. Paper bills are not permitted.
- f. Inmates are not permitted to leave their tables or handle money. Only visitors are permitted to operate the vending machines.
- g. Inmates and visitors are not allowed to exchange or pass anything with the exception of products from the vending machines.
- h. Hair styling of any kind is not allowed.
- i. Parents are responsible for the supervision of their children. Children will remain at the table during visits and must not disrupt other visits. Running and loud yelling are prohibited. Failure to control your children will result in the visit being ended.
- j. Inmates and visitors must remain at the assigned table. They are not permitted to visit with other visitors or inmates. Two or more inmates are not permitted to visit at the same table unless prior arrangements have been made and directed to

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do so by the Officer. The visitor and the inmate must be seated in the manner in which the chairs are placed around the table. Couples will be seated across from one another at all times. Chairs are not to be moved, turned around, etc. without the Officer’s authorization. When the side rooms are in use, the inmate(s) and visitor(s) must be seated facing forward with hands on top of the table.

- k. For all statuses except “Unrestricted” the number of visitors per visit is limited to two visitors. Unrestricted status inmates are allowed up to seven visitors; this includes adults, minors and infants.
- l. **No visiting forms will be processed one hour or less prior to the end of visiting hours.**
- m. Holiday visits follow the weekend schedule. Holidays include New Years Eve and New Years Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving and day after, Christmas Eve and Christmas Day.
- n. Inmates are to use the toilet facilities in the Dorm A hallway. The inmate must be escorted to the restroom by a Rotunda Officer and will be strip searched prior to and after using the restroom.
- o. Visitors must use the restroom facilities located adjacent to the visiting area. No one under the age of 13 may leave the Visiting Room without an adult escort. If a visitor leaves the visiting area except to use the restroom, the visit is ended. The visitor will not be allowed back into the visiting area.
- p. It is the responsibility of visitors and inmates to know and obey all rules made available to them by written bulletin, posting, or verbal direction.
- q. Special Needs Visits
 - 1) Due to the age of this facility, our availability to provide visits for persons in wheelchairs or who cannot climb a large number of stairs is limited. In order to provide an opportunity for a meaningful visit, we ask that you contact the institution two working days prior to visiting, so that we can provide visits in an accessible building. Please contact 920-436-3224 for all Special Needs and Restricted Visits questions and scheduling.
 - 2) Administrative Confinement and RSHU Visits are scheduled by calling 920-436-3262 or 920-436-3264.
 - 3) **Special Needs Visit:** An individual who is unable to utilize the normal visit room due to health or physical conditions.
No-Contact Visit: The inmate is prohibited from having physical contact with a visitor.
Televisit Visit: Ability of an inmate and visitor to see and hear one another on a television monitor via the use of electronic equipment. This is utilized by inmates in a Restrictive Status.

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9. Visiting Hours

The inmate’s status determines the hours, location and frequency of visits. Due to staff and visit room availability on any specific day, visitation times are subject to change.

VISIT STATUS	LOCATION of VISIT	MONDAY, TUESDAY THURSDAY, FRIDAY No visits: Wednesdays	SATURDAY and SUNDAY	NUMBER & LENGTH of VISITS PER WEEK
RESTRICTED	Visiting Room Booths	6:30 PM--9:00 PM	8:30 AM – 4:30 PM	1 visit of 1 hour Monday thru Friday 1 visit of 1 hour Saturday or Sunday
ADMINISTRATIVE CONFINEMENT	Video Booths	6:30 PM--9:00 PM	8:30 AM-- 3:30 PM	1 visit of 1 hour Monday thru Friday 1 visit of 1 hour Saturday or Sunday
RESTRICTED HOUSING UNIT	Video Booths	6:30 PM--9:00 PM	8:30 AM- 3:30 PM	Per Status
UNRESTRICTED	Visiting Room	2:15 PM - 9:00 PM	8:30 AM-- 3:30 PM	3 visit of 3 hours per week 2 hr. limit--Sat &Sun Limit of 1 visit/day
SPECIAL NEEDS	SEE Section 8(q) above.	Visiting hours & number of visits depend on the inmate’s status.		

Guidelines for Above Table. **Restricted and Special Needs** status visits require prior scheduling in order to visit. A visitor must contact the institution **two working days** before the date of the visit between 8:00 AM and 4:00 PM Monday - Friday. **Inmates in the Restricted Housing Unit and Administrative Confinement** status visits require **one working day (24 hrs.)** notice. See Item No. 8(q) above for directions and phone numbers on how to schedule these visits.

10. Photographs During Visits, GBCI Procedure 900.309.03.02

You may have photographs taken during visits in the main Visiting Room. All inmate photographs will be taken in the Visiting Room. Pictures will be taken during your visit period as directed by staff. It will be necessary for you to inform the Officer at the beginning of the visit, if you wish to have your photograph taken.

- a. You are allowed a total of five pictures per visit session.
- b. You will submit a signed and dated DOC-184, with your name, number, the total number of photos to be purchased, and cost to Visiting Room Officer upon arrival in the Visiting Room. You must have sufficient funds in your account at the time

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the disbursement request is signed and submitted to staff. If not, you may be subject to disciplinary action. A trust account balance report is provided to the Visit Officer weekly to use as reference on inmate account balances.

- c. Visitors are allowed to purchase photos; tokens are available in the lobby. The cost is \$2.00 per photo. There is a limit of five photos per visit.
- d. Photos will be taken in the designated area of the Visiting Room. Individuals being photographed must stand side by side (kneeling, squatting, sitting, hugging or kissing is not permitted). Individuals in the photo may have an arm around only the shoulders of another individual during the taking of the photo. Inmates and visitors are allowed to appropriately hold small children in a photo.
- e. Photos that are believed to depict gang-related posture, have hand gestures or other inappropriate posture will be confiscated. Inmates will pay for these photos, and a conduct report may be issued.
- f. Photo retakes will be granted for photos that have film flaws on the faces of photographed individuals. Retakes will be determined by the Visiting Room staff, not by the inmate or visitors.
- g. Only one inmate per photo is allowed with the exception of inmates who are related to each other as a brother, father, son or grandfather during a joint family visit only.
- h. Inmates must wear state-issued shirt, pants and shoes. All inmate clothing is to be worn in the appropriate manner and in compliance with the institution dress code such as shirts tucked in, pants zippered and at waist, and shoes tied. No hats, hairnets, headgear or sunglasses are allowed.
- i. All photos will be taken under the supervision of a staff member. Visitors may take photos home once they are reviewed and approved by security staff. Inmates who want to keep their photos must give them to the Visiting Room Officer at the end of the visit session. The photos will be reviewed by security staff and, if approved, forwarded to the inmate’s housing unit.

I. Correspondence/Mail/Publications — DOC 309.04 & 309.05 & DAI Policy 309.04.01

1. Mail addressed to inmates may be opened, examined, censored and delivered only if the inmate consents, in writing, to receive mail through institution mail services. Thus, in order to receive mail during your current commitment, a signed “CONSENT TO RECEIVE MAIL,” Form DOC-238, must be on file.
2. If an inmate does not consent to receive mail as required in the foregoing paragraph, the institution shall return mail addressed to the inmate to the Post Office unopened and marked “refused.”

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3. An inmate shall be permitted to correspond with anyone including inmates of other institutions. There shall be no limit on the length or number of letters or cards received or sent, however, **there is a possession limit of 25** total for cards and letters combined. **There is a possession limit of 50 photos. Inmates shall not send or receive any property or photographs from another incarcerated inmate.**
4. The department may allow inmates to communicate with their families, friends, government officials, courts, and other people concerned with the welfare of inmates. Such correspondence will be consistent with the need to protect the public and in accordance with DOC Administrative Code 309.04.
5. Mail readily identifiable as sent by a clerk or judge from any state or federal court, or other various parties as identified under DOC 309.04(3), may be opened and inspected in the presence of an inmate.
6. Incoming and outgoing mail may be opened and inspected for contraband. It shall not be delivered if it contains contraband. Any portion of incoming mail containing stickers, with the exception of incoming mail which may have a return address label will be rejected and considered contraband.
7. Outgoing mail may be sealed and shall not be read with the exception of inmate to inmate mail, or if the Security Director has reasonable grounds to believe it violates any of the rules under DOC Administrative Code 309.04(4).
8. Outgoing mail being sent to inmates in correctional institutions may be read. Inmates may not send photos to other inmates.
9. Incoming and outgoing mail may not be delivered, if it violates any of the rules under DOC Administrative Code.
10. The decision of the Security Director to refuse delivery of mail is appealable to the Warden.
11. Mail privileges may be suspended for violation of Administrative Rules such as DOC 303.31 (False Names & Titles) and DOC 303.48 (Unauthorized Use of the Mail), DAI Policies, and institution procedures relating to mail. Such action may be taken by the Security Director or the Adjustment Committee and is appealable in accordance with DOC 309.04.
12. Embossed envelopes and other writing materials are available from the institution canteen and/or vendor catalog.
13. **When sending and receiving mail or UPS packages**, the procedures listed below must be followed:
 - a. **Sending a letter**: All outgoing mail **must** include, in the upper left-hand corner on the front of each envelope, your “complete return address” as defined under DAI 309.04.01, which **must** include:

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Your Name and DOC Number
Green Bay Correctional Institution
P.O. Box 19033
Green Bay, WI 54307-9033

This is essential in the event it becomes necessary to return mail to you in those instances where the postal service is unable to deliver your mail. If you do not properly indicate your name on the envelope, it may become necessary to open your letter to find the sender's name. Inmates must use the name by which the inmate was committed to the department, unless their name was legally changed. See DOC 303.31.

- b. Sending a package: When **sending via commercial carrier**, the street address you must use is as follows:

Your Name and DOC Number
Green Bay Correctional Institution
2833 Riverside Drive
Green Bay, WI 54301

- c. If you are returning a package you have rejected **via commercial carrier**, you may incur a fee for packages shipped to a P.O. Box and/or to an incorrect address. You must provide the correct street address where you want the item shipped. This fee is assessed by commercial carrier.
- d. Incoming correspondence (no funds) **via U.S. Mail only** should be addressed as follows or it may be returned to sender:

Inmate Name and DOC Number
Green Bay Correctional Institution
P. O. Box 19033
Green Bay, WI 54307-9033

- e. Funds received must be received in the form of a **money order or Cashiers Check**. Funds for inmates must be received **via U.S. Mail only** and must be addressed as follows:

Inmate Name and DOC Number
Green Bay Correctional Institution
P.O. Box 10044
Green Bay, WI 54307-0044

NOTE: This is a different address than the address to receive correspondence.

- f. Cash, personal checks and other currency are not allowed and will be returned to the sender at the inmate's expense. **Inmates shall not send or receive money in**

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any form to or from another inmate or from another inmate’s family, friends or visitors.

14. You may receive newspapers, magazines and other published material sent directly from the publisher as stated in DOC 309.05(2)(a). You are allowed a total possession limit of 25 published materials. Published materials include any book, booklet, pamphlet, magazine, periodical, newsletter, newspaper, or similar material published by any individual, organization, company or corporation that is distributed or made available through any means for a commercial purpose.
15. Do not pass reading materials to anyone directly or in any other manner. Reading materials are to remain in your cell.
16. You are encouraged to send copies of visiting regulations for inmates to correspondents and visitors. The institution does have a website available for inmate family and friends containing information: <http://www.wi-doc.com/greenbay.htm>.
17. If you have a question as to whether or not a particular item may be received at this institution through the mail, you are directed to send an Interview/Information Request to the Mail Room or Property Room to secure information before ordering or requesting that an item be mailed to you at GBCI. Articles received at the institution for inmates must still be reviewed for approval upon receipt. The institution is not responsible for the return of articles that do not meet current requirements.

J. Institution Complaint Examiner – DOC 310

The purpose of the Inmate Complaint Review System (ICRS) is to allow inmates to raise, in an orderly fashion, significant issues regarding rules, living conditions and staff actions affecting the institution environment. You must attempt to resolve some issues prior to the filing and acceptance of a complaint. You must follow the chain of command provided in the “Problem-Solving Resources Chart” located in Chapter 8 of this handbook.

All necessary forms for ICRS are available in all housing units. The following forms for the ICRS are:

- Offender Complaint (DOC-400)
- Request for Corrections Complaint Examiner Review (DOC-405)
- Request for Review of Rejected Complaint (DOC-2182)
- ICE Envelopes – to be used only by inmates that **DO NOT** have access to a locked complaint mailbox

Inmate complaints must be made in writing on Offender Complaint forms (DOC-400) which are available in all housing units. Legibly-signed complaint forms are to be deposited into the complaint box marked “ICE” located in the Rotunda. The complaint box is locked to ensure confidentiality. Only the ICE Office staff have access to the box. Complaint forms may be folded and secured or placed in an envelope addressed to the ICE to maintain confidentiality. ICE envelopes are available to inmates in housing units where inmates do not have access to the locked mailbox.

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Inmates housed in the Restricted Housing Unit may place their complaints into a sealed envelope for the purpose of submitting complaints to the ICE and put their inmate complaints out with their mail. The ICE forms and envelopes are available on the supplies cart for inmates in the Restricted Housing Unit.

The Administrative Rule which governs the ICRS is Wisconsin Administrative Code DOC Chapter 310 and is available in the institution libraries. This will provide further information on the procedures for filing complaints. The following guidelines must be followed, when filing an inmate complaint:

1. Complete all requested information sections of the complaint form and be sure to date your complaint accurately to ensure that it will be processed in a timely fashion. Unsigned complaints, illegible complaints or complaints with foul language will not be accepted.
2. Complaints must be **legibly-signed by the inmate** and filed only under the name by which the inmate was committed to the department.
3. No complaint may include more than one issue. An inmate may file no more than two(2) complaints in any given calendar week. The Complaint Examiner may reject a complaint in accordance with DOC 310.11(5).
4. Complaints challenging the finding of guilt or disposition imposed by the Disciplinary Committee or Hearing Officer are not within the scope of the Inmate Complaint Review System, but may be appealed directly to the Warden. **Only** allegations of procedural errors in the disciplinary process may be addressed via the ICRS. **See 310.08.**

The Institution Complaint Examiners provide notary services for inmates in general population in accordance with DAI Policy and GBCI Facility Procedure 300.00.56. Place all requests for notary services in the ICE Box in the Rotunda.

Please submit any open records requests to the ICE Office by placing your request in the ICE Box in the Rotunda.

K. Inmate Telephone Calls---DOC 309.39, DAI Policy 309.39.01, GBCI Facility Procedure 900.309.03.03

1. Non-Emergency Phone Calls
 - a. The Department of Corrections has authority by Administrative Code to monitor and record personal telephone calls of inmates made from telephones located within a state correctional institution or correctional center. This monitoring is being done to preserve the security and orderly management of the institutions and to protect the public. Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded. A copy of DAI Policy 309.39.01 is available in the library for your review.

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- b. Inmates are not permitted access to telephone directories. Inmates may be permitted to phone individuals as provided under DOC 309.39 and DAI Policy 309.39.01, subject to the following guidelines:
 - 1) No 3-way calls are permitted. Three-way calling is considered any electronic forwarding of calls, or use of a second phone to talk to a third party other than the party initially called.
 - 2) International calls can be made once per month in accordance with DAI Policy and GBCI Facility Procedure 309.39.03. You must contact your social worker in writing with your request.
 - 3) Unused telephone privileges may not be banked.
 - 4) Inmates in a Segregated status are not allowed the same privileges as inmates in General Population.
 - 5) All telephone calls must be made collect and the receiving party must accept the charges.
 - 6) Calls shall not exceed 15 minutes in duration. Only one telephone call is permitted per 15-minute session.
 - 7) Incoming calls to inmates will not be accepted. Emergency messages may be forwarded to the inmate.
 - 8) Inmates are prohibited from using another inmate’s pin number to make a phone call.

2. Attorney Telephone Calls & Emergency Calls – DOC 309.405 & 309.41

- a. The Social Service Department or Chaplains normally process emergency telephone calls, although a Security Supervisor can also authorize this type of call.
- b. Emergencies include, but are not limited to, a verified critical illness or death of a close family member.
- c. Attorney calls may be made via the inmate telephone system as a collect call only or may be processed by the Records Office in accordance with DOC 309.405. Calls may be permitted for the following reasons:
 - 1) At an attorney’s request
 - 2) A statutory time limit would be missed, if the call is not placed
 - 3) Staff determine that a call to an attorney is in the best interest of the inmate

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- 4) An inmate is unable to write
 - 5) In an emergency (as determined by staff).
- d. Inmates may be charged a flat rate of \$5.00 for a telephone call lasting up to 15 minutes using the state telephone system for an emergency call. See DAI 309.39.01

Additional rules pertaining to phone usage may be posted in specific telephone areas throughout the institution.

L. Recreation – Leisure Time Activities – DAI 309.36.01

Inmates have several opportunities to participate in recreation each week and at least once each weekend. Your weekday recreation period is dependent upon your housing assignment and work or school assignment. Recreation activities are listed below:

Outdoor Recreation Activities	
Basketball	Horseshoe
Soccer	Running/Jogging
Fitness Stations	Frisbee Golf
Volleyball	Softball
Handball	Guitars*

Indoor Recreation Activities	
Basketball	Table Tennis
Foosball	Pool
Fitness Toning	Musical Instruments

* Guitars are moved outdoors upon request. Once they are moved outside, they must remain outside for the duration of the summer and do not come back in until recreation is moved back indoors.

There will be times when outdoor recreation periods may need to be adjusted depending on weather conditions. Local weather is monitored for heat index, cold temperatures, cold weather advisories, and wind chill factors. For additional information on institution operations during extreme weather conditions, see DAI Policy 300.00.03.

For inmates in general population attending inside recreation, you are to use the South side of the stairs when going to recreation and the North side of the stairs when returning from recreation.

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M. Institution Library Materials and Services-General & Legal - DOC 309 & DAI Policy 309.15.01. GBCI Procedures 900.309.22.01, .04, .06

1. The institution library is located in the School Hallway.
2. Access to the library is by **pass only** and passes are issued by Pass Control. **To avoid delays for use of the library, you must follow the procedures listed below:**
 - a. Complete an Interview/Information Request form and drop it in the Library Pass Request mailbox in the Rotunda. Requests **not** received in this manner **will not** be approved. One request per inmate per day – all others will be voided.
 - b. You must provide your name, number and housing unit on your request. You may indicate a day or time you desire to receive a pass, and if feasible, your request may be honored. You must not request and will not be issued a pass during your work hours or school class time. You may request a pass during your recreation period.
 - c. Inmates on Cell & Building Confinement who have a verified legal deadline must submit a written request to the Education Director for review and approval for a deadline pass. Before contacting the Education Director, you must have previously established, through the institution Librarian, verification of a legal deadline. This applies **ONLY** to inmates who have a legal deadline – not for the library in general.
3. General Library Materials
 - a. The library contains both fiction and non-fiction books, as well as current newspapers and magazines. Books only may be checked out. Books must be returned to the library within the specified time limits and/or prior to your transfer from the institution.
 - b. Inmates assume complete responsibility for all materials checked out to them. You will be issued a Conduct Report for missing, damaged or altered library materials checked out to you. Charges will be assessed as determined by the Hearing Officer or Adjustment Committee. It is a violation of GBCI rules to loan library materials to another inmate.
4. Law Library Materials, GBCI Procedure 900.309.22.04
 - a. The Law Library contains all materials and resources required by the Wisconsin DOC Administrative Code and DAI Policy. These legal materials and resources are provided through the Electronic Law Library which utilizes the Lexus Nexus system and a few additional print materials which may be checked out at the law

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counter for use within the law library only. These materials may not be removed from the library and may not be checked out of the library.

- b. Library reference materials are available that provide names and addresses of State & Federal Officials, Attorneys, and Courts.
 - c. The Electronic Law Library and all materials and resources required by the Wisconsin DOC Administrative Code and DAI Policy are also available in the Restricted Housing Unit and the Treatment Center. Inmates in the Restricted Housing Unit, the Transition Unit and Step Unit should refer to their respective Inmate Handbooks for additional information concerning the use of the Electronic Law Library, access to additional print materials and resources, and rules governing the possession of legal materials.
 - d. Assistance with legal materials is limited to an explanation of the use of available institution materials or institution resources. Legal advice, filing of legal documents or assistance in any manner other than general directions will not be provided by institution staff or inmate library workers.
5. Other Library Services
- a. A photocopy machine is available in the library. Legal materials for court actions may be copied at a cost of 15 cents per copy. A limited amount of photocopying is permitted with prior review and approval of the Librarian or designated staff.
6. General and Law Library Procedures
- a. If you have a library pass, you are permitted to carry personal legal documents and materials to the library. You may not take these items to school, recreation, or to your work assignment.
 - b. Inmates may provide legal services to other inmates, except the institution may regulate the time and place of such legal services. **You and the inmate assisting you may be allowed to send legal correspondence and your personal legal materials that you need assistance with to the other inmate via U.S. Mail.**
 - c. The institution is not responsible for an inmate’s legal materials that are given to other inmates. If other inmates are in possession of such legal materials, these legal materials become part of their property and property limits of the inmate in possession of the materials. See DOC 309.155 & 309.20.
 - d. Inmate personal documents or materials of any kind may **not** be loaned or exchanged in the library with other inmates. The loaning or exchange of materials may result in confiscation of the materials and the issuance of a conduct report.
 - e. All inmate legal materials are subject to inspection by GBCI staff at any time.

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N. Institution Picture Project- GBCI Procedure 900.309.03.02

1. All requests to have your pictures taken are to be submitted to Pass Control Officer.
2. You are not allowed to have your pictures taken if you are on TLU, Cell Confinement, Sick Cell, or in Disciplinary Separation status. It will be your responsibility to notify staff of these sanctions at the time you are notified of the picture opportunity.
3. All pictures will be reviewed by the Security Staff prior to being given to you. You will NOT receive your pictures the same day they were taken. Upon approval, they will be delivered to you via institution mail.
4. Photographs will not be taken with props of any kind: do not bring any property items to have your photographs taken with (that includes sunglasses, handkerchiefs, do-rags, etc). Your attire will be worn in the appropriate manner and in compliance with the institution dress code.
5. Photos will be taken in the designated areas and against designated backgrounds only. Individuals being photographed must be standing with their arms at their sides, or hands crossed in front of their torso. Kneeling, squatting, sitting, hand signs, etc., of any kind are PROHIBITED.
6. Individuals will be charged for photographs denied due to any of the above rule violations. These photographs will be considered contraband and additional discipline may follow.
7. Photo re-takes will be granted for the photos that have film flaws on the body of the photographed individual. All retakes will be reviewed and approved by designated Security Staff. If the photograph is approved for a re-take, it will be free of charge for the inmate.
8. Inmates will be required to fill out a signed and dated Disbursement Request, Form DOC-184 with the inmate's name, number and the total number of the photos to be purchased. You MUST have sufficient funds in your Trust Account prior to the pictures being printed. Refer to Photo Project Price list for current prices, available layouts, borders and backgrounds.

CHAPTER 4. INMATE ACCOUNTS- MONEY TRANSACTIONS, CANTEEN AND EARNINGS.

A. Instructions for Receipt of Funds & Types of Inmate Accounts –DOC 309.45, 309.47, 309.48, 309.49 & DAI Policy 309.45.02

Pursuant to DOC 303.42, inmates are not allowed to have money in their possession. All inmates may have one or more accounts set up in the Business Office for safekeeping and handling of their funds. Inmates will receive a statement of their account showing transactions as well as account balances.

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1. Receipt of Inmate Funds
 - a. Funds received at GBCI are deposited and a copy of the receipt is given to the inmate. Funds must be sent to inmates via mail and made payable to the inmate – only Cashier Checks or money orders are allowed. The funds must be mailed to P.O. Box 10044, Green Bay, WI 54307-0044. The Business Office will issue a receipt to the inmate.
 - b. Inmates shall not send or receive money in any form to or from another incarcerated inmate.
 - c. Cashier Checks or money orders received that are not made payable to the inmate or GBCI will be returned to the sender at the inmate's expense.
 - d. If an inmate receives cash or a check in the mail, it will be returned to the sender at the inmate's expense. If it is determined to be contraband, it will be processed in accordance with DOC 303.09.
 - e. Friends/family may electronically transfer funds to inmate's account via Western Union. Funds will be directly deposited into the inmate's account and the Business Office will issue a receipt to the inmate.

2. Types of Accounts
 - a. **Regular Accounts**

These are accounts defined as those established to handle funds received by inmates for compensation, gifts from families, etc.

 - 1) Deductions will be set up to automatically deduct from receipts and compensation from the inmate's account in accordance with DAI Policy 309.45.02 to include, but not limited to, child support, restitution, release account, victim witness surcharge, DNA surcharge, etc. These deductions will show up on the inmate's biweekly statement.
 - 2) Inmates may request a payment of up to \$25.00 to one close family member once every 30 days by sending a completed Disbursement Request and addressed/stamped envelope to their social worker for approval. Additional disbursements or anything over \$25.00 must have the approval of the Warden's designee (Unit Supervisor). Close family members are defined as natural, adoptive, step or foster parents, spouse, children, grandparents, grandchildren and siblings. Relationships must be verifiable. See DOC 309.49(4).
 - 3) The institution will allow inmates to send out one mail order per month to an immediate family member **OR** to a friend who is on the inmate's approved visit list – not both. The mail order must be submitted to the Unit Supervisor

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for review and approval. The amount of the mail order is limited as follows: (family member - \$100 order including tax & shipping – immediate family member as defined under Wisconsin Administrative Code DOC Chapter 309) **OR** (friend who is on the inmate’s approved visit list - \$50 order including tax & shipping). This would be in addition to the once every 30 days family check as defined in Subsection (2) of this section.

- 4) Inmates may spend funds out of regular accounts for canteen.
- 5) An inmate may voluntarily choose to acknowledge his debt(s). The debt(s) must have been incurred prior to incarceration (as charge accounts and installments are not allowed), the debt is verifiable, and payment is approved by the Unit Supervisor. Institution debts and restitution will be collected by the Business Office prior to any voluntary payments.
- 6) Inmates are prohibited from transferring funds to other inmates and this includes the transfer of funds via third party.

b. Release Fund Account – DOC 309.466

- 1) A release fund account shall be established for all inmates by deducting ten percent (10%) of all deposits.
- 2) Release funds will be deducted in addition to all other deductions.
- 3) Inmates may transfer money over and above the regular deduction into the release fund at any time by sending a Disbursement Request form to the Business Office stating the amount they want transferred. These funds may not be withdrawn except as stated in (4) below.
- 4) Withdrawals from the release fund may only be made per DAI 309.45.02 Attachment A.

c. School or Work-Release Account

Pursuant to DOC 324.09, inmates returned to GBCI from work or school release assignments will have their work release money put into a segregated account. No expenditures will be made from this account except PLRA obligations.

d. Savings Bond Accounts

Purchase of U.S. Savings Bonds is no longer permitted. Bonds currently held by inmates may be cashed anytime after 12 months from the purchase date by submitting a written request to the Business Office. Bonds retained by the institution, at the time of release, will be disbursed under the direction of the supervising field agent. Value of the bonds is listed at purchase cost on the weekly copy of your account – not necessarily the current value.

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- e. **Savings Accounts**-DAI Policy 309.46.01, Interest Bearing Accounts
Inmates may deposit regular account funds and release account funds into an interest bearing account. These accounts are separate from any other account. Interest is paid quarterly by the bank and is deposited in inmate savings accounts. Deposit/withdrawal slips are provided by the Business Office.
- 1) Deposits in Accounts
 - a) Regular savings account deposits are made on the third Wednesday of the month and are recorded to your account. Release savings account deposits can be made on the third Wednesday of the month. A minimum amount of \$20.00 is required for a transaction to be processed. Inmates opening new savings accounts must have their Social Security (SS) card in their personal property so the Business Office can verify the number for the bank. Applications to apply for replacement SS cards are available through the Social Services Department.
 - b) To open a release savings account, you must have at least \$50.00 in your release account. To open a regular savings account you must have at least \$50.00 in your regular account.
 - 2) Withdrawal from Accounts
 - a) Regular savings account withdrawals are done the third Wednesday of each month and may be made by sending a withdrawal slip to the Business Office. When the money is received at GBCI, it will be deposited in your regular account. A minimum amount of \$20.00 is required for a transaction to be processed.
 - b) Release savings account withdrawals may be used for birth certificate, ID card and driver's license, and at the time of release for the purchase of dress-out clothes and out-of-state transportation. Court-ordered PLRA obligations may be taken from release funds. All such withdrawals must be approved by the Corrections Management Services Director/designee.
 - 3) Disbursement upon Transfer or Release
 - a) Upon release to parole supervision, inmate funds are dispersed as specified by the supervising agent.
- f. **Legal Loan**
Pursuant to DOC Administrative Code 309.51 and DAI Policy 309.51.01, an inmate without funds may write to the Business Office to request a loan in order to purchase writing materials, photocopies, and postage for legal correspondence. Inmates must sign a Loan Application and Repayment Agreement form (DOC-1290) and provide documentation or explanation of legal need before a legal loan

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may be approved. To process an approved loan for legal purchases, the following procedures apply:

- 1) **Postage:** Send your legal mail to the Mail Room with a completed Disbursement Request form marked LEGAL MAIL. You can only mail to the places and people as defined in DOC 309.51 of the Administrative Code.
- 2) **Copying:** Legal materials shall be limited to copies of inmate personal legal documents and most copying will be done in the library. Photocopying of law book research and reference materials is prohibited. If you need something copied that is in your Legal file or Social Services file, contact the Record Office.
- 3) **Supplies:** Send a disbursement request to the Business Office marked LEGAL SUPPLIES. Only supplies ordered according to institution property rules that are necessary to complete legal documents will be approved on a legal loan. This includes paper, envelopes and pens. All disbursement requests for legal loans supplies must be in the Business Office by noon on Monday. For inmates on loss of canteen, see GBCI Procedure 900.302.02.02.
- 4) **Exceeding a Legal Loan Limit:** If an inmate exceeds the \$100 limit of his legal loan in any calendar year, he must submit a written request to the Warden for an extension according to DOC 309.51. He must also provide justification in his request that he has an extraordinary need for these funds. As part of the request, specific information and supporting documentation that must be provided to the Warden include: (1) list each item that is needed, (2) court case number, (3) type of legal action, (4) court-ordered deadline, and (4) reason for doing legal work. The Warden may request additional information, if needed. Without providing complete, requested information, an inmate’s request for additional postage, copying, and writing supplies will be DENIED.
- 5) **Use of Materials:** Materials and supplies obtained through legal loan funds must be used for legal work only and only for the legal work of the inmate approved for the legal loan funds. Using such materials for purposes other than the approved inmate’s legal work may result in the issuance of a conduct report.

B. Canteen – DAI 309.52.01 & GBCI 900.302.02.02

1. Canteen Price Lists are issued to and must be kept by each inmate. Order forms are available in your housing unit and are issued to all inmates weekly. Using a black pen, you must fill in the spaces and darken the corresponding circles. Your name, DOC number and housing unit must be legibly written on your order or your order cannot be processed. Order forms must not be folded, torn, etc., as they cannot be processed.

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2. Inmate account statements are issued every 2 weeks. Canteen orders are collected on the weekend for delivery the following weekend. You may only spend available funds that will be in your account at the time your order is processed by Canteen. If you have other financial obligations where deductions may be taken out of your account before the processing of your canteen order, then you must remember to deduct that amount from your statement as those funds will not be available for canteen spending.
3. Only one canteen order per week is allowed. Limits on money spent for canteen are \$42.00 per week.
4. At the time of delivery, you must examine the contents of the order through the clear, plastic bag, in front of a staff member. Do not break the seal on the bag until the contents are verified. If you accept the order with contents as delivered, you must sign the sheet acknowledging receipt of your order.
5. If there is an error with your order, the Officer must break the seal, verify the order is incorrect, note the error on the canteen receipt, sign the receipt and turn the original of the receipt into Canteen. An adjustment will be made to your account.
6. Inmates who are out of the institution or have transferred will have their order returned to the Store and the inmate's account will be credited.

C. Inmate Compensation – DOC 309.55, DAI 309.55.01

Compensation amounts are posted to your account every two weeks. You will start getting compensation the first full day you are at the institution. Some of the statuses that you will not receive pay for include, but are not limited to Disciplinary Separation, Voluntary Unassigned, other disciplinary penalties, or holidays (unless you work the holiday), while out to court, out to hospital, or lay-in status. You will not receive pay while in Protective Confinement status, unless placement was approved by the Security Director for the purpose to ensure your personal safety, and you were receiving pay immediately prior to placement.

1. Compensation Plan

Compensation shall be computed on an hourly basis as shown in the table below in compliance with DAI Policy 309.55.01 Inmate Compensation Plan. Inmates participating in a work or program assignment will not be compensated for more than 40 hours per week. Inmates participating in full-time Education will not be compensated for more than 35 hours per week. Overtime will not be paid. Involuntary unassigned rate will be used to supplement inmates working less than 40 hours per week (35 hours for school) to equal weekly compensation for a combined total of 40 hours (35 hours for school) per week.

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Range 5	\$.42 per hour
Range 4	\$.35 per hour
Range 3	\$.26 per hour
Range 3A (Education/Program)	\$.15 per hour
Range 2	\$.19 per hour
Range 1	\$.12 per hour
Involuntary Unassigned	\$.05 per hour
Weekend or holiday work	\$.02 per hour additional pay

2. Badger State Industries

Hourly pay is determined by the Bureau of Correctional Enterprises. For more specific information pertaining to Bureau of Correctional Enterprises, see Administrative Code DOC Chapter 313, Prison Industries or the Prison Industries Inmate Workers Handbook.

D. Inmate Disbursement Request Form

1. Any time you wish to have money taken out of your institution general account, a Disbursement Request form (DOC-184) must be completed in duplicate (2 copies). The Disbursement Request form will be handled in the following manner:
 - a. **Special Canteen Purchases** are handled by the Business Office. For these items, submit an order form for the item you wish to purchase to the Business Office. The list of items available via special purchase includes, but is not limited to, such items as adapters and clothing while supplies last.
 - b. **Hobby/Handicraft Supplies:** Inmates are to order Hobby/Handicraft Supplies from one of the approved vendors. Submit your disbursement request and order form to the Business Office. Orders are processed the 2nd Tuesday of the month. Inmate’s orders may not exceed \$100.00, including shipping and handling.
 - c. **Mail Orders:** Inmates are to order from one of the approved vendors. Submit your disbursement request and order form to the Business Office. Orders are processed and mailed out each Tuesday. Orders for religious items, such as oil, beads, headwear, etc., must be approved by the Chaplain.

Inmates must provide the business office with the following:

- An order form from the company they are ordering from
- The disbursement request filled out with the information as well as the amount of their order.

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NOTE: If the inmate does not have an order form for the place they want to order from, he should write the library to obtain a copy of it. If the library does not have it, the inmate should include all information about the order items on a piece of paper, including his information (inmate name, and complete address). The inmate should also include a copy of whatever item he is ordering from the company so business office staff can verify it (amount and item).

- d. **All Other Inmate Orders for Supplies** such as magazine subscriptions, etc., that are not available through the approved catalogs may be purchased by submitting a disbursement request, catalog order form and stamped, addressed envelope to the Business Office. The order will be reviewed and approved by the Business Office as to financial status and acceptable vendor only. Even after the orders have been processed by the Business Office, the item will still be subject to approval once it arrives at GBCI.
 - e. **Donations** for charitable organizations may be made by submitting a disbursement request and a stamped, addressed envelope to the Unit Supervisor for review and approval.
2. After the Business Office has issued the check, you will receive one copy of the Disbursement Request form with the check number and date noted on the order request to keep with your records.
 3. Do not order any items C.O.D. as GBCI will not accept these. Orders must be accompanied by a Disbursement Request form requesting a check to be sent to the company to cover the full cost of the order with that company. Orders cannot be placed through another inmate. Unauthorized items will be returned to the company from which they were ordered, at the inmate's expense, and may not be forwarded to a third party. All incoming items must be accompanied by a sales receipt.

CHAPTER 5. GBCI LIVING RULES

A. The Cell Hall

It is expected that you will keep your cell neat and clean at all times, i.e., floor swept, furniture and bars dusted, walls clean, etc. The floor is to be swept each morning. The sweepings must be deposited in a trash container. Inmates are to use their canteen bags as trash containers in their cells. If you did not receive a canteen order, you can ask the Cell Hall Officer for a garbage bag. Any specific care of your cell that you must do will be explained to you by the Cell Hall Officer. Materials, which you leave out in the open, shall be neatly arranged on the top of the desk or bookshelf. The toilet bowl and wash basin shall be kept clean at all times. Cleaning materials are available in the cell hall. Most rules are posted in the cell hall. State issued forms are available Tuesday, Thursday and Sunday from the first shift sergeant if available.

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Energy costs continue to rise each year. Inmates are expected to conserve energy in efforts to keep rising costs at a minimum, while still benefiting from the comforts. Inmates are required to do the following:

1. Turn off lights when not in use for such things such as reading, working on hobby crafts, while eating an institution meal, (institution counts – lights must be on), etc.
2. Turn off electronics such as radio, television, fan, typewriter, etc when not in use.
3. Turn off water – do not allow water to run.
4. Use all energy conserving efforts when at a work, program or school assignments.

GBCI Cell Hall Living Rules

1. **Bulletin Boards** You may not attach any item to the walls, ceiling, cell front or cell door. Pictures are permitted **only** on the desk bulletin boards. Pictures may not be attached to the shelves, the sides of the desk, hanging past the sides of the bulletin boards, etc. No items are allowed to protrude from your cell. This includes television antennas.
2. **Cell Doors** Your cell door is to be immediately closed after exiting or entering your cell. Additionally, your cell door is to be immediately closed if you choose to remain in your cell after the door was opened for an activity such as meals, recreation, etc.

When housed in a double cell, the last inmate exiting or entering is required to close the door. However, both inmates are responsible for ensuring the door is closed. You are not permitted outside of your cell in any manner while waiting for your cellmate to return from an activity. Being outside of your cell is defined as having any part of your body outside the doorway.

You are prohibited from placing an item by the cell door or track in any way that would prevent the cell door from opening or closing completely.

You are prohibited from closing anyone else’s cell door.

3. **Cell Lights** The lights in your cell will be turned off whenever the cell is empty.

You may not have anything covering your light. Paper may not be placed in any manner that would block the light. You may not color the lampshade or light bulb in any way. You may not place prayer oil on the light bulb.
4. **Cell Sanitation** You are expected to maintain a proper sanitary condition within your cell at all times. Garbage and recyclables are to be placed in the appropriate receptacles located in the front of the cell hall. You may not throw garbage out of your cell or over the tiers. Garbage is to be emptied at breakfast time only. You must bring your garbage down when your tier is leaving. When your tier returns, you can pick up a bag if needed. You may shake out your rug during cell cleaning time only.
5. **Clothing** All clothing (state and personal) is to be worn in the manner for which it is designed, including proper size. You are not permitted to layer socks, pants or shorts. You are not permitted to

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wear anything over your pocket shirt. Shoes are to be worn with the feet entirely in the shoe and the laces tied up. The top of your pants is to be waist high and pant legs are not to be cuffed or rolled up. Shirts are to be tucked in and buttoned appropriately. Thermal underwear is worn under clothing. You are to be properly dressed **before** leaving your cell. This includes your ID card properly displayed outside of your shirt with the picture facing out.

6. **Containers / Canteen Boxes** Containers and empty boxes from canteen items must be disposed of when the original item(s) that came in that container or box is no longer present. Cardboard boxes are not allowed in cells. You are allowed to retain two clear canteen bags to use as garbage receptacles.
7. **Courtesy Curtains** All cells contain a courtesy curtain, a laundry line, a pillow and mattress. These items **must remain in the cell** if you are required to transfer cells. It is your responsibility to notify the cell hall Sergeant if any of these items are missing. Courtesy curtains are to be in the “open” position when not in use and must be used for the intended purpose only. Sheets, blankets, etc. are not to be used as courtesy curtains. Nothing may be strung across the front of your cell, attached to the cell front, hung from either ends of your bed or blocking the view from the cell front in any way. You may not stack anything on either end of your bunk which may obstruct staff’s view into the cell. Homemade lines are not allowed.
8. **Dispositions** All conduct report dispositions start immediately when given, either through a hearing or a summary disposition, unless otherwise specified.
9. **Electronics** All electronics, (TV, radio, fan, etc.) are to be turned off when you leave your cell. You may not hang or attach electronics to or from your bunk, walls, hooks, shelves or desks.
10. **Entry of Another Inmate’s Quarters** You are not permitted to enter the cell of any other inmate or allow another inmate to enter your cell. Entering the cell is defined as having any part of your body inside the doorway
11. **Headphones** You must wear your headphones or earplugs any time you listen to your TV / radio. The volume of the electronics must be low enough so that it cannot be heard outside of the headphones.
12. **Horseplay** Horseplay is not permitted. This includes hugging, grabbing, pushing, etc. You are not allowed to climb on, hang on, or hang over any tier railings. You are not allowed to throw items over or onto the tiers.
13. **Lay-In:** a non-paid status indicating the inmate has been excused from his or her work or program assignment until the next work or program day at the discretion of the assignment supervisor. Inmates on lay-in will be on room confinement until the start of the next work or program assignment. Lay-in status applies only to inmates in a work or school assignment. Inmates on lay-in status may leave their cells only to attend meals and visits.
14. **Loitering** You may not loiter at any time. You shall walk at a normal pace, using a direct route, to your destination. Walking backwards, dancing, running, etc. is not allowed. Loitering includes stopping at a cell other than your own to carry on a conversation or engage in the transfer of property with another inmate.
15. **Medication** If you are refusing your medication, go directly to the front of the line and inform the nurse. If you are receiving a medication refill, go directly to the front of the line and inform the nurse.

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You may not skip ahead of other inmates in the medication line. You may not loiter in the medication line – example: allow other inmates to go ahead of you so you can remain at the end of the line.

16. **Plumbing** You may not run your water when not in your cell. Do not flush garbage, paper, food, etc. down your toilet.
17. **Property Limits** You are responsible for maintaining your property within the allowed limits.
18. **Punctuality** You are expected to be punctual for all classes, work assignments, passes, meals, medication pass, major ring outs etc. You must be prepared for your activities before leaving your cell. Staff will not reopen the cell door for forgotten items. When your cell door is opened, you are required to come out of the cell in a timely manner. You are required to check out with staff when leaving on a pass and to check in with staff when returning from a pass.
19. **Red Lines** When exiting or returning to your cell on A or E tier, you are required to walk inside of the posted red lines on the floor. You may cross the line once you are directly in front of your cell. You are not permitted on or beneath a catwalk or under heating duct areas.
20. **School** When assigned to school, it is your responsibility to check the absence board prior to leaving the cell hall. Do not leave the cell hall if your teacher is posted absent.
21. **Showers** When your cell door is opened for showers, you are required to shower in that group. You will not be permitted to shower in a later group. You may not return to your cell for forgotten items. Once you leave the bathhouse, you are not permitted to return to the bathhouse for any reason.
22. **Stairs** You are required to use the stairs on the same side of the cell hall to which you are assigned, i.e. front of the cell hall uses the front half of the stairs and the back of the cell hall uses the back half of the stairs. You are not permitted to use the stairs in the back of the cell hall at any time.
23. **Standing Count** You must stand for all official standing counts, unless you are on a medically authorized sick cell. For any standing or emergency count, you are expected to be standing at the cell front facing the cell door. The cell light is to be on. Talking is not permitted during a standing count. Standing counts are at 7:45 AM, 12:15 PM, 4:10 PM and 9:30 PM.

Note: The cell front is the part of the cell closest to the cell door. At any count, you must be positioned so that staff is able to “see skin”.
24. **Talking** At all times, you are to talk in a conversational tone only. Conversational tone is defined as only loud enough for the inmate in the cell next to you to hear. If the officer can hear you from more than one cell away, you are too loud. Loud singing is not permitted. (Refer to the definition for talking). Whistling is not permitted. Talking from tier to tier is not permitted. There is to be no talking after 10:00 p.m.
24. **Unassigned Area** You are not permitted to be on a tier other than your side of your assigned tier. When you are let out of your cell or when returning to your cell, you are not permitted to walk past your cell in the opposite direction from your destination.

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You are not permitted in the area of the back stairs without specific staff approval, i.e. past cell 37 on the front side or past cell 38 on the backside.

Violations of the cell hall living rules may result in the issuing of a warning or a conduct report.

B. Cell Mates

Cell and housing assignments are handled by the Unit Supervisor. If you have cell assignment concerns, you must contact your Unit Supervisor directly with your concerns. Staff will determine such assignments in the best interest of the institution, availability and population as a whole. It is your responsibility to display positive behavior and to get along with your roommate and all fellow inmates. Part of being an adult is learning to get along with others, even if that person displays different values.

C. Cell Inspections

You are not to have anything on your person, in your cell, or otherwise under your control that is not approved. Cell inspections will be made regularly. Items found in your possession or under your control that are not your property, in excess of the institution limits, or are not authorized will be considered contraband and will be confiscated, and you may be subject to disciplinary action. You are not allowed to pass any personal property or canteen. Tier workers are not permitted to pass or obtain anything for you. If an item is in your cell, you are responsible for it. This includes inmates in double cells. If you move to a new cell, you are responsible to inspect it and report any unauthorized items and/or damage to housing unit staff.

D. Cell Repairs

It is your responsibility to report necessary maintenance work (electrical, plumbing, bed repairs, etc.) to the Cell Hall Sergeant to ensure sanitary and safe conditions in your cell.

E. Property

1. The GBCI rules on property are listed in DAI Policy 309.20.03 (Inmate Personal Property and Clothing). DAI Policies are available for review in the institution library.
2. If your property is lost, stolen or damaged, inform the area/unit staff. The staff will file an Incident Report. If the item is not recovered in 90 days, it may be removed from your property inventory. It is your responsibility to contact the Property Officer to have the property removed from your inventory.

F. Grooming and Personal Hygiene - Grooming and Personal Hygiene - DAI 309.24.01 & GBCI Procedure 900.302.04.08

1. Personal cleanliness is your responsibility and you are required to maintain a neat personal appearance and good personal hygiene. The institution offers adequate facilities and opportunities for this purpose. For inmates who are indigent and in need of hygiene items,

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the institution will provide specific items. For additional information on this process see GBCI Procedure 900.302.04.08.

2. Showers: Inmates are required to shower and change clothing and bedding as scheduled by your assigned housing unit. You are expected to shower two times a week. You are to bring your own clean underwear, socks and one towel with you at the time you shower. The opportunity for additional showers is available at recreation.
3. Hair: You are prohibited from partially shaving your head and from cutting designs, symbols, etc., in your hair. Hair with multiple cut parts, initials cut into the hair, and tufts of hair only remaining on your head are NOT permitted. Braided hair may not have any sculpting designs, numbers, letters, symbols, initials, etc., or any style that depicts such. If braided, the entire head must be braided. Braids may only be in straight lines starting from the front of the head, ending in the back of the head. Inmates may have a single part cut into their hair. You are not permitted to wear items in your hair such as beads, curlers, etc. out of your housing unit. Inmates being transported outside of the institution, for any reason, are required to remove any braids and/or dreadlocks prior to departure. Failure to do so will result in the issuance of a conduct report.
4. Nails: Your fingernails will be clipped to a maximum length not to exceed the fingertip and must be kept clean.
5. Razors: Disposable razors are available for purchase through the canteen for those inmates wanting to shave. Any inmate found to be in possession of an altered or damaged disposable razor will be subject to discipline via issuance of a conduct report, which will be processed as a Major violation. If razors have been accidentally broken, or are falling apart, they should be turned in to your Housing Unit Officer immediately, in order to avoid a conduct report.

G. Meals/Dining Room

DOC encourages inmates to practice healthy eating habits. The department uses dietary guidelines established by the U.S. Department of Health & Human Services and the U.S. Department of Agriculture in providing nutritional and healthy meals for inmates. DOC continually reviews the need for change in diet in order to maintain nutritional meals in such ways as increasing fiber content and limiting total calories, cholesterol, sodium and fat. We encourage all inmates to be positive in the ongoing efforts of the department to provide meals that meet nutritional guidelines while promoting good health. While partaking in meal time in the dining room, the following is expected:

1. You are expected to display good behavior on your way to the dining room. Inmates going to and from the dining room are to walk on the right hand side of the railing with no more than two abreast. Talking in an ordinary conversational tone is permitted at this time and also after you take your seat. There will be no cutting in front of others or changing places with someone else in line. If you wish to give another inmate a portion of your meal, or receive from another inmate a portion of his meal, this can be done only after both of you are seated at the same table. The staff may split inmate populations between

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the two dining rooms. Once in the dining room, you must sit at the assigned table. You are not allowed to change tables or to get up once you are seated. You must return to your housing unit, as directed by staff.

2. You may not leave the dining room until your tier or housing unit is announced by staff. Once your tier or housing unit is called to leave the dining room, take your dishes to the tray return and go directly to your cell. With the exception of one piece of fruit, food may not be taken to or from the dining room. If you take a piece of fruit back to your cell it must be consumed before the next meal. Do not pass items from one table to another. Canteen items and other personal property (magazines, etc.) are not permitted in the dining room.

H. Movement Procedures

1. Inmate movement within the institution is permitted only under staff escort/supervision or via the Pass System. Inmates assigned to the school program shall follow the class schedule provided by the Education Department.
2. Inmates shall promptly honor all authorized passes. A maximum of five minutes is allowed for traveling from one point to another. You are not permitted to go anywhere but the destination indicated on the pass. You shall not stop or loiter along the way. Failure to honor a pass may result in disciplinary action. Inmates are not allowed to run, except while at recreation.
3. All inmates must pass through the metal detector when leaving and returning to your housing unit.
4. Once you leave your housing unit to attend scheduled activities you are expected to remain in the assigned area for the duration of the activity. You will not be allowed to leave the activity early. This applies to all off unit activities such as the library, chapel, recreation, groups/programs, etc.
5. General population inmates attending inside recreation are to use the South side of the stairs when going to recreation and the North side of the stairs when returning from recreation.
6. Personal (pat-down) searches may be made of any inmate, at any time, in any location.
7. Inmates may be inspected via the use of various scanning devices including, but not limited to, such devices as hand scanners and metal detectors at any time, in any location.

I. Phones

1. Phones for personal calls are available in the cell halls. You must submit a phone request (DOC-245) prior to 8:00 pm if you wish to be considered for a phone call the following day. Submission of a phone slip does not guarantee you will be scheduled.

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2. Only one completed call during your time slot is allowed.
3. You must use your own PIN when using the phone.
4. Three way calls are not allowed.
5. You are expected to give the phone runner the phone back at the end of your time slot.
6. If a phone is damaged, your portion of the tier will not have a phone until it is repaired.
7. Phone calls in the cell hall are a privilege.

J. Kiosks

1. Kiosks will be available in various areas of the institution.
2. Each area will have an identified kiosk schedule. Kiosks are available only during these times.
3. Kiosk rules are posted near the kiosk stations. Any violation of these rules can result in suspension of your privileges.
4. No talking or loitering is allowed while using the kiosks.

K. Dormitory

1. Inmates may request housing in a dormitory by submitting an Interview/Information Request slip to the Security Dorm Supervisor in the Security Office. Assignment to a dorm is a privilege and not a right. You will be screened using such criteria as sentence structure, conduct history, program participation, etc., before approval for placement in the dorms. While living in the dorms, you are expected to keep your area clean. Personal property must be kept in your footlocker. The footlocker must be kept locked any time you are not in the area.
2. Electronic personal property is limited in the dorms. Each dorm has televisions for inmate use.

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Dorm A Living Rules

A. Inmate Movement

1. When exiting the dorm or returning to the dorm, there will be no stopping or loitering in the corridor or rooms between the dorm and the rotunda. Inmates must be properly dressed before leaving the unit.
2. You are expected to confine your movements in the sleeping area to your assigned bed only. Being in an unassigned area may result in a conduct report. An unassigned area would include standing next to someone else's bed.
3. After 10:30 PM, no movement will be permitted between the sleeping area and the day rooms. The only exception will be for use of the restroom. Inmate must receive permission from staff prior to entering the dayroom.
4. You will not be allowed back into the day room for recreational purposes once you've gone to the sleeping area after 10:30 PM.
5. When out of the dorm (other than mass movements such as recreation), you must report / check in with the officer at the door immediately upon returning to the dorm.

B. Punctuality and Attendance

1. While you are living in the dorm it is your responsibility to follow your schedule and be at your designated assignment on time. This includes the pass lists and absentee Teachers lists.
2. Early wake up call is at 5:30 AM.
3. Scheduled Events:

Canteen	Friday AM - after breakfast
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C. Counts

1. Formal counts: 5:30 AM, 7:45 AM, **12:05 PM and 4:10 PM Standing Count**, 9:20 PM, 12:00 AM and 3:00 AM
2. During the standing count you must stand at the foot of your bunk and there is to be no talking at this time. All inmates will be required to report to their bunks and stand for all formal standing counts.
3. During all counts, you are required to stay where you are without moving and remain silent until signaled that the count is over. You must remain seated at the end of your bunk until institution count clears.

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D. Day Room

1. The day rooms will be open as indicated below. Unit washers, dryers, TVs and telephones may only be used during these hours. The use of these unit facilities shall not interfere with count, meals or custodial duties. Washers and driers may not be used one hour prior to the dayroom closing.

Monday	5:30 AM- 11:45 PM
Tuesday	5:30 AM- 11:45 PM
Wednesday	5:30 AM- 11:45 PM
Thursday	5:30 AM- 11:45 PM (DAYS PRECEDING HOLIDAYS 6:00 AM-1:00 AM)
Friday	5:30 AM- 12:45 AM
Saturday	5:30 AM- 12:45 AM
Sunday	5:30 AM- 11:45 PM

E. Grooming and Attire

1. Hair grooming is to be done in the bathroom only.
2. No hair grooming after 9:30 PM (this includes braiding, curling and rolling).
3. Cutting of hair is not allowed in the dorm. This includes the bathroom area.
4. Inmates must be appropriately dressed when in the day room. This means shirt (tank tops, sleeveless inc. but not during meal time), pants, gym shorts, shoes and socks. Thermals may not be worn as outerwear. Shirts do not need to be tucked in while in the sleeping area. They are to be tucked in while in the dayroom.
5. All clothing is to be worn as intended; i.e. pants, gym shorts, sweatpants are to be worn about the waist. This means above the hips.
6. Boxers are not considered gym shorts. Pajamas may be worn in the day room but not through the kitchen serving line.
7. ID badges are to be properly worn at all times, outside the shirt and facing forward. The only exceptions are when using the showers, movement to and from the showers and while on your bunk.

F. Meals

1. Meals are served at 6:15 AM, 11:00 AM and 4:25 PM.
2. There will be no cutting in line. You must form a line in the first aisle.
3. All meals are to be eaten in the day room, no exceptions.

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4. You must be properly dressed when going through the serving line. This means a shirt with sleeves, pants, gym shorts, shoes and socks. No pajamas or sleeveless shirts. ID must be worn.
5. No showering or telephone use during meals.
6. Return trays and utensils to the proper containers when finished.

G. Showers and Hygiene

1. You are strongly encouraged to shower every day. This is a close environment and personal hygiene is a must. At a minimum, you must shower three (3) times a week.
2. Showering is permitted as allowed by the dorm schedule. You may speak in a conversational tone only while in the showers.
3. The hot water dispenser is to be used for food and drinks only, do not use it to wet washcloths to wash your face or to wash your food containers.
4. The bathroom is closed during meals, counts and cleaning times. Staff approval is needed for use of the bathroom during these times.
5. There is no visiting or loitering allowed in the bathroom.
6. No reading materials are allowed in the bathrooms.
7. All personal hygiene must be completed by 11:50 PM Sunday through Thursday and 12:50 AM Friday, Saturday and days preceding holidays.
8. Towels may hang on the end of your bunk to dry.

H. Sleeping Area

1. The first shift unit Sergeant authorizes bunk assignments.
2. There is to be no eating or drinking allowed in this area.
3. Talking is not permitted from 9:30 PM to 6:00 AM, daily.
4. All beds must be properly made when not in use. If you have an extra blanket, it will be folded and placed at the foot of the bed. This is anytime you are not in the bed.
5. You will be issued two blankets.
6. **On Monday mornings by 7:45 AM, footlockers, plastic storage containers and all personal property will be placed on your beds to allow for complete cleaning of the floor. Nothing is to be on the floor.**

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7. When you leave the sleeping area, your bed is to be clear of all articles. Any items under the bed must be stacked neatly and cannot be out in the aisle. At no time will there be any items left in the aisles.
8. Footlockers will remain at the foot of the bed at all times. Each person in the dorm is allowed one footlocker. Plugged locks are not allowed and will be cut and confiscated.
9. Plastic storage containers are not to be used as chairs, cooking bins, foot stools, ice chests, for water, etc. They are to be used for your personal storage only. You are responsible for this container and will be charged for the replacement of them if you break them. Do not stack your metal footlockers on top of the plastic container.
10. Under no circumstances are you permitted to enter anyone's footlocker or plastic storage container or have any of your possessions in any footlocker or plastic storage container other than your own.
11. Do not slam your footlocker.
12. All inmates must have a combination padlock for their footlocker.
13. You can expect the officers to conduct shakedowns of your footlocker, plastic storage container and bunk. This is one of their duties, which is considered institution routine.
14. The only items allowed under your bunk are the plastic storage container, electronics (radio, typewriter and TV if you are allowed to have yours out), footwear and one mesh bag for dirty laundry. All of your personal property must fit into your footlocker and plastic storage container. All other items that do not fit into these containers must be sent out. No exceptions.
15. If you have a drawing board you will need to place this at the end of your bed between the bed and the frame.
16. The back room storage area will only be utilized for storing electronics.
17. Staff are not responsible for lost, stolen or misplaced items.
18. The only activities permitted in the sleeping area are letter writing, reading, drawing and individual prayer. Group prayer is not allowed in this area.
19. After 10:30 PM you will not be allowed to retrieve any property from this area. If you wish to obtain anything from your footlocker or plastic storage container, you must do so before this time. This is being done to minimize noise and movement in the sleeping area.
20. You are not allowed to be on any other bed but your own.
21. You are not allowed to be standing, kneeling, etc. next to another inmate's bed.

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I. Day Room

1. In this area you are permitted to write letters, play approved card games and table games, watch TV and listen to your electronics. Roll playing games (D&D, etc), are not permitted.
2. Games may be checked out at anytime during dayroom hours. On third shift, games are terminated at 11:00 PM during the week and 12:45 AM on weekends. At these times all games will be returned. The person checking out the game is responsible for ensuring that all pieces are returned with the game.
3. Headphones / earplugs must be worn at all times.
4. There are no extension cords allowed across walkways.
5. Only one electronic item per person at a time in the day room. If not in use, the item must be put away. No saving spaces or assigned spaces. If you are at work all day, your electronics will not be placed in the day room until you return and are there to use them. No exceptions.
6. Approved hobby items may be worked on in the day room.
7. When playing dominoes/cards a blanket must cover the tabletop. These blankets are to be used as table coverings only, not as seat cushions.
8. Yelling, loud talking, hand slapping, slamming of dominoes or cards, etc. is not permitted and may result in termination of game playing and may result in a Conduct Report.
9. When playing any games/cards you must be seated at the table. There will be no games played that involve any more than six people, this includes observers.
10. Your property is your responsibility. Do not leave your property unattended.
11. Typewriters may be used in designated areas of the day room only.
12. No sitting on the tables or putting your feet up on tables, benches or walls. Lying down on the benches is not permitted.
13. Calisthenics, dancing, arm wrestling, horseplay or any activity of a similar nature is not allowed in the dorm.
14. Inmates on loss of day room and sick cell status (except work related injuries) are not permitted in the day room except during meal times.
15. You will eat and drink out of your own personal containers that have been purchased at canteen.

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J. Telephones

1. Only one inmate will be on each phone per time slot. Sharing phone calls or joint calls are not permitted. You must notify the officers that you want to use the phone before you go onto the phone. You will then notify the officer if you did or did not get through on your phone call.
2. No sitting in the telephone booths.
3. No loitering around the phone area.
4. You are required to use your correct inmate number when making phone calls.
5. Three-way calls are not permitted.
6. Telephone calls will not be made during meals or count time.

K. Washers and Dryers

1. You must use laundry detergent only.
2. You are not allowed to wash any clothes in the bathroom or shower area.
3. Shoes/boots are not allowed to be washed in the washing machine or placed in the dryers.
4. No wash loads may be started after one hour prior to scheduled end time.
5. Your sheets must be washed or sent to the laundry to be cleaned weekly.

L. Talking

You may talk at mealtime, during working hours, in a group going to or from a shop activity, during recreation periods, and until 9:00 p.m. in the cell halls and dorm sleeping areas. Talking, wherever permitted, must be kept at a conversational tone, not loud or boisterous. In the cell halls, conversational tone is defined as only loud enough for the inmate in the cell next to you to hear. If the officer can hear you from more than one cell away, you are too loud. Loud talking from tier to tier is not permitted. Inappropriate and offensive behaviors are not permitted and include, but are not limited to, clapping, rapping, loud singing, yelling and whistling. See your housing unit living rules for more information.

M. No Smoking

GBCI is a smoke-free and tobacco-free institution. Tobacco, tobacco products or smoking materials of any kind are not allowed at GBCI and are considered contraband. Possession of contraband can result in disciplinary action under DOC 303. (GBCI Procedure 900.100.02 Tobacco and Smoking Materials).

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N. Inmate Dress Code

All clothing (state and personal) is to be worn in the manner for which it was designed, including proper size. Shoes are to be worn with the feet entirely in the shoe and laces tied up. The top of your pants are to be waist high and worn at the waist with shirttails tucked in. No pant legs are to be cuffed or rolled up. Collars must be turned over, and pockets inside. See housing living rules for more specific information pertaining to your assigned housing unit.

1. You are to be properly dressed before leaving your cell. This includes wearing your ID Card and displaying it outside of your shirt with the picture facing outward. See DAI Policy 306.00.06, Inmate Digital Photo Identification System available in the institution library.
2. Inmates will be dressed in appropriately fitting trousers, shirt or T-shirt, shoes and socks whenever outside their housing unit, except while at recreation. This exception does not apply to inmates going to and from recreation.
3. When wearing a state-issued green shirt, only the top 2 buttons may be undone.
4. Inmates are not allowed to wear a T-shirt or sweatshirt over a state-issued green shirt.
5. Inmates must wear a shirt over any sleeveless shirt.
6. Inmates are not permitted to alter or destroy state or personal clothing in any manner.
7. If wearing a belt, the buckle must be buckled at all times.
8. Sweatsuits, jogging suits or gym shorts may only be worn in the housing unit, at recreation, and to and from recreation and showers.
9. Shoes will be worn with the foot entirely in the shoe and the laces tied. Laces will be the same color and not laced up the sides.
10. Plastic caps, curlers, do-rags, head covering and hair nets are not permitted out of the housing unit, except kitchen workers may wear a plastic cap in lieu of a hair net at work only.
11. Handkerchiefs may not be worn as an outer garment or headband (except as approved by staff in the institution shops for an inmate worker).
12. Slippers may be worn to showers, clothing exchange or in the housing unit ONLY.
13. Thermal underwear is to be worn under clothing.

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O. Linen Exchange and Institution Clothing

1. Clothing Articles, Allowable Limits, and Size Guide

All GBCI inmates will be issued the following clothing articles that are labeled with your name and DOC number. The Bath House Sergeant will be responsible for and make the final decision in the sizing, issuing, and replacing of all state-issued inmate clothing. Laundry bags are to be used for laundry only. They may not be taken to recreation, used as a book bags, etc.

*Each inmate will receive:

- | | |
|-------------------|----------------|
| 2 laundry bags | 2 pillow cases |
| 3 green pants | 3 sheets |
| 2 green shirts | 3 white towels |
| 4 T-shirts | 1 blue towel |
| 4 pairs of socks | 4 underwear |
| 1 winter jacket** | |

1 pair shoes (need for issuance and/or replacement to be determined by the Bath House Sgt.)

* Subject to maximum allowed for personal and state issue per DAI 309.20.03.

** Inmates are to maintain possession of the jacket for the duration of their stay at GBCI and should be worn only during the appropriate season(s) when outside weather conditions and temperatures are colder.

- a. The Bath House will affix the above items with labels indicating the inmate’s name and DOC number. Any inmate found to have tampered with laundry labels may be subject to disciplinary action.
- b. Each inmate will be responsible for the articles issued to him. Inmates are responsible to ensure that quantities of the articles in their possession do not exceed the amounts listed above for each type of article.
- c. The following size chart will be used as a guide:

<u>Green Pants/Briefs</u>	<u>Green Shirts/T-Shirts</u>
MED waist 32-34	LG chest 32-34
LG waist 36-38	XL chest 36-38
XL waist 40-42	2XL chest 40-42
2XL waist 44-46	3XL chest 44-46
3XL waist 48-50	4XL chest 48-50
4XL waist 52+	5XL chest 52+

- d. Each inmate is responsible to inspect clothing items issued to him to ensure they are the correct size, in good condition and not damaged or altered in any manner. You will be required to sign an Offender Clothing Receipt form, DOC-2276.
- e. Once you have received your clothing, you are responsible for any negligent damage or alterations to or loss of your clothing and may be subject to

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disciplinary action for such damages which may include restitution for replacement of such clothing articles.

- f. When an inmate is received at GBCI and in Orientation status, the Bath House Sergeant will measure the inmate for correct clothing size. One sample of each size green pants, green shirt and T-shirt will be available for the inmate to try on should there be a question of the correct size.
2. Clothing for inmates housed in Restricted Housing & Treatment Center-Transition Unit (TCTU), and Step Unit.
 - a. When an inmate receives disciplinary separation, the state-issued clothing, laundry bag, and shoes will be placed with the inmate’s personal property. The RHU Property Officer will store all property until the inmate is released from RHU. Upon release back into general population, your property, including state-issued, will be returned to you.
 - b. When an inmate transfers out of the institution in disciplinary separation status, the RHU Property Officer will remove the laundry bag and state-issued clothing from your property and return it to the Bath House.
 3. Housing Unit Laundry Procedures
 - a. Once per week, each inmate will have the opportunity to have his clothing laundered.
 - b. The institution will not be responsible for any personal clothing put into the laundry bag.
 - c. You are to place all white clothing in one laundry bag and your colored clothing in the other bag and secure them. No colored clothing should be placed in the bag with the white clothing as the bleach that is used will discolor colored items. Inmates will be responsible for damaged clothing should they place colored items in the white clothing laundry bag.
 - d. When your laundry bag is picked up, the officer/sergeant will check off each laundry bag turned in from each cell and bunk. The officer/sergeant will use that same check off sheet when returning your laundry bag the next day.
 - e. The schedule for laundry is:
Front of SCH: Wednesday pickup/Friday return
Back of NCH, Dorm A, TU, HSU: Monday pickup/Wednesday return
Back of SCH, Dorm B, MU: Monday pickup/Wednesday return
Front of NCH: Wednesday pickup/Friday return
 - f. If you are moved between housing units, you are responsible for the clothing and laundry bag issued to you, and must take it with you. If you move on the day your

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laundry bag is at the laundry, you must inform the Unit Sergeant so your laundry bag can be sent to your new housing unit.

- g. If you are placed in TLU or receive disciplinary separation time, the officer packing up your property is responsible for packing all state-issued clothing and state-issued shoes into your laundry bag and sending it with your property.
- h. If you live in Dorm A, DO NOT place laundry bags in the washers or dryers.

4. Clothing Replacement, Repairs or Unusable Items

When you feel your clothing items no longer are useable, you will be required to complete an Interview/Information Request form detailing the item(s), what action you want taken and why. Submit this request to the Bath House Sergeant. The Bath House Sergeant will determine if your request is appropriate. He/She will issue a pass for you to report to the Bath House with the items you claim are unusable. The Bath House Sergeant will determine if the materials are unusable and will issue replacements as deemed appropriate. When you have an item that needs repair such as torn material or a hole, you must follow the same procedure. The Bath House Sergeant will maintain a log of repairs, replacements and clothing abuses.

5. Clothing Size Change Request

To request a size change for state-issued clothing items, you must complete an interview request form with the size(s) change and submit it to the Bath House Sergeant for review and approval. The Bath House Sgt. will then issue you a pass.

6. Missing Laundry

You are required to report missing laundry to the housing unit staff immediately. The housing unit staff will complete an incident report. Issued items will be from existing stock when possible. Inmates found to be in excess of the standard issue limits may be subject to disciplinary action.

7. Work/Shop Clothing

You are required to wear the state-issued general population clothing to and from work. Work and shop clothing may be worn to, from and at work and shop only.

GBCI shops, where inmate's shoes are subjected to heavy soiling or abuse, may allow shoes or rubber boots in their areas for the use of inmates who would like to protect their state-issued shoes. These can be obtained by submitting an Interview Request (approved by the shop supervisor) to the Bath House Sgt.

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8. Transfer out of Institution

If you are being transferred out of GBCI, you must bring all state-issued clothing to the Bath House – no exceptions. The Bath House Sergeant will look over all items to insure they are in good condition and that all items are accounted for.

*Special issue of shoes will not be allowed for medical trips, court dates, weddings, etc.

P. Conduct Reports - DOC 303

1. Institution staff members are responsible for management of discipline and will report violations of the rules. The circumstances of such infractions are described in written reports called conduct reports. When a conduct report has been completed, it is turned over to the Security Department for review and approval. Upon approval by the Security Department, the report will be scheduled for a hearing before an Adjustment Committee or Hearing Officer.
2. Conduct report dispositions are effective immediately, unless otherwise specified.

Q. Additional Consequences & Restrictions

In addition to penalties imposed through the disciplinary process, there are other possible consequences or restrictions that may result from adjustment problems. An inmate confined to RHU for example may encounter additional setbacks as a result of receiving a conduct report or penalty. Some consequences that may result include, but are not limited to, are:

- Loss of institution work, program or school assignment
 - Loss of compensation
 - Loss of range status in an assignment
 - Loss of good time
 - Other losses according to DOC Administrative Code
1. Cell Confinement may be imposed on inmates assigned to the cell halls. You will be required to eat meals in your cell. You will not attend recreation activities or receive passes. If you have a work assignment or attend school you will be expected to attend. If you do not have a work or school assignment you will not be paid. You may be escorted to necessary medical, clinical or social services appointments, including med pass. You will be allowed to leave your cell for showers and visits (if not on visit restriction). You may attend religious services only with specific permission from the Warden.
 2. Building Confinement may be imposed on inmates assigned to dormitories. You will not attend recreation activities, work or school assignments or receive passes. You will not be paid. You may be escorted to necessary medical, clinical or social services appointments, including med pass. You will be allowed to leave the dormitory for visits (if not on visit restriction). You may attend religious services only with specific permission from the Warden.

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3. Loss of a Specific Privilege which the hearing officer may impose includes, but is not limited to: use of your own TV or radio, loss of library, phone calls, having meals in the dining room, canteen privileges, etc.
4. Dorms – Loss of Dayroom includes the use of the phones, access to TV and the unit washer and dryer. After first receiving permission from staff, inmates are allowed to use the bathroom and unit showers. After 3 days of the sanction have passed, arrangements may be made through the unit Sgt. to use the unit washer and dryer once every 3-day period. Dormitory inmates are allowed to eat their meals in the dayroom while on this disciplinary penalty.

*If you receive a conduct report for excess allowable property (including personal photos and letters) and are found guilty, the hearing officer may destroy it as part of your disposition. You are responsible for maintaining all property limits.

R. Appeal of Conduct Reports

1. After the hearing is held, and you have received the disposition of the Adjustment Committee or Hearing Officer for a Conduct Report, you may appeal the decision, the sentence or both to the Warden.
2. You must follow these guidelines when filing an appeal of a Conduct Report to the Warden:
 - a. Obtain Form DOC-91, entitled “Appeal of A Contested Hearing” in your housing unit.
 - b. Fill out Form DOC-91 completely and send it to the Warden’s Office. Do not forget to include the Conduct Report number and date of disposition. APPEALS MUST BE SUBMITTED AND RECEIVED BY THE WARDEN’S OFFICE WITHIN 10 DAYS AFTER THE DATE OF THE HEARING OR RECEIPT OF THE DECISION.
 - c. State clearly and concisely on the appeal form exactly what you are appealing, and the reasons for the appeal. Include as much detail as you can, including names, institution numbers, and other identifying information of persons having information on the report.
 - d. Submit only one Form DOC-91 for the appeal of each Conduct Report.
 - e. Do not send a second appeal on a Conduct Report that you have already appealed to the Warden. The Warden has 60 days to respond to your appeal of a Conduct Report.
 - f. Do not submit an appeal of a Conduct Report that has not been acted upon by the Adjustment Committee or Hearing Officer. Submit your appeal after the

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Committee or Hearing Officer has heard the Conduct Report and rendered a decision.

- g. The Warden's decisions are final on all appeals.

S. Referral for Prosecution – DOC 303.75 and DAI Policy 303.73.01

Any statutory crime committed by an inmate may be referred to local authorities for criminal prosecution.

T. Trading, Gambling, Bartering, Sweepstakes, Lottery

It is not permissible to give, receive, trade, barter, sell, buy, loan, borrow or exchange your state or personal possessions. Inmates are not permitted to participate in any type of sweepstakes, promotion, or any other type of activity which involves gaming or gambling, whether or not there is a cost to enter. Poker is specifically prohibited because gambling is the major objective of this card game.

U. Interviews with Staff

If you want to see a staff member, complete an Interview/Information Request form and put it in the appropriate mailbox located in the Rotunda that is labeled with the staff member's department. Be sure to state what staff member you want to talk to and why you want to see that staff person. The staff member will review your request. If a meeting is required, he/she may send a pass for you during your free hours. You are expected to tell the staff member in the request what free hours you have to see the staff member.

V. Information on Staff

Inmates are not permitted to have in their possession, information relating to the personal lives of staff. This policy includes, but is not limited to, staff telephone numbers, addresses or other records that could possibly be used to harass or embarrass staff.

W. Surveillance of Inmate Activities

Activities occurring anywhere on institution property may be monitored and recorded without inmate knowledge. Surveillance throughout the institution may be accomplished by use of electronic devices including audio and visual recordings. Through this type of surveillance, the institution will gather information on inmate activities that may jeopardize institution security. Information obtained may be used in any manner by the institution, Department of Corrections or Law Enforcement Authorities as deemed necessary. This may include, but is not limited to, Administrative, Due Process, Program Review, Parole Hearings, and Criminal Prosecution. See DAI Policy 306.00.01, available in the institution library.

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CHAPTER 6. ADDITIONAL DOC PROCEDURES & RESOURCES

This manual provides information on various subjects considered most important to new inmates. The following list of references is provided to guide the inmate seeking information on topics that may be of greater interest as time progresses.

SUBJECT	REFERENCE
A. Adult Field Supervision	DOC 328
B. Assault by Prisoner	DOC 303
C. Escape	DOC 303
D. Statutory Good Time	DOC 302
E. Due Process – Conduct Reports	DOC 303
F. Mandatory Release	DOC 302
G. Parole	DOC 302
H. Probation-Parole Revocation Procedures	DOC 331
I. Sentence Computation/Credit	DOC 302
J. Truth in Sentencing	WI Act 283, ss. 973.01

The information provided in this handbook is not intended to be all-inclusive of rules, policies and procedures that are in effect. Additional information, which may provide more detail on these and other subjects considered in this handbook, and on the rules of the DOC, DAI Policies (formerly known as Internal Management Procedures), Wisconsin DOC Administrative Code and GBCI Procedures, is available to all inmates in the GBCI Institution Library.

Inmates should take time to become familiar with additional institution procedures that are available in the institution library.

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CHAPTER 7. PROBLEM-SOLVING GUIDE

The contents of this handbook should provide you with information to most of your questions or concerns, so before contacting a staff member with a question, you should utilize the contents of this handbook; however, there will be times when you may need to contact a staff person for information. This section is provided to assist you in resolving everyday problems that you may encounter. It will direct you to a place or person to contact in order to get answers to your questions or concerns. In most situations, the easiest way to solve a problem is in knowing who to contact.

It is important to follow the chain of command, and inmates should contact the appropriate staff person or department to address their questions, concerns or problems. If all attempts in contacting staff persons in the chain of command fail, and you have a legitimate grievance, you may file an inmate complaint. See Chapter 3, Section M and Chapter 8 of this handbook for additional information on the institution complaint process.

Contact Guide

ACCOUNTS:

Account statements, check preparation, incoming monies, disbursements, and orders: Inmate Accounts – Business Office; if matter remains unresolved, contact Financial Program Supervisor – Business Office; Inmate Compensation/Pay: Work area supervisor – if unresolved, Inmate Accounts - Business Office.

ADA:

To request consideration for accommodation under the Americans with Disabilities Act, forward your request in writing to an ADA Coordinator – Social Services Director or Restricted Housing Unit Supervisor.

ADVOCATES:

Due process hearings: Your assigned advocate. They are not attorneys and are not required to challenge your conduct report during your hearing.

ASSIGNMENTS:

Work assignments, voluntary/involuntary unassigned status: in writing to the Institution Reviewing Representative (IRR) or the Work Assignment Review Committee (WARC) – place written requests/questions in Rotunda mailbox labeled Security.

Education Assignments: place written requests/questions in Rotunda mailbox labeled Education.

ATTORNEY CONTACT:

Requests for telephone calls from attorneys: contact Records Office.

Attorney Visits: your attorney must contact the institution Records Office.

Information on notices of telephone court hearings: contact your Social Worker and/or Records Office.

BADGER STATE INDUSTRIES (BSI):

There are specific hiring requirements for Industries workers. If you wish to be considered for a job in Badger State Industries Textiles, you must submit an Interview Request form to that shop.

BIBLE STUDIES:

See Chapel.

CANTEEN:

Canteen purchases: Canteen Storekeeper. If unresolved, send written request to Financial Program Supervisor – Business Office.

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NOTE** Problems or errors with an order must first be addressed with housing unit staff **immediately** at time of receipt. Refer to section on canteen in this handbook or institution policy GBCI Procedure 900.302.02.02 Canteen Ordering and Delivery for detailed information.

CHAPEL:

A variety of religious services and programs are available. Questions about or participation in religious services or programs, religious diets or chapel activities should be submitted in writing to the institution Chaplain.

CLEMENCY:

This must be addressed out of the institution directly to the Governor’s Office. You must send documents and correspondence to: Office of the Governor, Pardon Advisory Board, Room 115 East, State Capitol, P.O. Box 7863, Madison, WI 53707.

CLINICAL NEEDS:

See Psychological Services.

CLOTHING:

If you need state issued-clothing/boots exchanged, complete an Interview/Information Request Form with item(s) needed, amount, size, with verification from unit staff/officer’s signature and approval. Submit this information to the Bathroom Sergeant. Refer to information provided in this handbook in Chapter 5.

COLLEGE/CORRESPONDENCE CLASSES:

Information and questions on vocational education, technical college, university programs or correspondence courses: submit written request to Education Department.

COURT TELEPHONE CALLS:

See Attorney Calls. Information on notices of telephone court hearings: contact your Social Worker and/or Records Office.

CO-PAY:

Information and questions on Health Services co-pay fees: submit written request describing your concern to Health Services Manager.

CRISIS COUNSELING:

Immediate need for crisis counseling: contact your Unit Sgt. or Unit Officers. If you have a non-emergency need for crisis counseling, submit a DOC-3035B, Psychological Services Request (green form) to Psychological Services – Treatment Center.

DAILY BULLETIN:

Notices to inmates, teacher schedules, other daily or institution information is available on Channel 8 (inmate informational station) on your TV. Information is also posted in housing units and the institution library. If you cannot locate the information you need, contact your housing unit sergeant.

DENTAL:

Routine dental care or non-emergency care: submit a Dental Services Request (yellow form) to Health Services. Emergency dental care: contact your housing unit sergeant or officer who will contact Dental Services by telephone.

DIETS:

Medical Diet: If you have a dietary need due to a medical or health condition, submit a DOC-3035 Health Services Request (blue form) to HSU explaining your needs.

Religious Diet: If you have questions and concerns for a religious diet request or have a religious dietary need, submit a written request to the Chaplain.

EMERGENCY CONTACT FORMS:

To designate someone as an emergency contact (next-of-kin) or change the person you had previously listed as an emergency contact, submit the change of information in writing to the Visits Coordinator in the Treatment Center using a DOC-0851. Provide information on the change you are requesting – name, relationship, current address and phone number.

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EMERGENCY MEDICAL NEEDS:

Emergency medical need/care: contact your housing unit sergeant or officer who will contact Health Services. If the situation does not meet the definition of an emergency, staff will instruct you to submit a Health Services Request (DOC-3035) to HSU.

EYE CARE (OPTICAL):

If you need routine eye care or other optical needs, submit a Health Services Request-DOC-3035 (blue slip) to HSU.

FOOD SERVICE:

Questions or complaints concerning Food Services: submit a written request to the Food Services Administrator. For an immediate concern, contact the on-duty kitchen staff available in your area.

FORMS:

The most frequently used DOC forms for inmates are available in your housing unit. Housing units have information posted on when forms are available. If a form is not available in your housing unit, contact your housing unit sergeant or officer to direct you on where to obtain a specific form.

HAIR CARE:

Routine haircuts (placement on the institution rotation list) and for other hair treatment: submit a written request to the Barber Shop. Place the request slip in the Education Office mailbox located in the Rotunda.

HEALTH SERVICES:

Routine health care needs: submit a Health Services Request (DOC-3035) to HSU. If you have a complaint, submit a written request form to the Health Services Manager.

HOBBY CRAFT/LEISURE TIME ACTIVITIES:

Review DAI Policy 309.36.01 Leisure Time Activities. If the policy does not answer your questions or concerns about hobby, approved materials, limits, etc., submit a written request to the Property Room.

HOBBY – COMPLETED PROJECTS:

Inmates are not permitted to keep completed hobby projects. Hobby items may be displayed for sale in the visiting room display case for 30 days – if not sold in that time period, they must be sent out or inmates may elect to destroy. All completed hobby projects must be sent out to someone on your visiting list within 30 days of completion of the project. All outgoing property will be sent out via commercial carrier. For details on this procedure, submit a written request to the Property Room. Also see vocational projects.

HOUSING UNIT PROBLEMS:

Problems within the cell hall/housing unit or matters relating to safety should be brought to the attention of your **Unit Sergeant** first, then to a Security Supervisor if the problem is not resolved. Personal safety of an urgent nature or matters dealing with security that have not been resolved by other attempts should be submitted to the Security Director – Security Office.

ID BADGES:

You must wear your ID Badge around your neck on the approved lace anytime you are out of your cell. See DAI Policy 306.00.06 Inmate Digital Photo Identification System

LAIP – LEGAL ASSISTANCE TO INSTITUTIONALIZED PERSONS:

Procedures for contacting LAIP can be found in the library.

If you would like to be placed on the waiting list to be seen by LAIP, send a request slip to the Records Office. LAIP offers guidance to resources and limited legal assistance to inmates at GBCI.

LAW LIBRARY:

For information on law reference materials, photocopies, law library passes, etc., submit a written request to the Librarian – Education Department. See DAI Policy 309.15.01 and GBCI Procedures 900.309.22.01, 900.309.22.04 and 900.309.22.06.

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LEGAL LOANS FOR POSTAGE & SUPPLIES:

Information about and application for a legal loan: submit a written request to the Business Office.

LEGAL WORK:

Inmates are not permitted to carry or possess personal papers or property that belong to other inmates, except inmates may voluntarily assist other inmates in legal matters and may possess relevant legal materials of other inmates they are assisting. See DOC 309.155(5) and library procedures in this handbook.

LIBRARY:

Information or questions on books, magazines, newspapers, reference materials, or use of a typewriter should be directed to the Librarian – Education Department.

MAIL:

Questions or concern about a mail item: submit an Interview Request form to the Mailroom. If unresolved, submit a written request to the Mailroom Supervisor – Security Office.

MAINTENANCE REPAIRS:

Requests for repairs to beds, tables, toilets, sinks, etc., water problems, and requests for privacy curtains, mattresses or clotheslines in your cell should be directed to the housing unit sergeant.

MEDICAL COMPLAINTS:

Concerns and questions about services received or about an answer to a previous request: submit an interview request slip to HSU Manager (DOC-3035).

MEDICAL/ NURSING/PSYCHIATRIST ASSISTANCE:

Routine visits, information from medical or nursing staff, the need to see the psychiatrist, submit a Health Services Request slip to HSU (DOC-3035).

MEDICATION:

Medication refills: submit a DOC-3035C, Medication /Medical Supply Refill Request slip to HSU 5 days before you run out of your medication. If you have a white tear tag for your medication, send that along with the request slip. If you do not have the white tear tag, write the name of the medication you need. You may submit more than one refill on the same slip. Allow at least 3 to 5 days to receive your refill. If there is going to be a delay, nursing will notify you in writing. For all other questions about your medications, submit a DOC-3035 Health Services Request to HSU.

MENUS:

Menus are posted in the housing units and on Channel 8. Direct questions or concerns to Food Services Administrator.

MONEY DISBURSEMENTS:

Information on sending funds (money) to close family members: contact your Social Worker – Treatment Center.

MOVEMENT:

Inmate movement is controlled via a pass system. You are allowed a maximum of 5 minutes to travel from one location to another. No loitering or unauthorized stops are allowed.

NEWSPAPERS:

You may subscribe to a newspaper or read them in the institution library. The library maintains a variety of newspapers.

NOTARY SERVICES:

For notary services to inmates in general population and the Step/Transition Units, submit a written request to the Records Office – Treatment Center; for notary services to inmates in RHU, submit a written request to the RHU Social Worker.

OPEN RECORDS REQUESTS:

Open records request should be submitted to the Records Office Supervisor – Treatment Center.

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PAROLE PLANNING:

Questions on release planning, program review referral/recommendation, or parole agent contacts: submit a written request to your Social Worker – Treatment Center.

PERSONAL SAFETY:

Personal safety concerns: if you want to be placed in Protective Confinement Status, submit a written request with details on reasons for your request to the Security Director – Security Office

PROGRAMMING:

Questions and concerns about participation in A&E recommended programming or program planning, submit a written request to your Social Worker – Treatment Center. Inmates in RHU, submit your requests to the Social Worker – RHU

PROGRAM REVIEW:

Questions and concerns about Program Review decisions or procedures: submit a written request to the Program Review Coordinator–Treatment Center. See Wisconsin Administrative Code DOC Chapter 302.

PROPERTY:

Questions and concerns about property: submit written request to the Property Room. For incoming personal property, first contact the retailer and have the package traced or tracked. The Property Room will not respond in writing for this type of request unless a tracking/tracing paper has been provided with request. For unresolved issues after taking proper steps, contact the Property Department Supervisor – Security Office in writing. For more details on property, DAI 309.20.03.

PROTECTIVE CUSTODY:

See Personal Safety.

PSYCHOLOGICAL SERVICES:

Treatment and referral needs for individuals with mental health and emotional problems and crisis intervention are available from Psychological Services staff. For additional information, submit a written request – DOC-3035B (green slip) to Psychological Services – Treatment Center.

RECORDS/FILE REVIEW:

Legal file: contact Records Office; Medical Records file: contact HSU Office Assistant; Psychological Services Records file: contact PSU Office Assistant; Education file: contact Education Office Assistant.

RECREATION:

Inmates are offered recreational facilities and equipment for active and passive recreational interests. Activities being offered will depend on the season and the weather. For information on the times and days for your recreation schedule, check with your housing unit staff. Questions and concerns not addressed in the handbook: submit a written request to the Recreation Department.

RELEASE ACCOUNTS:

Release accounts are established for all inmates in accordance with DOC Administrative Code 309.466 and DAI Policy 309.45.02, Inmate Trust Account System. Deductions from all incoming monies, including institution compensation, will automatically be taken at the rate of 10% of all money received until \$5,000 is accumulated. Deposits to this account are made in accordance with DAI Policy 309.45.02. Trust account statements are issued to each inmate every 2 weeks. Questions and concerns on your account should be directed to the Business Office – Inmate Accounts.

RELEASE SAVINGS ACCOUNTS:

Inmates may deposit release account funds into an interest-bearing release savings account. This account requires a minimum opening deposit of \$50. All subsequent deposits must be at a minimum amount of \$20. Deposits are made on the third Wednesday of each month. Interest is compiled and posted quarterly. Questions and concerns on your account should be directed to the Business Office – Inmate Accounts.

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REGULAR SAVINGS ACCOUNTS:

Inmates may deposit regular account funds into an interest-bearing regular savings account. This account requires a minimum opening deposit of \$50. Deposits and withdrawals are made the third Wednesday of each month with a minimum of \$20 per transaction. Interest is compiled and posted quarterly. Questions and concerns on your account should be directed to the Business Office – Inmate Accounts.

RELIGIOUS COUNSELING:

A variety of religious services and programs are available. See Chapel.

SCHOOL:

Questions and concerns about school enrollment, schedule changes, TABE & HSED testing, vocational education, technical college or university programs: send a written request to the Education Department.

SCHOOL COMPENSATION/PAY:

Questions and concerns about student compensation/pay should be submitted in writing to the Education Department. If issues are unresolved, submit a request in writing to the Business Office – Inmate Accounts.

SECURITY ISSUES:

Questions and concerns about personal safety or security issues should be discussed with housing unit staff first. If the issue is not resolved, submit a written request with detailed information to the Security Director – Security Office.

RESTRICTED HOUSING UNIT:

Questions and concerns for inmates in segregated status should be submitted in writing to the Restricted Housing Unit Supervisor.

RHU RELEASE DATES:

Questions and concerns about restricted housing unit release dates should be submitted in writing to the Restricted Housing Unit Supervisor.

SURCHARGES:

Questions and concerns for surcharges on your accounts: submit a written request to the Business Office – Inmate Accounts.

VISITING LISTS:

To make additions, removals, address changes, status changes, or questions concerning your visiting list: submit a written request to the Visits Coordinator – Treatment Center.

VISITS – HANDICAP:

To make arrangements for a special visit for a handicapped person, have your visitor call the institution at: (920) 436-3224 **at least 2 working days before the visit** in order to schedule a visit date and time. Space is limited and requests are filled based upon space availability and inmate status.

VISITS – RESTRICTED HOUSING UNIT:

To make arrangements for a restricted housing unit visit, have your visitor call the institution at: (920) 436-3262 **at least 2 working days before the visit** in order to schedule a visit date and time. Space is limited and requests are filled based upon availability and inmate status.

VOCATIONAL - COMPLETED PROJECTS:

Inmates are not permitted to keep completed vocational projects. All completed vocational projects must be sent out to someone on your visiting list within 30 days of completion of the project. All outgoing property will be sent out via commercial carrier. The only exception to this rule will be vocational projects that are too large or heavy to be sent by commercial carrier and this will be determined by commercial carrier regulations. For such items, visitor pick up may be arranged for items too large or heavy for commercial carrier shipping. Pick up must occur during designated hours (9 a.m. – 3 p.m.), Monday – Friday at the Processing Center.

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VOLUNTARY CONFINEMENT:

See Personal Safety or Protective Confinement.

WATCH BATTERIES:

Watch batteries are exchanged at the Property Room. For complete information on purchasing or exchanging watch batteries, submit a written request to the Property Room.

WORK ASSIGNMENTS:

Questions and concerns about work assignments should be submitted in writing to the Institution Reviewing Representative (IRR) or the Work Assignment Review Committee (WARC) by placing your written request in the Rotunda mailbox marked Security. Review the daily bulletin and postings for current open positions. Submit a written request to the hiring supervisor in that specific department for more information. There are specific hiring prerequisites for industry workers positions. If you wish to be considered for a position in BSI, submit a written request form to BSI.

CHAPTER 8. PROBLEM-SOLVING RESOURCES CHART – ICE

***Problem-Solving Resources Chart
 Green Bay Correctional Institution***

Inmates must follow the chain of command as listed on this chart to address questions and issues by contacting the listed staff member(s) pursuant to § DOC 310.09(4), Wis. Adm. Code. You must start at the first level related to your issue before going to the second level and must indicate when and who you contacted, as well as the response received. If you do not receive a response from the first level staff member after a reasonable amount of time (5 working days), you may proceed to the second level (if one is listed). Failure to follow this chart and/or sending requests to multiple staff about the same issue at the same time may result in a delay of your issue being addressed.

All listed levels must be exhausted before filing an inmate complaint. **As a reminder**, § DOC 310.09(6) requires a complaint be filed within **14 calendar days** after the initial occurrence giving rise to it. If you file a complaint, please document your efforts to contact the appropriate individual and indicate what their response was and provide all documents to substantiate your claim. Use this chart in conjunction with the Problem-Solving Guide – Chapter 7, Contact Guide in your Inmate Handbook. The Guide provides more detailed information for inmates in resolving everyday problems.

This list is not all-inclusive and in accordance with DOC 310.09(4) the ICE Office, prior to accepting a complaint, may direct an inmate to attempt to resolve a specific issue by contacting a specific staff member.

RESOURCE	1 ST LEVEL	2 ND LEVEL
Accounts – orders, disbursements, check preparation, incoming monies, savings	Inmate Accounts/Business Office	Financial Program Supervisor/Business Office
Accounts – inmate compensation/pay	Work or School Area Supervisor	Inmate Accounts/Business Office
Staff Representatives	Security Office	Security Director
Attorney Calls	Records Office	Records Office Supervisor
Badger State Industries/Related Issues	Shop Supervisor	BSI Supervisor

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RESOURCE	1 ST LEVEL	2 ND LEVEL
Barber	Barber Shop Teacher	Education Director
Birth Certificates	Social Worker	Unit Supervisor
Canteen	Canteen Staff	Financial Program Supervisor/Business Office
Classification (PRC Issues)	Social Worker	Offender Classification Specialist
Clothing, State-issued	Laundry/Bathroom Sergeant	Bath House Supervisor
Correspondence Courses	Guidance Counselor	Education Director
Dental (Related Issues – Co-pay)	Dental Staff	HSU Manager
Diets - Medical	Food Service Manager	HSU Manager
Diets - Religious	Food Service Manager	Chaplain
Disability Accommodations or Concerns	ADA Coordinator	N/A
Disbursements to Family Members	Social Worker	Unit Supervisor
Education (including related problems)	Guidance Counselor	Education Director
Emergency Contact Forms	Social Worker	Unit Supervisor
Extended Visits	Visiting Room Officer	Shift Captain
Food Service Issues	Food Service Supervisor	Management Services Director
Hobby	Property Hobby Officer	Hobby Lieutenant
Housing Assignment	Unit Sergeant	Housing Unit Supervisor
Housing Unit Repairs	Unit Sergeant	Unit Supervisor
Housing Unit Issues	Unit Sergeant	Unit Supervisor
LAIP	Records Office	Program Supervisor
Law Library	Librarian	Education Director
Legal Loans	Business Office Financial Specialist	Business Office - Management Services Director
Library	Librarian	Education Director
Meals	Unit Sergeant	Food Service
Mail	Mailroom Sergeant	Mailroom Supervisor
Medical Co-pay Fees	HSU Manager	N/A
Medical Concerns	HSU Manager	N/A
Musical Instruments	Property Hobby Officer	Hobby Supervisor
Notary Service – General Population	ICE Office	N/A
Notary Service – Restricted Housing Unit	Social Worker /Restricted Housing Unit	Restricted Housing Unit Supervisor
Open Records Requests	ICE Office	Warden
Optical	HSU Program Assistant	HSU Manager
Parole	Social Worker	Social Services Director
Pastoral Visits	Chaplain	Social Services Director
Programs	Social Worker	Social Service Director
Property – General Population	Property Room Sergeant	Property Supervisor
Property – Restricted Housing Unit	Restricted Housing Unit Property Officer	Property Supervisor
Psychological Services	Your Assigned PSU Staff/Caregiver	PSU Supervisor
Records Review – Clinical Services	Office Assistant/Clinical Services	PSU Supervisor
Records Review - Education	Office Assistant/Education Office	Education Director
Records Review – HSU	Office Assistant/Health Services	HSU Manager
Records Review – Legal File	Records Office	Records Office Supervisor
Records Review Social Service File	Records Office	Records Office Supervisor
Recreation	Recreation Leader	Program Supervisor
Release Clothing Orders	Store	Business Office – Inmate Accounts

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RESOURCE	1 ST LEVEL	2 ND LEVEL
Religious Issues	Chaplain	Program Supervisor
Retail Orders	Inmate Accounts/Business Office	Financial Program Supervisor
Security Staff – General Population	Shift Lieutenant/Captain	Security Director
Security Staff – Restrictive Status Housing	Program Supervisor	Security Director
Restrictive Status Step Program	Restricted Housing Unit Supervisor	Security Director
Sentencing Information	Records Office	Records Office Supervisor
Shoes, State-issued	Bathroom/Laundry Sergeant	Bath House Supervisor
Special Placement Needs	Social worker	N/A
Special Visits	Social Worker	Program Supervisor
Telephone Problems – Dorms	Unit Sergeant	Program Supervisor
Telephone Problems – Recreation	Recreation Leader	Program Supervisor
Veterans Group	Social Worker	Program Supervisor
Visiting Area	Visiting Room Officer	Visits Lieutenant
Visiting Issues/Related Problems	Visits Lieutenant	N/A
Visiting List	Visiting Coordinator	Assigned Social Worker
Voluntary Confinement – Personal Safety	Security Director	N/A
Voluntary Confinement – Work/School Assignment Related (90-day placement)	Work Assignment Lieutenant	N/A
Work Assignments	Work Assignment Lieutenant	N/A

CHAPTER 9. GBCI HANDBOOK: UPDATES/INMATE RESPONSIBILITY

Changes and revisions to Administrative Rule, DAI Policies, and institution procedures is an ongoing process. Notices of change in policy and procedure will be provided by the institution to inmates via Channel 8, posted notices in housing units, disbursed directly to inmates in the Restricted Housing Unit and posted in the institution library. It is the inmate’s responsibility to be aware of changes in policies and procedures as notices are provided and to comply with these changes. In order to keep this handbook as up-to-date as possible, inserts will be provided on a routine basis to inmates. These inserts are to be placed after the last page of your handbook and will reference the section and page number of your handbook where the changes apply. It is your responsibility to maintain your handbook in good condition and insert the updates into your handbook as provided by the institution.

Damage to Handbooks: Inmates who damage or alter the condition of their handbook will be held responsible for reimbursement to the institution for any damage incurred. Inmates are also responsible for the condition of the DOC 303 Handbook, the DAI Sexual Abuse/Assault Handbook and any other state-issued handbooks you have received and will be held responsible for reimbursement for any damage incurred.

Words from the Warden:

I have had the opportunity to speak to a number of groups and I usually let you know that the first thing you need to understand is that neither I nor my staff put you here. There was a judge, jury or agent that decided you belonged in prison. You were sent here as punishment, not for punishment. Being here, which removed you from your freedom, is the punishment. Staffs are not here to punish you, but to insure the

“The Key Ingredient to Your Success is You”

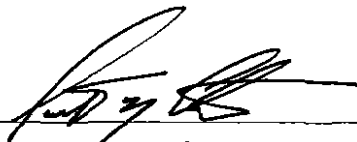
institution runs safely for everyone. After having said that, there needs to be rules to maintain order and a safe operation.

Your ability to abide by the rules and engage in appropriate behavior will be one of the indicators used for future movement through the Department of Corrections. As you move through the system, and the level of responsibility increases, you will notice in many cases there are more rules and regulations. With more privileges comes more responsibility. The ideal is for each inmate to continue to demonstrate personal responsibility and earn his way to lower security. During your stay, you have the opportunity to prepare yourself for a successful return to the community. When you are offered an opportunity, I urge you to take advantage of it.

Your job is to comply with the rules, policies and directions provided to you. I do not expect that you will like them all, but following the rules is your responsibility. If you have questions about a particular rule, ask a staff member. As you are probably well aware, failure to comply with the rules may result in discipline. Serious issues will be referred to the District Attorney for prosecution.

DATE: 5-23-17

APPROVED BY:



Scott Eckstein, Warden
Green Bay Correctional Institution