



# **INSTITUTION HANDBOOK**

## **FEBRUARY 2016**

# JACKSON CORRECTIONAL INSTITUTION HANDBOOK

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# Introduction

Welcome to the Jackson Correctional Institution, a medium security adult correctional institution. Please read this handbook carefully so you are aware of our basic procedures, and of your responsibilities to the institution staff, fellow inmates and yourself. (This handbook is subject to changes and will be reviewed on a periodic basis.) Loss or damage to this handbook may result in disciplinary action, which may include restitution (\$5.00).

## **BUILDING NAME AND FUNCTION**

### ***Ettrick***

Administrative Staff  
Business Offices

### ***Franklin***

Security Offices  
Mail  
Visiting  
Chapel  
Property  
Multi-Purpose Room

### ***Granton/Segregation***

Health Services Unit  
Dental Services Unit  
Restrictive Housing Unit

### ***Hixton***

Education Department  
Psychological Services  
Offender Classification and Movement (BOCM)  
Records Office  
Institution Complaint Examiner  
Library

### ***Juniper***

Food Service  
Bakery

### ***Komensky***

Maintenance

### ***Levis/Recreation***

Gymnasium  
Laundry  
Barbershop  
Music/Arts and Crafts  
Program Services

### ***Taylor***

Badger State Industries  
Canteen

### ***Oxbow***

Restrictive Housing/General Population Unit

### ***Neillsville***

General Population Unit

### ***Melrose***

General Population Unit

### ***Quarry***

General Population Unit

### ***X Building***

Barracks/Intake Unit

Upon arrival at JCI you will be housed in the X Building for institution orientation, program planning and evaluation. X Building staff will provide you with the tools you need to maintain a positive adjustment to your stay at JCI. How you use these tools is up to you. How well you utilize your time at JCI will determine the degree of self-satisfaction and growth you experience while here. At a later time you will be moved to another housing unit based upon staff recommendation and your assessed program needs.

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## **RECEPTION AND ORIENTATION**

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Upon arrival you will be involved in an orientation to introduce you to our programs. Orientation will take place while you are on the X Building.

Orientation will take place each week. All inmates are required to attend and participate in the entire orientation process. You will remain in reception status and will only be allowed to use the outside recreation area until you have completed the orientation.

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## **SURVEILLANCE OF INMATE ACTIVITIES**

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Activities occurring on correctional institution property may be monitored and recorded without the person being aware.

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## **UNIT MANAGEMENT**

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JCI operates under the "Unit Management" method. Unit Management means we divide the larger institution population into smaller, more manageable groups, to improve control and relationships between inmates and staff. The housing unit team consists of the Unit Officer Staff, Social Worker, Security Supervisor and Unit Supervisor. Other staff assigned to the team may include, but are not limited to: education representative, psychologist, health services representative, and recreation leader. It is the responsibility of the team to assist inmates to resolve problems. Inmates are expected to utilize the "Chain of Command". Your first step for most of your problem resolutions is the unit Sergeant and/or Officer. If the unit Sergeant or Officer is unable to answer your question, they will direct you to the appropriate staff or resource. All team members will be concerned with security issues and the treatment issues dealing with the inmates on the unit.

Most of the housing unit staff will have their offices on the housing unit. The following is a brief description of each staff member assigned to the housing unit team:

**Unit Supervisor:** Has responsibility for the total operation of the housing unit. The Unit Supervisor is the Administrator and Supervisor of the housing unit team.

**Social Worker:** The Social Worker is directly responsible to the Unit Supervisor and has major responsibility for case management and social service matters within the housing unit.

**Sergeants and Officers:** The Sergeants and Officers are primarily responsible for the security of the unit. Secondly, they are involved in the program operation of the housing unit and should be seen as the first staff person who will help you resolve an issue or problem.

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## **CHAIN OF COMMAND**

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Inmates must attempt to address and resolve their issues at the first possible level. An Interview/ Information Request (DOC – 761) may be used to address issues to institution staff.

The Chain of Command, outlined on page 8, spells out who inmates should talk to first if they have a question or concern. After waiting at least five working days (Monday through Friday, not including holidays) for a response or resolution, inmates may then contact the next and subsequent level as needed, informing them of the steps which they have already taken and what they have been told so far. Failing to follow this Chain of Command, sending requests to multiple staff, or failing to wait at least five working days will only cause delays because staff have been told to simply return your request if you have not followed these steps. Inmates may "jump levels" or ask someone sooner only for a valid reason. When doing so, they must explain why they are not following the process, and what has been said or done so far by any staff.

Institution staff will assist inmates with this process upon request.

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>	<b>THIRD LEVEL</b>	<b>FOURTH LEVEL</b>
<b>Account / Financial Matters</b>	Inmate Accounts, Business Office	Financial Program Supervisor	Correctional Management Services Director	Deputy Warden's Office
<b>Canteen</b>	Unit Staff	Canteen Storekeeper	Financial Program Supervisor	Correctional Management Services Director
<b>Disability Accommodation/ Concerns</b>	Unit Staff	ADA Coordinator		
<b>Food Service</b>	Unit Staff	Food Service Manager	Food Service Administrator	Correctional Management Services Director
<b>Institution Laundry</b>	Laundry Sergeant	Program Supervisor	Deputy Warden	
<b>Library</b>	Librarian	Education Director	Deputy Warden	
<b>Mail/Property</b>	Mail/Property Sergeant	Mail /Property Security Supervisor	Security Director	Deputy Warden's Office
<b>Medical</b>	HSU Nursing Staff	Health Services Supervisor	Deputy Warden's Office	
<b>Parole Questions</b>	Unit Social Worker	Offender Records Office	Offender Records Supervisor	Program Supervisor
<b>Payroll / Work Issue</b>	Work Supervisor	Area Supervisor	Financial Program Supervisor	Correctional Management Services Director
<b>PRC (Classification)</b>	Social Worker	Classification Specialist	Unit Supervisor	Deputy Warden's Office
<b>Psychological Services</b>	Psychologist	Psychological Services Supervisor	Deputy Warden's Office	
<b>Recreation</b>	Recreation Staff	Program Supervisor	Deputy Warden's Office	
<b>Religious Issues</b>	Chaplain's Office	Program Supervisor	Deputy Warden's Office	
<b>School</b>	Education Office Assistant	Education Director	Deputy Warden's Office	
<b>Sentencing Information and Records File Reviews</b>	Offender Records Office	Offender Records Supervisor	Program Supervisor	Deputy Warden's Office
<b>Treatment Program</b>	Social Worker	Treatment Provider	Deputy Warden's Office	
<b>Visiting Area</b>	Visiting Room Sergeant / Officer	Shift Captain / Lieutenant	Security Director	Deputy Warden's Office
<b>Visiting List</b>	Unit Social Worker	Unit Supervisor	Visiting List Coordinator	Deputy Warden's Office
<b>Work/Job Removal</b>	Department Head / Area Supervisor (when signing DOC-1408 form)	Deputy Warden (after receiving completed copy of DOC-1408 form)		

The last level in the Chain of Command in addressing any institution issue is always the Warden.



## **INTERVIEW/INFORMATION REQUESTS**

To meet with a member of the unit staff, or obtain information from staff (except Officers and Sergeants), place a completed "Interview/Information Request" form in the unit mailbox. When writing the reason for your request, be as detailed as possible so staff is prepared to assist you or direct you to the appropriate staff member. Allow at least five working days to receive a response.

## **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.

# **General Rules and Unit Rules**

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## HOUSING UNIT RULES / GENERAL RULES

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The rules contained in this handbook are not meant to be all-inclusive. The instructions of staff are to be followed at all times. Any violation of the rule within the Institution Handbook may result in a verbal warning, written warning or conduct report for DOC 303.28, Disobeying Orders.

The housing units provide an environment where positive behavior, reasoning skills, and personal responsibility for your actions are expected. While on the unit, you will be expected to make responsible decisions.

The staff at JCI will not do things for you, but will be working with you to help you incorporate personal responsibility into all aspects of your daily life. We believe you are capable of solving your problems and accomplishing positive goals by choosing to make the long term effort. How you decide to act is still your choice. Changing the way you think and act is often difficult and uncomfortable. The entire institution is designed to assist you in your efforts if you are sincere.

We try to maintain consistency among units, however it may be necessary to adjust certain unit rules and regulations to meet the needs of the unit operation. Please read posted housing unit policies and procedures for more information. Additional rules for inmates residing on X-Building are located at the end of this section. Inmates in Restrictive Housing are provided a handbook while in that status.

### COUNTS

**Routine standing counts** will be conducted each day at **7:30 AM, 12:10 PM, 4:40 PM, and 9:30 PM.**

A number of non-standing counts will be made throughout the day. Whenever an inmate is in his cell, he must be visible to an officer. An inmate may not use anything (i.e. blanket, towel, and clothing) to cover his entire body.

#### **Count Procedure for Standing Counts:**

- An institution "all call" announcement will be made five minutes prior to count time.
- Inmates are to be in approved count position by the time the actual count announcement is made.
- Inmates will remain in their room / cell.
- Inmates are to stand in an area of their room, so both can be seen by the officer.
- Ceiling lights must be turned on.
- Inmates must be dressed with pants, shorts or sweatpants and an approved shirt, or inmates may wear pajamas and a robe.
- Inmates are to remain quiet and standing until the room has been counted.
- Inmates are to remain in the room until the institution all call announces count is clear.
- X-Building inmates shall refer to the rules specific for X-Building Count Procedures on page 27.

**12:00 Midnight and 3:00 AM Counts:** There will be no inmate movement during these counts. For the 12:00 midnight count, inmates are to return to their rooms at 11:45 p.m. and dayrooms are closed. At 2:45 AM, third shift inmate workers will report to their rooms and remain there until the officer staff informs them the 3:00 AM count is clear, at which time they may return to their work assignments.

Inmates not in their assigned housing unit during a count are to follow the procedures of that Area / Department or follow instructions of staff.

## **DRESS AND GROOMING**

### ***General Dress Code***

Only one pair of pants or shorts may be worn at a time. Only one each of the following articles of clothing may be worn at the same time: green shirt, t-shirt and sweatshirt. Clothing is to be worn in the manner in which it was intended; i.e. shoes must be tied at all times. Baseball style caps are to be worn facing front. Shower shoes may only be worn going to or from the showers/bathroom or inside your room. All thermal underwear must be worn under a short or long sleeved shirt and/or long pants. Staff have the discretion to send inmates to the Laundry for appropriate sized state issued clothing.

### ***Shirts***

You must wear a shirt at all times, with the exception shirts are not required on the recreation field. Whenever a green shirt is worn, it must be buttoned except for the top button, which may or may not be buttoned. When entering MCS and areas beyond MCS all shirts must remain buttoned and tucked in. Sleeveless shirts may only be worn in the privacy of your cell, to and from the courtyard, to and from recreation, or to and from the bathroom.

### ***Jackets***

Winter jackets may not be worn inside the housing unit, except to and from your cell when leaving/entering the unit. Inmates shall move directly from their cells through the dayroom to sign out, and from sign in directly back to their cells. No loitering or partaking of other activities in the dayroom while wearing a winter jacket. Winter jackets may be worn outdoors from September 1 through May 31. Spring jackets may not be worn during meal service and during canteen distribution.

### ***Hats, Plastic Cosmetic Caps, Hair Nets and Curlers***

Du-rags are only allowed to be worn while in your cell. Clear plastic cosmetic caps and/or curlers are not to be worn outside your room, the unit bathroom or the shower room, except that curlers may be worn directly to and from the bathroom. Handkerchiefs are not allowed to be worn. Food service inmates will be allowed to wear hairnets only during the time they are performing their job duties. Inmates may wear a kufi (black/sewn only) in their rooms and during religious ceremonies only. Kufis are not allowed on work assignments, on visits or in other buildings. Hats/caps are not permitted to be worn inside buildings unless it is required and approved for a work assignment. Winter knit hats may not be worn outside of your cell from June 1 through August 31.

### ***Housing Unit Attire***

Inmates are to wear the following when in the common areas of the unit: pants, sweatpants, or shorts; a shirt or T-shirt, and footwear (shoes or boots - not shower sandals / thongs, house shoes or slippers).

Inmates must wear pants or gym shorts, shirt or T-shirt, and footwear (shoes and socks) when leaving their rooms. The only exception is if shower shoes/sandals/slippers are worn directly to the shower/bathroom and back. Shower shoes/sandals/slippers are not permitted outside housing units. You may go from your cell to the shower room/bathroom and back wearing a bathrobe and shower sandals (or other footwear). The robe must be completely closed. After the 9:30 PM count, you may wear a bathrobe if you also wear pants, pajama bottoms, gym shorts, or sweatpants and some type of shirt under the robe.

Work specific clothing (i.e. kitchen whites, maintenance sweatshirts and thermal underwear) may only be worn at the work site, to and from work, and going to HSU while in work status (see also page 21). State issued gloves and mittens may only be worn while in work status.

### ***Safety Regulations***

- Where protective clothing is required and provided for your work assignment, it must be worn on the job only.
- Some assignments may require gym or tennis shoes not be worn.
- When finished with your assigned job duties, work clothes should be changed promptly.
- Inmates on work assignments around machinery may be required to have head and facial hair suitably cropped, or wear appropriate protective equipment, if it is determined their head or facial hair presents a safety hazard.
- You may not wear ear plugs outside of your cell.

### **ID CARDS (also refer to DAI POLICY 306.00.06)**

ID cards will be issued and/or produced by Intake/Property staff who will make arrangements for inmates to pick up their ID cards as soon as possible after arrival at JCI. Inmates will be reviewed regularly and facial and other images will be updated as necessary.

Inmates are required to wear their Inmate ID cards at all times when out of their cells. The cards must be visible and worn around the neck using only the breakaway plastic cord supplied by unit staff or a white beaded cord purchased from canteen on the outermost garment and facing the front. Exceptions to the above:

- Inmates in Restricted Housing or TLU status.
- Inmates using the showers.
- Inmates instructed by their work supervisor to place the card inside of their shirt for safety issues.
- Inmates are required to have their card scanned for identification (Library, etc.). The card must be put back on immediately after the scanning process is complete.
- Inmates participating in Recreation will be permitted to place their card inside their shirt.

If the ID card and/or breakaway cord is lost, stolen, or damaged the inmate must immediately report this information to unit staff. For a replacement ID card, submit an interview/information request form to Intake/Property Sergeant. Intake/Property Sergeant (or designee) will produce another ID card for the inmate and will have the inmate report to Property to retrieve his card. Inmates will be charged a replacement fee for the card. Replacements for damaged or misplaced breakaway cords may be requested at the officers' station.

### **GROOMING AND HYGIENE**

#### ***General Rules***

- All inmates are responsible for maintaining high standards of personal hygiene and cleanliness. You may and are encouraged to shower daily. Adequate showering for proper hygiene is required. Staff may direct inmates to take a shower.
- The sinks in the janitor's closets are not to be used for washing clothes, your body or your hair.
- Fingernails must remain trimmed at all times so the nail does not extend beyond the fingertip.
- Each inmate is responsible for cleaning up after himself.
- With the exception of **between 5:30 AM to 7:20 AM**, you may not perform any personal hygiene (i.e., washing of face, shaving, hair care) in the bathroom during closed dayroom hours or after 9:15 PM. You may wash your hands and brush your teeth at any time, except during count.
- Loitering / visiting is not permitted while in the bathroom. You must actively be performing personal hygiene tasks.
- Soap from the hand soap dispensers is for hand washing only. It shall not be used for washing dishes or clothing.

#### ***Hair Care / Haircuts / Grooming (Refer to DAI Policy 309.24.01)***

You will be permitted freedom in personal grooming as long as your appearance does not conflict with the institution's requirements for safety, identification and hygiene. Hair cutting and removal will be permitted only at the institution barbershop and done by inmate barbers.

The following standards have been established for inmate hair care and grooming:

- Hair care, facial hair trimming, etc. shall only be done during open dayroom and up until 9:15 p.m.
- Inmates are expected to maintain an appropriate level of personal hair cleanliness.
- Inmates may provide basic hair care to others on the unit with prior permission from a staff member. It is to be done only in the bathroom or shower room of the unit, when dayrooms are open up until 9:15 p.m. Only two inmates who reside on the same wing (one receiving hair care and one doing the hair care) are allowed to be in the bathroom (Melrose, Neillsville, Quarry and X-Building housing units) or the shower room (Oxbow housing unit) at one time for the purpose of hair care. No one is allowed to observe or visit during this time.
- An inmate may not cut or shave anyone's hair or trim anyone else's beard or mustache on the housing unit. Only the inmate barber will be allowed to cut an inmate's hair in the barbershop.

- Haircuts may be required at times due to security or health / medical concerns.
- Shaving of hair is not permitted above the ears unless the entire head is shaved. An inmate may maintain their own shaved head on their unit only if they are maintaining an existing shaved head. No. 2 blade or less is considered shaving. Designs and/or lines will not be permitted to be shaved and/or cut into hair, eyebrows, beards or mustaches.
- You may trim your own beard and mustache as long as you clean up after yourself.
- Hair curlers, perm rods and plastic caps may only be worn in your cell or in the bathroom/shower room if you are in the process of having your hair groomed. Hair care must be completed in its entirety prior to engaging in any unit or institution activity, i.e., meals, recreation, dayroom, etc.
- Mohawks, punk, gang cuts or new trend street styles are not allowed. No tufts, tails or multiple ponytails are allowed. Fades are allowed if gradually tapered, with no distinct lines noticeable.
- A ponytail, affixed with a single hair tie is allowed.
- Perms (relaxer kit) may only be given on weekends and holidays with prior permission from staff.
- Dyeing or bleaching of hair is not allowed.
- Inmates may only wear authorized curlers and hair ties in their hair. No other items are allowed.
- Only one part will be permitted in any hairstyle. (Cornrows are not considered parting of the hair.)
- Cornrows will be straight only, front to back. No designs shall be created by parting the hair.
- Plaits are allowed and must be uniform – in a checkerboard pattern.
- Braids are not permitted in facial hair.
- Newly received inmates who have haircuts that do not meet JCI policy must report to the Recreation Sergeant. The Recreation Sergeant will determine whether the haircut can be grown out or if the hair needs to be cut to conform to JCI policy. Haircuts that do not conform to policy will be re-cut.
- The Security Threat Group Coordinator/designee will determine the appropriateness of questionable haircuts and whether the haircut needs to be changed. All questionable haircuts should be forwarded to the Security Threat Group Coordinator/designee for review.
- Inmates are required to request a new identification photograph if his physical appearance changes during confinement as a result of change in hairstyle, including length of hair or facial hair.
- Inmates will be required to remove hair braids, hair ties, and any other hair restraining devices prior to a strip search when been transported for OCO, OWO and for any Restricted Housing status.

### ***Shower Use***

The unit shower rooms are open for general population inmates during scheduled dayroom hours and also from 5:30 a.m. to 6:30 a.m. Showers are to be completed by 9:15 PM. Inmates are expected to keep the shower rooms clean. There are no private, personal showers or sinks. Inmates are to have their mid-section (genitals and buttocks) covered whenever outside the shower stall or shower area. There is to be only one showerhead used per inmate when showering. Do not turn on showers in stalls other than the one you are using.

### ***Hygiene Supplies***

Personal hygiene products are available for purchase through the institution Canteen. Additionally, the institution issues the following optional basic care items on the following basis. (DAI Policy 309.24.01)

- Soap: Upon request
- Toothpaste: Upon exchange of an empty tube
- Toothbrush: Upon exchange

Allowable limits, combination of purchased and state issued are: five (5) bars of soap, two (2) tubes of toothpaste, and two (2) toothbrushes.

### **OFFICER STATION DURING CLOSED DAYROOM, MEALS AND SHIFT CHANGE**

During closed dayrooms, meal times and shift change staff will not be able to answer your questions, or distribute forms, supplies or mail. Contact should be limited to emergencies only.

## DAYROOMS

Dayroom is open for use during the following hours. (Times may vary dependent upon when institution count has cleared):

7:45 AM - 11:15 AM  
12:20 PM - 4:25 PM  
6:00 PM - 9:15 PM  
9:45 PM - 11:45 PM (quiet dayrooms – M, N, O, Q)

## UNIT CONDUCT STANDARDS

**Mutual courtesy, consideration and respect for others are expected of everyone in the institution.**

**Some basic rules of all the units are:**

- No loud talking, whistling, horseplay, or noise allowed.
- There is no talking, shouting or making noise out the windows of your room.
- There is no swearing or profanity allowed.
- There is no running anywhere in the building.

### ***Dayroom Rules***

- There is no talking across dayrooms or over tiers.
- Inmates may not throw, toss or drop any item to or from the tiers.
- There is no standing and visiting while in the dayroom. You must be seated.
- There is no rearranging or moving of furniture in the dayroom without approval of a staff member. (Custodians may move the furniture for cleaning purposes.)
- Leaning back on the rear legs of the chairs is not allowed.
- Chairs are not to be used as footrests.
- One beverage in a personal cup is allowed in the dayroom. No food is allowed in the dayroom except for warming food in the microwave to take back to your room. You may not consume any food item in the dayroom. You are responsible to clean up after yourself.
- At no time are inmates permitted to leave personal property unattended in the dayroom.
- No more than four inmates may be at any table in the dayroom.
- Open dayrooms may be used for watching TV, table games, visiting or studying at tables.
- After 9:45 p.m. daily, the dayroom will be for quiet individual activity or television watching for inmates who do not have their own TV. Any inmates who have their own TV may not watch the TV in the dayroom after 9:45 p.m.
- There will be no socializing in the dayroom after 9:45 p.m., with the exception of X-Building.
- All hobby activities and materials are restricted to the inmates' rooms.
- For inmates residing in Oxbow Unit:
  - A-side dayrooms are closed from 8:00-9:00 AM, as well as the servery.
  - General population inmates are not allowed to talk to inmates in Restrictive Housing status.

### ***Television***

The inmates watching television at the start of a program will determine the program to be watched. Decisions will be made by a majority vote. Once a program has started, the inmate(s) watching it may do so until the program is completed. If a disagreement arises, the unit sergeant/officer will make the decision about the program selected. Misuse of the dayroom televisions may result in loss of this privilege. Inmates may not change the volume on the TV without approval from the unit sergeant or officer. If the television creates a level of noise that is unacceptable to the unit staff, staff will adjust the volume accordingly. Inmates seated in the vicinity of the TV are to be engaged in watching TV and may not be socializing or involved in other activities.

JCI will provide institution information, orientation and presentations, along with religious, educational and other programming to inmates on the institution channel.

### **Table Games**

- Inmates who want to play cards or other table games may do so until 9:15 p.m.
- Only four inmates are allowed at each table.
- Some games are available at the officers' station for check out. Inmates may be required to turn in their room key to receive a game. The game must be returned to the officers' station upon completion of the game or any time dayrooms are closed.
- Do not take games to your cell or give to another inmate.
- All games will be checked when returned to ensure they are in the same condition as when they were checked out. If there is any damage or missing pieces disciplinary action, including restitution, may result.
- If the game becomes too noisy and the noise continues after being warned, the game will be stopped. It is expected that inmates will not disturb others when playing a game.
- Slamming dominoes or banging one's hand on the table in a card game are examples of unacceptable actions.
- Inmates must use a table covering when playing dominoes. The table covers are available at the officers' station.

### **Use of Microwaves**

Microwaves are available for inmate use. All inmates are expected to clean up when they are done using the microwave. No metal of any kind should ever be put in the microwaves. Microwaves are not to be used when dayrooms are closed, during mealtimes, or after 9:15 PM. Only one person is permitted to be at the microwave at a time. Do not leave the microwave on if it is empty. Stay by the microwave while you are using it. Misuse of the microwave will result in the loss of the microwave. Staff may restrict the length of time an inmate uses the microwave.

Microwaves are limited to heating items sold through canteen, specifically intended to be heated in the microwave, and in accordance with their respective cooking directions. Inmates are not permitted to heat jolly ranchers, creamers, chocolates, or any other candy in the microwaves. Tuna and fish products also shall not be heated in the microwaves.

### **Use of Ice Machines**

Ice machines are available only when the dayroom is open. Only one personal drinking cup of ice may be in an inmate's possession at a time. Pitchers and water bottles may be used to obtain water from the ice machine, but are not to be used when obtaining ice. Providing ice is not mandatory and may be unavailable at times.

### **UNIT LAUNDRY**

Unit laundry rooms are available for personal clothing and personal towels only. No state issued items are to be washed in unit machines. Unit specific procedures will be posted. Inmates must turn in their laundry card at the officers' station to be punched when signing up for laundry. When laundry is completed, the inmate will be told to pick it up. No inmates, with the exception of the unit laundry workers, are allowed in the laundry room without staff permission. Do not visit with the laundry worker when he is in the laundry room. The institution is not liable for lost or damaged articles and not responsible for the outcome of personal items laundered in the unit washers and dryers.

### **UNIT LIBRARY**

Each housing unit / wing has a library with a small collection of books and magazines for checking out. Please see posted signs for hours available for check out. Inmate must return books to the unit library or to unit staff prior to moving to another unit or leaving the institution. Inmates are limited to a total of five publications.

### **MEALS**

Meals are scheduled as follows (approximate times):

Breakfast: 6:35 AM to 7:15 AM (or until service is completed).

Lunch: 11:15 AM to Noon (or until service is completed).

Dinner: 4:50 PM to 5:35 PM (or until service is completed). The evening meal will begin shortly after the institution count is cleared.



### **General Rules / Meal Procedures**

- Inmates may only eat at assigned times unless directed to do otherwise by a staff member.
- If you will be absent from the unit during the meal and would like a meal tray saved for you, you must make this request to appropriate unit staff. If you had a meal saved for you, it must be eaten as soon as you return to the unit.
- You are required to clean up after yourself and place all your dishes and accessories in the proper containers at the conclusion of every meal.
- A weekly meal menu is posted on the unit. Food portions are determined by the Food Service Administrator and may not be changed by the servery workers.
- No inmates, including servery workers, are allowed to bring personal cups, plastic utensils, or other containers to hold beverages or food in the dining area when servery workers are on duty.
- A total of two containers of any of the following items may be brought into the dining room during scheduled meals: squeeze cheese, hot sauce, picante sauce, BBQ sauce, honey, garlic powder, onion powder, Mrs. Dash, jalapeño peppers, ketchup, mustard, mayonnaise, horseradish sauce, peanut butter, strawberry preserves, grape jelly or sugar substitute. No other personal food items are to be in the dining room during scheduled meals.
- All food served is to be consumed/remain in the dining area, except for fresh fruit and seasonal garden vegetables. You may have one whole piece of fresh fruit and/or one whole piece of fresh garden vegetable in your cell. All fruit and vegetables must be consumed within 24 hours.
- You are not to take any servery tableware (cups, utensils, napkins etc.) outside the servery area.
- Each wing on the unit will have a separate time to eat. When your tier/wing is called, proceed directly to the servery for the meal and return directly to your cell after finishing your meal. You are to line up in a single line when mealtime is announced.
- Do not run or push on your way to the dining room.
- Each inmate has up to 20 minutes to complete eating once he is seated at a table.
- When you are finished with your meal you must leave the dining room.
- When last call for your wing has been made, you have one minute to be in line.
- Once you leave the serving line you may not re-enter the line without staff permission.
- Reserving chairs is not permitted in the dining room. Inmates may take any vacant seat.
- Once you are seated at your table you must remain at the table for the rest of the meal, unless a staff member approves you leaving the table.
- Once you stand up (or return your tray and dirty dishes), you will be considered finished with your meal, and must leave the dining area.
- There is no loitering in the dining room.
- You are allowed to engage in a silent prayer prior to eating. You may make a brief religious gesture (sign) during the prayer. No group gesturing is permitted.

### **Trading of Food**

Trading of food while in the serving line is not permitted. You may trade or give a portion of your food to another inmate only when you are both seated at the same table. You may not give your complete meal/tray away. There is no trading between tables. Inmates receiving approved religious or modified diet trays are not allowed to trade or give away any of their food items.

### **Seconds**

Seconds of food will be made available to the last dining group after everyone has been served, if there is sufficient food, time remaining, and at the officers' discretion. The officer will announce seconds to specific tables of inmates. Inmates will line up in single file in an orderly fashion for available seconds. Seconds are not available for bread, butter and milk.

### **Servery / Dining Room Use During Non-Meal Times**

The dining room is available during non-meal times for hot water. You are not allowed in the dining room / servery area when there is a group / program in progress or servery workers are in the kitchen area.

- No personal pitchers, bowls, or any other large containers will be allowed in the servery / dining room.
- Washing of any personal dishes/containers in the servery is prohibited.
- The servery / dining room is closed at 9:15 PM.
- The servery / dining room may be closed for security, maintenance, programming needs, canteen, etc., or when the food carts arrive from the Main Kitchen.
- The making of food, such as noodles, is not allowed in the dining room/servery area. Inmates may obtain hot water from the servery or microwave and take it to their room to make food.

## **CELL STANDARDS**

### ***General Rules***

Each inmate is responsible for the contents and condition of his cell. You are to keep your cell clean and orderly.

Prior to moving into a cell, the inmate and a unit officer will inspect the cell for deficiencies and will document them on form DOC-1455 (Cell Inspection Card). Both the inmate and staff will sign the form and the proper institution department may be contacted by staff to correct the problem.

Inmates are responsible for any damage found in their cells and will be charged restitution for the repairs.

There is to be nothing covering or hanging in front of the door windows to your cell. You are not to place any item in a position that would obstruct supervision. Sheets, towels, blankets, papers or other articles may not be hung over furniture or the window. Nothing is to be placed on or attached to the cell lights, windowsill, window bars, between the window and the screen, walls, ceiling, door, furniture or fixtures. Inmate may not place any items in or over the vents. Inmates are only permitted to tape their radio antennas to the wall for the purpose of improving reception and may only use Scotch tape for this purpose. (Box tape is not allowed.) Digital television antennas may be hung over the bar in the window, except for X-Building, and shall not be affixed to the bars. Antennas may not be taped to windows, doors, lockers, etc. Whether you are inside or outside your cell, the door must be secured (closed). Do not put any paper, tape or other items into the locking mechanism or the doorframe.

Inmates may not throw or pour anything outside through their windows.

Each inmate is allowed only one 14"x14"x14" box for storage of personal property, laundry or legal. Inmates are permitted to retain the box designated for their television including the packing material, while they possess a television. Inmates who own a guitar or keyboard box will be allowed to store the box in the storage area of their housing unit. Boxes should be stored under the lower bunk. The institution is not responsible for items not properly secured in the provided storage lockers. Under no circumstances are boxes or cardboard to be used for tables, chairs, shelving, etc. All other empty containers (those not containing the original contents) shall be disposed of immediately.

Prior to being moved to a different cell, transferred to a different housing unit, transferred to a different institution, or released, you must clean and sanitize your cell. When you move to another housing unit, you are to take your personal belongings and state issued sheets, blankets, bedspread and towels. Your cell key is to be turned into the officers' station prior to leaving the unit. Pillows, mattresses, chairs, and wastebaskets are not to be removed from the unit or from cell to cell.

### ***Name Cards***

Each inmate will be issued a name card that is to remain in the holder on the door of the assigned cell. Name cards will include the inmate's name. The card is to be removed only if you move to a different cell or to a new housing unit, are transferred, or released. Changing, marking, damaging, or defacing a name card in any way is not allowed. If you need a new name card, promptly notify an officer.

### ***Keys***

General population inmates will receive keys to their room. Key rings or strings made of hobby materials are not allowed. Broken, damaged or lost keys, and/or problems with cell door locks or keys, must be reported to a staff member immediately. Inmates will be charged a \$5.00 fee for replacing lost or damaged keys. You are responsible for your room key. You may not give your key to another inmate for any reason with the exception of your cellmate and only with staff permission. You are expected to have your door closed and locked at all times. When reporting to the Restrictive Housing Unit, OWO, OCO, release, transfer to another unit or transfer to another institution, you must leave your key with the unit sergeant / officer. Keys may not be used for any other purpose (e.g. opening boxes) than their intended use.

## **Cleanliness**

General housekeeping on the units and specifically in the inmate rooms is very important.

- General cleaning supplies and spray bottles are available for general population inmates during the following times: 8:30 AM – 10:30 AM, 1:30 PM – 3:30 PM and 6:00 PM – 8:00 PM. Janitor closet doors will be closed at all other times. There is no cleaning of rooms when the dayrooms are closed.
- Cleaning supplies, including cleaning rags, are not to be kept/stored in cells/rooms.
- The janitor's closet is NOT to be used for washing clothes, hair, or dishes.
- When making food, NO solids of any type, may be dumped down any sink, drain or toilet. Any food left in a sink must be picked up and placed into a waste container with a plastic liner.

*The following is a list of housekeeping expectations for each inmate:*

- Sweep the cell daily.
- Empty the waste basket daily.
- Hang or fold clothing neatly. Place all clothing not in use in a storage area.
- Keep all surfaces dust free.
- Keep fixtures (toilet, sink, mirror, lights, and hooks) clean.
- Beds are to be made whenever you leave the room.
- Keep the door, windows, and walls clean.
- Keep towels and washcloths hung on the fixtures provided or placed neatly in the storage cabinet if dry.
- Smoke detectors and air vents are to be kept clean, unaltered, and uncovered.
- Burning or heating air fresheners, prayer oil or other substances in your cell is not allowed.

## **Room Inspections**

Unit staff will periodically inspect inmate living quarters to determine if the cells are maintained to the expected standards. Room inspections will be random and can occur at any time. Random room inspections should not be confused with room searches. The unit staff will give you notice of deficiencies found during an inspection and you will have until the 9:30 PM count to correct the problems. Inmates are responsible for the condition of their cells. If damage is found, a conduct report may be written.

## **Searches**

Staff may conduct a search of an inmate's cell/bunk area at any time. Inmates do not have a right to be present during the search. The sergeant/officer performing the cell search has the option of completing the search with the cell door open or secured. At no time is an inmate to enter or be inside the cell with an officer when a cell search is being conducted. Inmates may not stand nor sit near the cell door during the search. Disrupting the search is not permitted.

## **COURTYARD USE**

The only location inmates are allowed in the courtyard is seated at the tables, with a maximum of six (6) people at any table. If all the tables are filled, inmates will have to sign out for the recreation field (if available) or return inside the unit and wait until a spot in the courtyard is open. There is no standing/loitering in the courtyard unless it is raining/snowing and the picnic table benches are wet. The housing unit officers determine if the benches are too wet to sit on. When housing unit staff have made that determination, inmates will be allowed to stand by the picnic tables, with a maximum of six (6) inmates to a table. At no time are inmates permitted to stand by the doorways. Do not move the tables without staff permission.

Inmates utilizing the courtyard may not go beyond the red line closest to the housing unit. If you pass the red line, you are no longer considered within the boundaries of the housing unit and you are in an unassigned area.

Walking, running or exercising within the courtyard is not permitted.

Games may be played at the tables during the hours the courtyard is open. In addition to games, the only other personal property item allowed in the courtyard is one personal cup or mug. Hobby items are not permitted in the courtyards, with the exception of a guitar. Singing, rapping or chanting is not permitted. Canteen food items are not allowed.

Shower sandals and slippers are not allowed outside. Clothing must be worn properly and as intended.

Graffiti or other damage to the picnic tables will result in the table being removed for repairs and not replaced until repairs are completed. This reduces the number of tables and thus the number of people who may be in the courtyard at any one time.

Inmates are not allowed to communicate through the exterior window of their cells.

Inmates are only allowed to be in the courtyard of their assigned housing unit. Talking, shouting or yelling to other inmates or staff in another courtyard, the walkways, or the recreation field is not permitted. Yelling or shouting to other inmates or staff within the same courtyard is not permitted.

## **MOVEMENT - INSIDE AND OUTSIDE THE UNIT**

### ***Inside***

Use of the dayroom is a privilege, not a right. Inmates are only permitted in the dayroom wing of the unit in which their assigned cell is located. Inmates are not to enter the opposite side without permission from a staff member. Inmates are not to visit or loiter on the stairway, doorways, or in the vestibule area of the housing unit. Inmates assigned to the lower level are not permitted on the upper level without staff permission. Inmates living on the upper tier are only allowed on the side of the tier where their cell is located, and must use the stairs closest to their rooms.

Inmates are not to enter another inmate's room, nor are they to permit another inmate to be in their cell. There is not to be any visiting or loitering in or near the cells, or on the stairways. At no time is there to be any doorway visiting. Placing any part of your body into another room (this means breaking the plane of the door) is considered being in the room. There is no knocking on another inmate's cell door. You are responsible for taking steps to notify staff and getting unauthorized inmates out of your room.

With the exception of Oxbow Unit, during closed dayroom hours it is permissible to drink from or get a cup of water from the dayroom bubblers. Access to ice machines and hot water is not allowed during closed dayroom times.

### ***Outside***

Inmates must legibly print when signing out from their housing units, when leaving the confines of the unit (beyond the courtyard) using the Unit Absence Record recording their name, number, specific destination (laundry, music, hobby, school, maintenance, library, etc.), and time left. When going to inside recreation, sign out on the Recreation Sign-Out sheet. If staff are unable to read your sign out entry, you are not signed in or out.

### ***Inmate Movement Guidelines***

- You may only sign out when you are leaving the unit and not ahead of time.
- You may only sign out to an area at your scheduled time.
- Inmates attending activities in the recreation building or on the recreation field will only be allowed to sign out for these activities at the start of the recreation period.
- You may only sign in and out for yourself. You may not sign in or out for anyone else.
- Other than going to outside recreation, inmates must remain on the paved areas. Inmates may not walk on the grass areas.
- You must go directly to the area you have indicated on the sign-out log unless otherwise directed by staff. You may not stop or visit at any department or staff office on the way to your destination (e.g. stop at the Chaplain's office when called to Mail Room.)
- You may not stop and/or visit with inmates in other courtyards.
- You have 10 minutes to get from one area of the institution to another with the exception of recreation. For recreation, you must arrive within 10 minutes after the hour. For all activities scheduled to begin at 6:00 p.m., inmates may not sign out from the unit prior to 6:00 p.m.

- Loitering is not permitted in any area of the institution.
- Running is not allowed when moving between buildings.
- If you are at one destination and called to another area of the institution, you are to report back to your unit and sign out for the new area. If that is not possible, speak with the supervisor or officer of the area before going to the other area.
- You must sign in immediately upon return to the unit. Do not partake in any other activities until you have signed back in.
- State issued green button up or V-neck shirts (not t-shirt) and pants must be worn in all areas upon entering and beyond the Movement Control Station (MCS), with the exception of job and assignment specific clothing. (Example: Inmates assigned to work in the unit serveries will be allowed to go to HSU in their servery whites while in work status. See page 12.) All shirts must be tucked into state issued pants at all times upon entering and beyond MCS.
- Personal shoes are permitted beyond MCS except for Visits and off ground trips. (Inmates are required to wear state issued shoes for visits and off ground trips.)
- Inmates entering and exiting the outside recreation fields must remain within the designated red lines outside of their courtyard. Inmates leaving Melrose Unit to the North Recreation field must follow the designated lines. Inmates are not permitted to be on the walkways in front of another housing unit while attending outside recreation, except alternate movement will be determined during adverse weather conditions by staff.

#### **MAIL DISTRIBUTION**

After mail is delivered to housing units, anyone receiving mail will have his name checked off on the mail list. The list will be posted on each side. Mail will be distributed to inmates as soon as possible, while considering other duties of staff and activities taking place at the time. On occasion, staff may not be able to process the mail until later in the evening.

#### **BULLETIN BOARDS AND POSTINGS**

You are expected to be aware of the information on the bulletin board and other designated postings and to check these areas daily. Inmates are not to remove, tamper with, damage, or mark on any item placed on the bulletin board or designated postings.

#### **TOOLS**

Tools are available for inmates' use from staff. Tools are only to be used to make repairs or adjustments to your property. Tools are to be used only at the officers' station, under the supervision of an officer, and returned immediately after use to unit staff. No tool is ever to be taken to your room. You are not to lend the tools to anyone else. You are entirely responsible for any damage or warranties voided while you are using the tools.

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## TELEPHONE CALLS

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Telephone usage is a privilege. Inmate telephone service is provided on each housing unit. Phones may only be used while dayrooms are open, up until 9:15 p.m.

### General Rules

- You may only call persons who are known to you and have given you permission to call.
- Business, toll free (800, 888, 877, etc.), and 900 numbers are not allowed.
- Calls will be "collect" only and can be made from the designated telephones in each unit.
- Inmates with no history of abusing telephone privileges may make three (3) 20 minute phone calls per day. Inmates with a history of abusing telephone privileges may have their telephone privileges limited by the Security Director.
- No 3-way calls or "call forwarding" is permitted.
- All telephone calls, except approved and authorized attorney calls, may be monitored and will be recorded.
- Failure to end your call within the allotted time period, leaving phones dangling and/or off the hook, sharing of phone calls, three-way calls, use of another inmate's PIN # or other violations of these general rules may cause you to receive a Conduct Report and lose your telephone privileges.
- Emergency calls will be permitted with prior approval of your Unit Supervisor or Social Worker. A Warden designee may grant approval in the absence of the Unit Supervisor or Social Worker. When making a request, as much information as possible must be provided (such as the name of the hospital) since verification is necessary. Your Social Worker should be your primary contact person for emergency calls. All calls will be collect or a disbursement request will be completed and the call amount of \$5.00 per phone call will be deducted from your account. The money for the call must be in your account prior to the call.
- Telephone messages or incoming calls for inmates are not allowed. In the event of an emergency, a caller will be referred to the Unit Supervisor or Social Worker of your assigned housing unit. In their absence, the Warden designee will be contacted.

### Attorney Telephone Calls

Only attorneys working on active cases are allowed on your attorney call list. Attorney telephone calls must be made "collect" by the offender on the housing unit. Inmates must complete a Telephone Request – Attorney Add/Delete form (DOC-1631) which includes the attorney's name, phone number, and active case prior to making phone calls. Telephone Requests are to be forwarded to the Program Services Department for processing. Upon approval, the attorney will be added to the call list. Attorney phone calls will not count against the allowable number of phone calls. The Telephone Request Forms can be obtained from the officers' station.

If an attorney calls the institution to set up a phone call with an inmate and is working on an active case, but was not on the approved list, the Records Office will schedule one appointment for the attorney to call back and talk to the offender. Verification by the Records Office of the pending court case may be requested. The inmate is responsible to add this attorney to his call list. Attorneys not on the offender's call list and not working on a pending case may write the inmate and the inmate can call them collect from the housing unit. (Calls in this manner are subject to monitoring and recording.)

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## ROLE PLAYING / FANTASY SPORTS GAMES

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Role playing and/or fantasy sports games are not allowed and are considered contraband.

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## GAMBLING GAMES

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All games or activities designed or created for the purpose of gambling are not allowed. Examples include but not limited to: Black Jack, poker, Texas hold-em, etc.

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## ENERGY CONSERVATION

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Inmates are expected to turn off lights, radios, television, etc., when not in their rooms. All exterior doors must be closed during the heating season. Windows may be opened in warm weather from May 1 to October 1. If there is unseasonably warm weather at other times you must receive permission to open your window.

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## RECYCLING

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Inmates and staff are asked to save and separate aluminum cans, newspapers, plastic and papers. Each unit will have designated barrels and bins for each recyclable item. Please deposit these appropriately. Money received from recycling will be used for inmate programs and equipment.

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## HEALTH & SAFETY ISSUES

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It is your responsibility to be aware of the exits in the buildings you enter and to know the proper evacuation procedures for fire drills within the institution. If there is a need to evacuate a building always follow the staff's direction. You must also become familiar with the proper procedures during severe weather. Always follow the direction of staff in the area.

### **SEVERE WEATHER**

#### ***Imminent Tornadoes***

An announcement will be made notifying staff and inmates a severe weather alert has been implemented.

- Inmates on housing units will be directed to return to their rooms, sit on the floor with their heads protected by a blanket or coat (if available and time permits), and remain there until otherwise directed by staff.
- Inmates in Program or Work areas will be directed by staff where to go during the emergency. Stay as far away from exterior windows and doors as possible.

#### ***Other Weather Related Incidents***

During fog alerts or when lightening is present, outdoor recreation, courtyards, etc. may be temporarily closed. Movement may also be limited during this time, to include escorted movement only. Follow all instructions from announcements and staff.

#### ***Heat Advisory*** (Refer also to DAI Policy 300.00.03)

When the heat index is between 90°–103°F an announcement will be made informing both inmates and staff. Inmates are encouraged to drink more fluids and avoid strenuous activities. All strenuous sports activities will be cancelled. (Strenuous activities include but are not limited to: any organized or pick-up games of basketball, volleyball, softball or handball, weightlifting and running on the track or in the gym.) Inmates are advised to avoid using personal fans when the temperature exceeds 100°F.

When the heat index is 104°F or higher, in addition to the rules for a heat index of 90°–103°F, all nonessential work activities will be cancelled. Inmates are encouraged to drink fluids at least once every hour.

**FIRE**

Upon hearing a fire alarm and when directed by staff, all inmates will exit their rooms, shut the doors behind them, exit the building, report to the designated area, and wait for instructions from staff.

**WILDLIFE**

Inmates shall not feed, leave out, or disperse any type of attractant or food of any kind for any wildlife (i.e. gophers, birds, etc.) in the courtyard or any other area of the institution.

**PRISON RAPE ELIMINATION ACT (PREA) - Sexual Abuse/Assault Of Inmates**

*(Refer to Executive Directive 72 & Executive Directive 16A)*

The Department of Corrections maintains a zero tolerance policy toward all sexual contact/assault on any inmate. All allegations of sexual assault of inmates will be treated seriously. If any inmate has been the subject of any type of sexual conduct/assault from any source, immediately report this and an investigation will be conducted. No disciplinary action shall be taken against the reporting inmate unless, as a result of the investigation, it is determined the allegations were false or the inmate violated the Administrative Code.

Incidents can be reported in any of the following ways:

- Notify any staff member.
- Write to any staff member.
- Call 777 or 888 on the inmate telephones (inmate must enter DOC number like a regular call first).
- Submit a DOC-400 Offender Complaint Form.

For protection and prompt response, the best way to assure the situation is addressed quickly and confidentially is to notify a staff member immediately.

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**REPAIRS**

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If there is a need for maintenance / repair, you must notify unit staff. Staff will then verify / confirm the problem and follow with a work order to the Maintenance Department. The Maintenance Department will make the necessary repairs.



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## **X BUILDING - RECEIVING AND ORIENTATION UNIT**

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### **DESCRIPTION OF LIVING UNIT**

X Building is divided into two living areas (A side and B side) with two pods located in each section. Inmates are permitted only in their assigned pod (X01 / X02 / X03 / X04) of X Building in which their bunks are located. You must request permission from staff to enter a pod different from your assigned area.

### **COURTYARD USE**

Inmates are not permitted to congregate or loiter at any time in front of X Building's outer doors, in the vestibules, against the outer wall of the unit, or on the sidewalks. Inmate must be seated in the courtyard at all times, unless the benches are wet from rain or snow as determined by staff.

### **BUNK/LIVING SPACE INFORMATION**

1. Footlockers are to be used to securely store your personal property. The padlock, issued by the property room, will be used to keep your property secured in your footlocker. Padlocks must be locked at all times except when you are actively using your footlocker. Non-controlled medication must be secured in your footlocker.
2. Inmates may not step or stand on footlocker drawers.
3. No talking at any time from bunk to bunk, except with an inmate in a bunk directly next to yours. Talking should be done quietly.
4. Personal electronics are only to be used by the owner and are not to be moved from your bunk TV tray.
5. Chairs are provided in the bunk area for occupants of the upper bunk. They are not to be moved.
6. Inmates are not allowed to enter another inmate's bunk area or to sit or lie on another inmate's bed or chair.

### **PROPERTY**

The JCI Handbook identifies allowable property that may be kept within your living quarters. However, due to space, inmates housed in the barracks will have limited access to their property until moved to another unit. Only the amount of property which will fit into your foot locker is allowed while housed in the Barracks. The size of the footlocker is 12"H x 32"L x 24" deep. You have the responsibility of keeping your property organized and in line with regulations.

Tape, tacks, glue, etc. may not be used to attach anything to the area near or on your bunk. Your electronics are not to leave your bunk area.

### **NAME CARDS**

Name cards must remain on your bunk in the slot at all times - top slot for inmate in top bunk, bottom slot for inmate in bottom bunk. They may only be removed when an inmate is moving to a different bed, room or unit. You may not deface, mark, or change the name tag in any way. Staff must be notified immediately if a new name card is necessary. Name cards should accompany your movement to a different unit.

### **RESTROOM/SHOWER**

1. Restrooms will be opened at 5:30 AM to allow inmates a minimal amount of time to prepare themselves for the breakfast meal. Activities will be limited to washing your face, combing hair and brushing teeth. This is not the time to completely groom yourself. It is a time to quickly prepare for the breakfast meal. It will be the officer's discretion if you are doing more than the allowed amount of grooming.
2. Restrooms are open for full use when dayroom areas are open.
3. Inmates are expected to keep these areas clean. Trash should be placed in the receptacles, not on the floor.
4. One shower per inmate use. Showers are limited to ten minutes. Showers may be taken between 8:00 AM and 10:45 AM and from 1:00 PM to 4:25 PM. Evening shower times are from 6:00 PM to 9:15 PM.
5. The restroom is not a visiting area and there is to be no loitering by any inmate at any time.

6. No more than 10 inmates in a restroom area at one time in the day. Four (4) in the showers and six (6) in restroom.
7. No more than six (6) inmates are to be in a restroom at any one time after 9:30 PM count.
8. The use of the restrooms for cleaning up oneself at night in preparation for bed must be completed prior to closing of the dayroom for the evening.
9. After closing of the dayroom in the evening inmates are only to use the restroom for the toilet/urinal, after which they can wash their hands and then return to their bunk. They may not be in the restroom longer than 10 minutes, there is to be no talking.
10. Exceptions to the times and use of the restrooms/showers must be approved by the staff. Inmates with exceptionally late or early work times may be candidates for exceptions.

#### **DAYROOM USAGE**

1. The yellow line painted on the floor is the divider between the inmate living area and the dayroom/dining area. Inmates are to stand on or at the yellow line and as close as possible to their bunk for standing counts.
2. Inmates may only use their respective living pod dayroom.
3. The dayrooms must be kept clean and orderly at all times. Inmates are expected to pick up after themselves. Inmates may be requested to do minor tasks at any time the need arises.
4. Talking between inmates in the dayroom to inmates in the bunk area is prohibited.
5. Exercising, dancing, arm wrestling, or horseplay is not allowed on the unit.
6. Whistling, singing, yelling, loud talking, snapping fingers, etc. is prohibited.
7. No sitting on tables or putting your feet up on tables or chairs.
8. After the dayroom closes for the evening, inmates are not permitted out of their bunk area except to use the restroom and wash their hands after using the restroom; or in an emergency. Inmates are not permitted to visit at another inmates bunk. Inmates must be in their bunk at the 12:00 AM and 3:00 AM counts.
9. Unit TV's will be turned off at the end of dayroom. Inmates may use their personal electronics with headphones until 12:00 midnight. Electronics may not be turned back on prior to 6:00 AM. Again, headphones will be used at all times.
10. Talking is not allowed from the closing of the dayroom from 9:15 PM to 6:00 AM without staff permission.
11. Any time a unit program activity is being held in a dayroom area there is to be no other inmate activity occurring i.e., table games, visiting, sitting at tables, getting ice, water, cleaning room, use of telephones, mail pick-up, etc..
12. Closure of the dayroom includes closure of the water, hot water, ice machines, phones, getting forms and placing mail in the mail box.
13. Inmates may only use the microwaves and telephones in their assigned pods.
14. Showers are not allowed when the dayroom is closed, unless permission is granted by staff.
15. Swearing/profanity, racial slurs in any context, and any other language that may offend others is inappropriate and this behavior is subject to disciplinary procedures.
16. Winter jackets, hats, caps, and gloves are not allowed to be worn in the unit.
17. The dayroom dining areas are closed (except to servery workers or other inmates authorized to eat) during the following approximate times:

11:15 AM to 12:30 PM

4:25 PM to 6:00 PM

9:15 PM to 7:45 AM

(NOTE: Times may change for unit needs.)

## **TABLE GAMES**

Inmates who want to play table games or cards may do so in the dayroom during hours which the dayroom is open. A limited number of games are available for check out at the officer's station. It is expected you will act in a manner that will not disturb the other residents of the barracks. Slamming domino pieces, banging your hands on the table in a card game and yelling/arguing are some examples of unacceptable actions.

In addition, the following table game rules are in effect:

1. Unit board games are not allowed at your bunk.
2. You may play your own games or cards at your bunk with your bunk mate or the inmate in the bunk next to yours up until 9:15 PM only.
3. Table games are allowed until 9:15 PM.
4. Table games are allowed in the dayroom area and courtyard.
5. The table must be covered with a blanket when playing dominoes.
6. Excessive noise and/or inappropriate behavior may result in the loss of this privilege.
7. Only six (6) inmates may be seated around a table at one time. Additional chairs may not be pulled up to other tables.

## **COUNT**

- Inmates must be standing at or on the yellow line, facing the dayroom, and as close as possible to their bunk. Inmates must be in this position after the 5 minute warning for count and before the count announcement is made.
- Inmates must have their hands at their sides and empty.
- You must be dressed in proper dayroom attire and must wear shoes or slippers.
- Once the unit staff clear the count, you must remain in your bunk area until the announcement is made that the institution count is clear.
- Silence is mandatory. Inmates must remain quiet and standing until the count is cleared by staff.
- Inmates who are talking, making noise or late for count may be subject to disciplinary action.

## **MOVEMENT TO ANOTHER UNIT**

All inmates are monitored for a minimum period of time on X Building, before being reviewed for moving on to another unit. The following factors are considered in this review:

- Progress in working toward his positive goals.
- Work/school/program assignment.
- Program needs.
- Overall past institution experience, especially related to medium security experience.
- Sentence structure.
- The ability to function independently with minimal assistance from staff.
- Overall acceptance of responsibility for actions.
- Demonstration of appropriate attitudes and interactions with others.
- Ability to control temper and demonstrate positive communication and problem-solving methods.
- Overall conduct and adjustment has been appropriate as reflected on the warning and face card.
- X Building team recommendation.
- Administrative needs.

Each inmate has different circumstances, and each case is reviewed and decisions are made based on an inmate's individual needs. If you feel there are special circumstances that should be considered, you should submit an interview request to the X Building Unit supervisor prior to this review, specifically stating what the special circumstances are, and they will be considered when determining which unit you will be going to once you leave the X Building.

# **INMATE ACCOUNTS AND CANTEEN**

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## FINANCIAL TRANSACTIONS

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### **INMATE DISBURSEMENT REQUESTS: DOC 309.48**

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

- All disbursement requests must be filled out completely and have the appropriate approvals as designated in the chart at the end of this section in order to be processed. Incomplete or unapproved requests will be returned to you.
- No transaction will be allowed that involves a time payment plan (i.e. book clubs). Full payment is required before an order is placed.
- Inmates are not permitted to overdraw on their regular account (except for a medical co-pay). Inmates who overdraw may receive a warning or conduct report.
- All requests for purchase of merchandise from an outside vendor must include the following information:
  1. Completed order form or a letter detailing the items to be purchased.
  2. Correct amount of payment including taxes, shipping costs.
  3. Complete name and address of the vendor.
  4. Where the items are to be shipped.
  5. Must include an embossed envelope addressed to the vendor, unless the purchase is from one of the canteen catalogs.
  6. Any purchase in excess of \$75.00 requires approval from the Unit Supervisor.
- Money, not to exceed \$25, may be sent to one (1) close family member on your Visiting List, once every thirty (30) days. DOC 309.02(2) defines "close family member" as natural, adoptive, step and foster parents, spouse, children, grandparents, grandchildren, or siblings. A parent surrogate is within the definition of parent if investigation substantiates that a claim of surrogate did in fact act as a parent of the inmate, although the parent surrogate was not an adoptive, foster, or step parent.
- If you wish to send money to persons other than close family members or to send money in excess of \$25 to close family members on your Visiting List, you must obtain proof of need from the intended receiving party and submit it for written approval from your Unit Supervisor.
- Any mail order purchases to be delivered to an address other than the institution must be approved by the Unit Supervisor.
- For United Parcel Service (UPS) Speedee, photocopies, postage, phone calls, electronic items from canteen, or other transactions within the institution, the "pay to" is JCI.
- Hobby orders must be submitted to the Hobby Department Recreation Leader. These requests will be processed in accordance with Hobby Policies and Procedures. (Refer also to DAI Policy 309.36.01.)
- Disbursement requests for prayer oil and religious property must be sent to a Chaplain for approval.
- Disbursement requests for photocopying will be submitted to and processed by the department to which the request is made.
- Disbursement Requests for expenditures related to authorized institution program activities should be submitted to the appropriate staff program coordinator for processing.
- Disbursement requests relating to Health Services requires completion of a Health Services Request Form.
- All other disbursement requests are to be submitted to the appropriate staff. Staff will verify, sign and process the request. The original disbursement will not be given back to the inmate once it is signed by staff. The disbursement and all other paperwork will be placed in the unit mailbox by staff. A disbursement request that is not properly approved will be returned to the inmate, who will have to re-submit it.
- Inmates are not permitted to send money from their account to other inmates at this institution or any other institution.

## Inmate Disbursement Approvals

Vendor or Item	Unit Staff may approve	Unit Supervisor must approve	Chaplain must approve	Recreation Staff must approve	Visiting Room Staff must approve	Mailroom / Property staff approve
<b>Property Catalog orders</b> (up to \$75) with the <b>exception of religious, hobby and music items</b>	X					
<b>Property Catalog orders</b> (\$75 and up) with the <b>exception of religious, hobby and music items</b>		X				
<b>Property Catalog orders</b> <u>Religious items</u> (oils and medallions, prayer beads, prayer rugs, bibles, etc.)			X			
<b>Property Catalog orders</b> <u>Recreation/Hobby items</u> (musical instruments and accessories, etc.)				X		
<b>Hobby Catalog orders</b> (hobby items)				X		
<b>Any Publication:</b> Newspapers, books, magazines		X				
Sending money family/friends		X				
Paying bills on behalf of inmate family / friends (such as to a utility company or Correctional Billing Services)		X				
Transferring money to/from Accounts such a release to release savings		X				
<b>Mailroom Postage / Shipping</b>						X
<b>Training Kitchen purchases</b>					X	
<b>Photo Fund</b>	X					
Any vendor not previously described		X				

### CANTEEN

Inmates are limited to spending \$84.00 every two weeks. Inmates on X-Building are limited to \$42.00 per week. Inmates moving from one unit to another may not exceed the \$84.00 two week limit. For example, if you spend \$42.00 while in X-Building, you are limited to spending no more than \$42.00 in the unit you are transferred to if that unit has canteen the following week.

The canteen price list is updated periodically. Price changes will be posted. Please remember all prices are subject to change without notice, so take this into consideration when ordering. A canteen statement listing the amount you have available to spend (subject to the limits) will be distributed on Monday of your order week.

All inmates must have their completed Canteen Order Form to the unit officer by 9:00 PM, on Tuesday evening on your order week. Be sure the order form is complete and accurate; it will not be returned to you once it is handed in. Inmates should consult the property section of the institution handbook for any questions regarding how canteen items are sold and the limits that apply when ordering. Name (First & Last), Number, Housing Unit and Cell # MUST be printed clearly on the order or the order will be returned unfilled, and you will have to wait until the next scheduled order date to resubmit your order.

Inmates are responsible for accurately completing the Canteen Order Form, in pencil, dark blue or black ink only, based on the most current canteen price list and on the monies available in their regular account per the

Canteen Statement issued. Do not use a highlighter on this form. Each inmate is responsible to allow for any Disbursement Requests not deducted from his statement and spend accordingly. Money earned or received, but not yet posted to your account, will not be available for canteen spending.

The Canteen will not honor manufacturer / vendor coupons.

The unit dayrooms and courtyard will be closed during canteen distribution. Inmates who did not order canteen may attend the scheduled evening activities. If you ordered canteen and the canteen distribution has been completed on your wing, you may sign out to attend scheduled evening activities.

If inmates choose to go to Library or Recreation during Canteen, they will not get their canteen order and it will be returned. Inmates attending other scheduled activities (e.g. religious services, visits, work, HSU, etc.) will have their canteen held until their return.

### ***Verifying Canteen Orders and Discrepancies***

When canteen is distributed, the inmates will go through their orders at the table. The canteen inmate worker will verify all items charged for have been received, and the inmate signs his order form to verify this fact. Before leaving the table with your canteen order it is your responsibility to be sure the order is complete and accurate. If there is a mistake in your order, point it out to the officer in charge of canteen distribution before leaving the table. If there is a discrepancy with an order, verified by the officer, the discrepancy should be noted on the canteen order form and the **inmate and officer must both sign the form**. If an inmate accepts his canteen order (on the housing unit or in Property) by signing the order form without reviewing the order, or by leaving the immediate distribution area, and later claims a mistake has been made, the Canteen will not be held liable as there is no way to verify the claim after the fact.

The maximum allowed limits you may have in your possession are equal to the limits indicated on the Canteen Order form.

### **CANTEEN PROPERTY (Consumption) (DAI Policy 309.52.01, Facility Procedure)**

- Any consumable item must be used up within 45 days of purchase or the item will be considered contraband.
- Any non-consumables must be used or disposed of within 90 days of purchase.
- Inmates are required to keep all canteen receipts until products are gone. If an inmate possess canteen items and does not have a canteen receipt proving his purchase, he shall be subject to disciplinary action. The canteen receipt is the inmate's property slip until the product is gone.

When a general population inmate is placed in Temporary Lockup (TLU) or in any disciplinary - Restricted Housing status and has a canteen order distributed on the housing unit, the entire order will be returned to the Canteen and his account will be credited. Inmates returning from disciplinary separation will have to wait to order canteen until the next scheduled canteen day.

(Please refer to the Mail, Laundry and Property section of this handbook for rules regarding canteen limits and consumption.)

### **INMATE COMPENSATION AND UNIT / INSTITUTION JOBS (DAI Policy 309.00.01)**

There are a variety of jobs available throughout the institution an on the unit including servery worker, custodial, laundry, and utility. If you are interested in a job, submit an interview request to the department / work supervisor. (Inmates are limited to a maximum of two years in a job building area in accordance with DAI Policy 309.00.01.)

INVUNA status inmates may be directed by staff to assist in maintaining a clean unit or assist with unit operations (e.g. meal distribution, laundry procedures, snow shoveling, etc.).

Each work area, school and program, has the authority to set guidelines for allowing participation in recreation, special events and other activities, which may interfere with work, school and program schedules.

Inmates in general population will be assigned to one (1) full-time assignment or a combination of no more than two (2) half-time assignments in the following areas:

- Institution Work Assignment
- Institution Program Assignment
- Involuntary Unassigned Assignment - INVUNA
- Voluntary Unassigned - VUNA (no pay)

Inmates with an Academic Primary program need (school) are not eligible for a work assignment until the education need is completed. Inmates on a waiting list for educational programming who have not been offered the opportunity to enroll in school may hold a facility work assignment until they are offered the opportunity to attend school. (Refer to DAI Policy 309.55.04 - Mandatory Education.) Inmates who refuse school will be placed into VUNA status and will remain in that pay status until they return to school or are placed back on a waiting list for school. Inmates must write to the Education Department to return to school or be placed into INVUNA status if they are placed on the waiting list.

**Pay Range Compensation** (Refer to DAI Policy 309.55.01.)

Range	Hourly Range
Unassigned	\$0.05
Range 1	\$0.12
Range 2	\$0.19
Range 3	\$0.26
Range 3A (Educ/Prog)	\$0.15
Range 4	\$0.35
Range 5	\$0.42

**Special Compensation Categories**

Inmates in the following statuses will be paid at their current rate:

- Administrative lock down - not caused by inmate misconduct.
- Temporary Lock up (TLU)
- Observation
- Administrative Confinement
- Sick Cell, if job related
- OWO – (Out Warden’s Order and not for medical or hospital placement)

Inmates in the following statuses are at a rate equal to Involuntary Unassigned (\$0.05 per hour) as established by Department Procedures:

- Sick cell, if not job related
- Hospital placement (OWO)
- Unable to perform work assignment
- Voluntary Confinement per DOC 309

Inmates in the following statuses receive no pay:

- Disciplinary Separation
- Voluntary Unassigned (VUNA)
- OCO (Out Court Order)



Administrative Lock-down resulting from inmate misconduct

- Inmates actually performing work assignments will be paid at the assigned pay range.
- All other inmates will receive zero pay for the duration of the lock-down.

Inmates who refuse a work, school or paid program assignment or voluntarily terminate from their job will be placed into VUNA status. The inmate must remain in VUNA status for a minimum of 90 days before he is eligible to apply for a work assignment. Inmates in VUNA status will remain in that status until they begin a work assignment, are placed into school or program, or upon request, placed into INVUNA status. They will not automatically be placed into INVUNA status upon completion of the 90 days.

### ***Inmate Wages - Payroll***

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

### **RELEASE FUND**

A release account shall be established for all inmates by diverting 10% of all money receipts and wages into a segregated release account until the balance reaches \$5500. All deposits into an inmate's account are subject to the release fund deduction except for the following:

- Work/study release money, including all such funds transferred to an inmate's general account.
- Refunds from outside purchases, originally deducted from inmate's account, and are not considered new income.
- Approved claims on complaints which are not considered new income.
- Interest earned in a regular savings account.

Inmates will not be able to utilize funds from their Work Release account for any reason (DOC 309.50 and DOC 324.09).

If funds are available in an inmate's regular account he may voluntarily transfer up to \$5,500 immediately into a release account if he wishes to do so. Release account funds may only be used in accordance with WI Administrative Code 309.466 and DAI Policy 309.45.02.

Release savings can only be accessed prior to release and utilized for release items only, unless noted in Attachment A of DAI Policy 309.45.02, Inmate Trust System Deductions.

### ***Release Clothing***

Per DAI Policy 309.45.02, inmates will be limited to \$150.00 for release clothing. Requests must be submitted to the housing Unit Supervisor for approval no sooner than 90 days prior to release. Inmates will be allowed to use funds from their release accounts for the purchase of adequate clothing to be worn on release only when all other remedies for release clothing have been exhausted. Inmates with personal clothing will only be allowed to purchase items not currently on their property list. All clothing ordered must be reasonably priced. Discrepancies will be determined by the Unit Supervisor. All disbursement requests for release clothing must be signed by the inmate's Unit Supervisor.

### **OTHER DEDUCTIONS**

- The Division of Adult Institutions has established a consistent, systematic schedule for deductions taken from inmate monies. Refer to DAI Policy 309.45.02.
- In accordance with Wisconsin Statute 973.045, Victim Witness A and B and 973.046 DNA Surcharge deductions are taken at 25% unless otherwise ordered by the court. All other court ordered deductions are taken as the court directs on the Judgment of Conviction.

## **INMATE SAVINGS ACCOUNTS**

- Inmates may make transfers from their general account and/or segregated account to an interest bearing account established by the Business Office in the inmate's name at the designated bank. Any interest accrued shall be credited to the individual inmate's savings account. An initial \$50 is required to open a savings account. Deposits can be made once each calendar month. Use the DOC-184, Disbursement Request, for all savings account transactions.
- All money disbursements for deposits/withdrawals must be signed by the Unit Supervisor.
- Withdrawals can be made once per month from regular savings accounts only. To withdraw money, a Disbursement Request must be approved by the Unit Supervisor and submitted to Inmate Accounts. Withdrawals from savings accounts need to be submitted 14 days prior to the date the money is needed. When funds are withdrawn from the regular savings account at the designated bank, they will be deposited into the regular account.
- Inmates may not access funds in their work release savings accounts while residing at JCI.
- When an inmate is transferred from one institution to another, the Business Office will make arrangements to have administrative control of the savings account transferred to the Business Office at the receiving institution.
- When an inmate is to be released, he must send an approved DOC-184 form to the Business Office at least one week prior to the scheduled release date requesting his savings account be closed. Funds in the account will be disbursed per the instructions listed in the Inmate Release Authorization Form (DOC-15).

## **LEGAL LOANS**

Indigent inmates who would like to request a legal loan may write to the Business Office. If approved, requests for legal loan photocopies, postage and supplies should be submitted via an Interview Information Request with a Disbursement Request form. All legal supplies will be issued directly from the Business Office. It is the inmate's responsibility to assure sufficient lead-time for obtaining requested materials prior to required dates. Only one disbursement request may be submitted each week for legal loan supplies. Please refer to DAI policy 309.51.01 for more information before submitting a request to the Business Office for a legal loan.

## **FRAUD**

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

**HEALTH SERVICES  
AND  
PSYCHOLOGICAL SERVICES  
UNITS**

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## HEALTH SERVICES UNIT

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### REQUESTING ASSISTANCE

Promptly alert the unit sergeant/officer if you have any medical restrictions or special medical needs. If you believe you are in need of immediate medical, dental or psychological attention, notify the first available staff person. For non-emergency issues use a BLUE form (DOC-3035) for medical services, a YELLOW form (DOC-3392) for dental services, a GREEN form (DOC-3035B) for psychological services and the WHITE form (DOC-3035C) for medication refills. Place the request in the HSU/DSU/PSU mailbox. These forms are located in each housing unit.

Inmates will be contacted for appointments with the Health Services Unit.

### SUBMISSION OF HEALTH AND DENTAL SERVICES REQUEST (DOC-3035 or DOC-3392)

When filling out a Health Services Request, the inmate is asked to comply with the following:

- Be as specific as is possible keeping your message short and to the point. You will have the opportunity to discuss your concern in detail with the health care professional when called to the HSU for an appointment. Check the appropriate box indicating whether or not you desire to see health services.
- Write your name, number and unit clearly so it can be easily read. If you need assistance, you may ask another inmate to help you.
- Inmates who have been scheduled for an appointment with the MD, NP or RN will be called up to HSU at the time of their appointment.
- For certain pre-scheduled HSU appointments such as X-ray, Lab, Pre-operative treatment, etc., inmates may receive an appointment notice indicating the date and time they are to report to HSU.
- Sick call appointments are determined by HSU. Inmates must be prepared for a possible appointment delay in the event an emergency situation occurs within the institution.

### SICK CELL / LAY-IN (DAI Policy 309.55.02)

Inmates requesting lay-in shall report each day to their assignments to request lay-in from their 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 / program day. Lay-in is a non-paid status. 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.

On the third consecutive day of lay-in, the assignment supervisor shall notify HSU the inmate is to be seen. HSU shall have a face-to-face assessment with the inmate that day. Copayment will not apply. HSU staff will determine sick cell status, and notify assignment supervisor.

Sick cell activity will be determined by HSU. Sick cell pay status will not be in effect until the inmate is assessed by HSU. Sick cell is a paid status at the INVUNA (involuntary unassigned) rate. Housing Unit Staff shall monitor inmate lay-in and sick status compliance.

Inmates in sick cell and lay-in status are to be in the count position for the standing counts.

### CO-PAY PROCEDURE (DAI POLICY 316.00.01 ATTACHMENT A)

All inmates will be charged a medical co-pay for each inmate initiated health services request resulting in a face-to-face contact with a health care provider (DOC 316.04). You may be charged the co-pay whether you sign the Disbursement Request or not. Recreation injuries are not exempt from a co-pay charge.

It is up to the discretion of the health services professional to determine if and when a co-pay is appropriate for all health services contact. However, should an inmate take exception to this, the inmate is encouraged to

discuss the issue with the health services professional. Should the inmate not receive resolution to his concerns related to his co-pay he may contact the health services manager who will then investigate the complaint.

If you are transferred to JCI from DCI, and dental needs were identified, a co-pay is charged for completion of the dental needs.

No inmate will be refused health care for inability to pay a copayment. For inmate patients with no funds, a copayment loan shall be established and the balance due will remain until paid as funds become available.

### **MEDICAL RECORDS REVIEW**

All requests received in the HSU for medical records review will be placed on an appointment list. Inmates will receive notification of the scheduled appointment. Efforts will be made to assist the inmate in emergency requests for access to medical records but cannot be guaranteed. Inmates who fail to appear for their scheduled medical records review may be subject to a warning or conduct report.

Any inmate who is found to have removed, destroyed, altered, or added to an original medical record will receive a conduct report.

Copies will be at the charge of \$.15 cents per page/copy. There are no free copies with the exception of an optical prescription at the time of the initial appointment.

### **DENTAL SERVICES**

Dental appointments are scheduled on a "first come first serve" basis. It is the decision of the dentist to determine emergent dental needs. Inmates who fail to appear for their scheduled dental appointment may be required to wait an extended period of time before another appointment can be arranged.

### **HEALTH SERVICES UNIT MANAGER**

Inmate medical concerns or questions should be submitted in writing to HSU. Any correspondence the RN determines would require HSUM attention will be forwarded. Efforts will be made to resolve inmate's issues or concerns related to the provision of health care at JCI.

### **MEDICAL AUTHORIZATIONS AND RESTRICTIONS**

Inmates will not be allowed to purchase any items from an outside retail provider without the written consent from the doctor. Inmates who were allowed medically authorized appliances in other institutions may be allowed to automatically continue those authorizations at JCI without having to be seen and evaluated by a health care professional for a period not to exceed 30 days. The HSU staff upon review of the medical record or upon a face to face interview with an inmate will determine if it is appropriate to continue the previously authorized appliance at JCI. It will be the responsibility of the inmate to contact HSU within that original 30 day time period to have previously authorized appliances continued if it has not already been done so by the HSU staff. There is no medical co-pay for these initial requests for re-authorization. It is the inmate's responsibility to request medical approval to renew the authorization, or to turn in the medical appliance(s) upon expiration of the medical authorization.

### **MEDICAL ALERT BRACELET PROGRAM**

The intent of the bracelet is to alert staff of your health care conditions during an emergency situation when the health services staff are not on site. Participation in this program is optional but could serve to save the life of someone who chooses to do so.

## **FOOD/OTHER ALLERGIES**

Allergy diets will NOT be provided to inmates who self-report diet allergies and refuse allergy testing, unless there is valid evidence, such as previous medical record of an allergy. An inmate who simply states he has an allergy will not be sufficient to constitute verification of allergy. Once documentation appears on the medical record, this will ensure the inmate's ability to have the allergy verified at any institution he may be transferred to within the DOC. Inmate self-selection (without substitutions) is generally employed.

The inmate will always retain the option of contacting HSU at any point during his incarceration at JCI to request allergy testing. This service will require a medical a co-pay.

## **REFUSAL OF TREATMENT OR MEDICATION**

Inmates refusing treatment or medication will be required to report to HSU at the schedule time. It is not acceptable for the inmate to inform the officer on the housing unit he has decided not to seek medical treatment. The inmate will be asked to sign a refusal for treatment at that time. Inmates will always retain the right to refuse medical treatment.

## **MEDICATION**

### ***Officer Controlled Medication***

All inmates who receive scheduled officer controlled medications are required to report to HSU at the appropriate medication times upon announcement. It is the inmate's responsibility to be on time to take his medications as prescribed. Failure to report to HSU at the prescribed medication time may result in a conduct report being issued. Inmates who refuse their scheduled controlled medications for 3 days or doses in a row will be evaluated by HSU staff for the appropriateness of continuation of the se controlled medications. Inmates who wish to discontinue their medications may do so in writing to the Health Services Department. **NO SPECIAL ACCOMMODATIONS** will be made to an inmate's medication schedule unless specifically approved by a health services professional and then only for the time necessary to accommodate a specific condition.

### ***Distribution of Medication (General Population)***

Inmates are required to sign out of their Housing Unit when called and proceed to HSU. Upon arrival at HSU, inmates are to go to the HSU waiting room and obtain a cup of water from the fountain. Inmates are to wait behind the line until called. Once called by the officer, walk to the window, present your ID, and state your name, DOC number and housing unit to the officer. The medication will be dispensed into your hand, check your medication prior to swallowing to ensure it is the correct medication, then ingest the medication and wash it down with water as directed by the officer.

The officer will verify the inmate has taken the medication via visual inspection. The officer will visually inspect the inside of the cheek, under the tongue and on the roof of the mouth. The officer will also check the inside of the cup containing the water used to swallow the medications.

Inmates who are found to be "cheeking", "palming", or diverting, deceives or attempts to deceive staff as to whether their controlled medication has been consumed, subject themselves to the possibility of having the controlled medications discontinued due to misuse of prescribed / controlled medications and a conduct report may be issued.

If you are taking a Class II narcotic or other medication as identified by HSU staff, you may be required to wait some period of time after consumption of your medication for observation. Once the officer has cleared you, you are to return directly to the housing unit.

### ***Uncontrolled Medications***

Medications cards, creams and ointments will remain in the inmates' room and secured in their lockers at all times. The only exception to this will be when the inmate is told to bring them to the health services unit for refills, exchange or health service staff requests.

Uncontrolled medication in an inmate's possession must have a current order. All unused portions of a medication when a medication is discontinued must be returned to HSU. If a medication is ordered to be taken for a specified number of days, and if any medication is left after those days have passed, the medication remaining must be returned to HSU.

Inmates are to start at the number 30 for the first dose of medication and work down to the number 1 on a medication blister card. An example being if there were 30 medications on a card the inmate is to start with the #30 on the first day, then take the 29<sup>th</sup> pill on the second day etc.

The inmate should remove the medication only at the prescribed times. Using the uncontrolled medication system is a privilege.

### ***Refills of Uncontrolled Medication***

Inmates are to request refills of medications when they have a 7 to 10 day supply remaining in the blister card. It is acceptable to have one full blister card of medications along with a partially filled card of medications with a 7 day supply of medications or less.

To request a refill, complete and submit a white Medication/Medical Supply Refill Request form (DOC-3035C). Each medication/item being requested needs to be written in a separate box. Only the top portion of each box should be filled out. (The lower portion is completed by HSU.)

### ***Over the Counter Medications***

Over the counter medications are available to inmates in the canteen. It is to the inmate's benefit to attempt to obtain the over-the-counter medications from the canteen to treat minor illness or injury.

Each inmate may be in possession of 2 boxes of each over the counter medication and supplements. Inmates are limited to having 1 bottle of cough syrup in their possession. Limits may be modified by HSU for medical purposes. Inmates are encouraged to first read the directions for use of these medications prior to taking any of them. Excessive use of over the counter medications can result in further illness or injury. If an inmate utilizes large quantities of over the counter medications and fails to obtain relief, it is the recommendation of the health services staff to request to be seen and evaluated in the HSU.

### **DIABETIC BLOOD TESTING**

Blood sugar testing will be done on the housing units for those inmates required to test. The officers will store the kits at the officers' station and hand out the kit along with a lancet when requested by the inmate. Once you are done testing, you must dispose of the lancet in view of the officer. You are responsible to record blood sugar results on your tracking sheet. The tracking sheet should be brought with you to medical appointments.

### **EYE/OPTOMETRY SERVICES**

Please submit all requests for eye care on a health services request form. The inmate will be called to HSU for the examination at the next available opportunity.

At no time will the inmate be allowed to have contacts lenses or tinted lenses unless the optometrist determines it is medically necessary.

Inmates may request a free copy of the eye glass prescription at the time of the appointment only.

## **COMMUNICABLE DISEASES**

Bodily fluids such as blood and semen are to be considered contagious/infectious and should be handled using the proper precautions when coming into contact with them. Bodily fluids such as urine, feces and vomit are generally not considered infectious unless they are visibly contaminated with blood. They should be handled utilizing gloves and good hand-washing techniques when coming into contact with them. High risk behaviors such as having unprotected sex with a person who is infected with the HIV virus (anal, vaginal, or oral sex), sharing of needles with a person who is using injectable drugs, sharing or using a tattoo gun/needle, sharing of razors or toothbrushes and fighting are all ways within which an inmate may come into contact with the HIV or Hepatitis (B and C) virus.

Inmates have a right to protect themselves against the spread and contamination of blood or bodily fluids. Inmates are to request a Blood Spill Clean Up Kit prior to attempting to clean up any infectious materials. Directions for use can be found in the kit and should be read prior to usage. Should the staff fail to provide an inmate with a blood spill clean-up kit, the inmate will retain the right to refuse to clean up any infectious materials until such time as a kit has been provided to the inmate for use.

## **INMATE MEDICAL CLASSIFICATIONS/JOBS**

All inmates are assigned a medical classification. This is determined after being seen and evaluated by a qualified health care professional. This decision is based upon the inmate's physical abilities at the time of the assessment and can change as appropriate. Inmates who do not have the appropriate medical classification for an inmate job will be declined for hire for reasons of health and safety. It is the responsibility of the inmate who feels his health care status has changed to contact the health services unit and request a review of the medical classification be performed. A medical co-pay may be required for this evaluation.

## **OFF SITE CONSULTATION MEDICAL ORDERS**

When inmates are seen by a health care provider other than JCI HSU, orders written by those physicians are considered "recommendations only" and will not be implemented until such time as the JCI Advanced Care Provider has had an opportunity to review them. Once the orders have been reviewed it will be the discretion of the JCI Advanced Care Provider to determine the appropriateness of implementing the recommendations within the correctional health care setting. Inmates are cautioned to remember this criterion and to not assume all recommendations by non-JCI health care providers will be implemented or ordered.

## **INDIVIDUAL ADVANCE DIRECTIVES FOR HEALTH CARE**

Inmates have a right to declare their intentions regarding what they would like to have done medically to sustain their life, should they ever be faced with a terminal illness or injury. Inmates who are currently facing end of life issues should consider assisting their families and loved ones in making these types of decision before they become incapacitated physically or mentally. An advanced directive might include a "Durable Power of Attorney for Health Care" which would designate someone you trust to make medical decisions in the event you cannot make them for yourself. Inmates must meet with the physician for implementation of an advanced directive.

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## **INMATES WITH PHYSICAL DISABILITIES**

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JCI has been identified as a handicap accessible institution. Inmates who carry a diagnosis of an identified disability may be housed in any unit at JCI. Inmates with disabilities will be granted accommodations based upon identified needs by a health care professional or the ADA Coordinator on a case by case basis. These accommodations will be given for the duration of stay or until such time as the condition requiring the accommodation has been resolved, in remission, or the inmate refuses the accommodation being offered. Those accommodations made will be of a "reasonable" nature based upon the institution's ability to meet the required accommodation as identified by the warden, disabilities coordinator or the health authority of JCI. Inmates with a disability should complete and submit a DOC 2530 – Reasonable Modification/Accommodation Request to the X building Unit Supervisor who is JCI's ADA Coordinator related to their disability. The ADA Coordinator is listed on the JCI Chain of Command.



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## **PSYCHOLOGICAL SERVICES**

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Psychologists are available to work in crisis intervention or brief therapy with inmates in order to try to resolve personal problems. Submit a green Psychological Service Request form (DOC-3035B) to establish contact. There is no medical co-pay charge for PSU services.

There may often be limitations on clinicians' time. Inmates who are genuinely motivated to work on serious problems will, be given preference in brief therapy oriented treatment. We also have the services of a consulting psychiatrist and requests for psychiatric treatment should also be directed to "Psychological Services."

Inmates may request a review of their Psychological Services file. File reviews are completed within 30 days from the date the request is received.

PSU is involved in SO-2. Questions about other programs need to be sent to the appropriate department. Inmates will not be paid for any programs provided by the Psychological Services Unit. Enrollment in SO-2 is based on Mandatory Release date, there is no need to write to PSU regarding enrollment as you will be contacted when you are eligible for group.

Inmates with mental health codes are eligible for minimum facilities, with the exception of the following Correctional Centers: Flambeau Correctional Center, Gordon Correctional Center, McNaughton Correctional Center, and St. Croix Correctional Center.

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## **PSYCHIATRIC SERVICES**

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All inmates who are on psychiatric medications will have scheduled appointments with the psychiatrist. All other inmate psychiatric concerns should first be routed to the Psychological Services Department so appropriate evaluation and recommendations for treatment can be made on the inmates' behalf to the psychiatrist. Psychological Services staff will notify you of the date and time of your appointment.

All inmates taking psychiatric medications are assigned an MH code. Inmates taking medications through the psychiatrist are eligible for minimum facilities with the exception of the following Correctional Centers: Flambeau Correctional Center, Gordon Correctional Center, McNaughton Correctional Center, and St. Croix Correctional Center. This is due to the lack of psychiatric services available at these institutions. Inmates taking psychiatric medications, as well as those coded as MH-1 or MH-2, are still eligible for placement at all other minimum facilities.

**PROGRAMS,  
SCHOOL,  
LIBRARY,  
AND  
OTHER SERVICES**

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## VISITING

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Visiting Hours:		
Tuesdays through Friday	2:34 PM - 8:45 PM	3 hour visit
Saturday and Sunday	8:00 AM - 3:45 PM	2 hour visit
Holidays *	8:00 AM - 3:45 PM	2 hour visit

\*Holidays are: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Visitors will not be admitted into the Visiting Room past 11:30 a.m. on weekends and 4:10 p.m. on weekdays until the institution count has cleared. They will not be admitted past 3:15 p.m. on weekends and 8:15 p.m. on weekdays.

The Visiting Room will be closed on Mondays, excluding state Holidays (noted above).

Inmates may receive a maximum of three (3) visits per week, only one (1) of the three (3) may be on a weekend. No more than one visit is permitted on any single day. Weekday visits are limited to 3 hours in length. Visits on Saturday, Sunday and holidays are limited to two (2) hours in length. Visiting hours may be ended early if too many visitors cause space availability problems.

The maximum number of persons permitted on a visit should be six (6) adults and their minor children, not to exceed a total of twelve (12). Inmates are responsible to notify family and friends of changes to the visiting schedule.

- Only state issued clothing, including state issued shoes, are allowed while on a visit.

Inmates may bring **only** the following items to the visiting room:

- Room key
- ID Card
- Wedding band
- Handkerchief
- Jacket/hat/gloves (These items must remain in the entrance area.)

Items not allowed will be returned to your unit by you prior to the visit. Inmates may not wear / bring sunglasses, watches, religious items including but not limited to crosses, medicine bags, religious medallions and prayer beads, to the visiting room.

### Visiting Room Rules and Procedures:

- Report to the officer at the desk to check in and out when entering and leaving the Visiting Room. Visitors will be assigned seating by the Visiting room staff.
- Inmates are allowed to kiss (no longer than 2 seconds) and embrace their visitors only at the beginning and end of a visit. Excessive displays of affection are not permitted.
- Any other physical contact will be limited to hand holding only. Both hands must be visible to staff at all times.
- Inmates will use the designated inmate restroom if needed. The restroom can only be used during the visit, not before or after the visit.
- Inmates are not permitted to receive or send out any item on a visit without proper approval.
- At no time are inmates permitted to handle money.
- While seated, all chairs will be squared up to the tables; chairs and tables cannot be moved without staff approval.
- No rocking on chairs will be allowed.
- There is no strolling allowed, inside or outside.
- Inmates are to be seated according to the rules of the visiting area they are in. At staff discretion, an inmate may be instructed to sit directly across from a visitor.
- For outside visit areas, inmates must be seated across from their visitor(s).

- Visiting with anyone not sitting at your table is not allowed.
- Inmates are responsible for cleaning up their area after the visit.
- Inmates are responsible for the supervision of children. Inmates may hold their minor children in an appropriate manner. Only children listed as a son or daughter are permitted to be held by the inmate. Visits may be terminated due to unruly children. Physical discipline of children by the inmate or visitor(s) is not permitted.
- Training Kitchen food may be purchased by the inmate only; cash is not accepted. Inmates are reminded this is a training program for the benefit of the students. The menu, dates and hours of services, and prices are subject to change.
- Training Kitchen food shall not be taken out of the Visiting Room or shared between other inmates or visitors not within the same ordering party.
- Hobby projects at the officers' station may be purchased by visitors only and paid for in the lobby.
- Rule violations may result in terminating the visit and / or suspension of visiting privileges.

**VISITING LIST** (Refer also to DAI Policy 309.06.01)

Visiting lists are entered into a state computer system and Approved Visitor Lists are valid at all DOC institutions.

Inmates are permitted to have twelve (12) adults on their Approved Visitor List. Minor children do not count against the limit of twelve. Anyone under the age of eighteen (18) must visit with an approved adult.

If an inmate wants to add a visitor, he is responsible for mailing the Visitor Questionnaire to the prospective visitor and may do so at any time. The proposed visitor must return the questionnaire to the institution address found on the form. It cannot be sent directly to the inmate.

Proposed visitors are to mail their Visitor Questionnaire forms directly to:

JCI Visiting Coordinator  
 Jackson Correctional Institution  
 P.O. Box 232  
 Black River Falls, WI 54615

Every visitor, including children, must submit a Visitor Questionnaire. A non-incarcerated custodial parent or legal guardian must sign the form for anyone under the age of eighteen (18). The institution will verify custody and may investigate the authenticity of their consent to request visitation.

Once a visitor is approved or denied, the visitor must remain in that status for six (6) months. Additions or deletions for any individual visitor on an inmate's visitor list are permitted only once every six (6) months and should be submitted to the Visiting Coordinator.

If a visitor requires a metal detector exemption or any other accommodation (wheelchair, oxygen, etc.), the inmate or visitor should inform the Visiting Coordinator. The coordinator will send the required form and instructions to the visitor. Visitor exemption requests must be approved and recorded prior to admittance.

Information changes for a visitor (name, address, phone, etc.) should be submitted to the Visiting Coordinator as soon as possible. Failure to provide this information may result in entrance problems for the visitor.

Special and extended visits are permitted at JCI and requests should be submitted to your social worker at least five (5) days prior to the visit date. The reasons for special/extended visits are varied, but can include distance traveled (over 250 miles), military leave, or other circumstances. To request a special/extended visit, the inmate must submit the name, address and date of birth of each visitor to their social worker for review. The social worker and unit manager will determine if the request is approved or denied and inform the inmate.

The Warden may place additional limitations on visitation related to special programs or placement for security or program reasons.

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## JCI PHOTO PROJECT

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Inmate photos will be taken one evening a week in the visiting room by the inmate photographer at 6:30 p.m. A disbursement request must be turned in to the officers' station before 4:25 PM on the day of unit photos.

Housing unit scheduling of the photo project is as follows:

- Tuesday – Quarry, Melrose and Neillsville
- Thursday – Oxbow and X Building

No obscene gestures, displays of affection, symbols or stances, etc. are to be photographed. The inmate will be charged for the photos in question and subject to disciplinary action.

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## INMATE COMPLAINT REVIEW SYSTEM (ICRS)

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There are several ways you may have concerns addressed:

- The matter should first be discussed directly with the staff involved.
- If that does not resolve the problem, you may talk to or submit a written request following the chain of command as indicated on page 8.
- If these measures do not resolve the problem, you may use the formal Inmate Complaint Review System (ICRS). (A complaint must be submitted within 14 calendar days after the occurrence giving rise to the complaint.) Attempting to resolve the issue or concern through informal means is more effective and less time-consuming than using the ICRS.
- If you have not attempted to resolve a complaint issue, the ICE may return the complaint back to you with instructions to informally resolve this concern.

The forms are available in the housing units and should be used only for complaints. Instructions for completing the Offender Complaint (DOC-400) are provided on the back of the form. Complaints should be deposited in the locked complaint box on the unit. The Inmate Complaint Examiner (ICE) / designee are the only staff with access to the box.

### INMATE COMPLAINT PROCEDURES (WI Administrative Code 310)

The ICE will make an impartial investigation of your complaint using whatever sources are appropriate. The examiner submits a report and recommendation to the Reviewing Authority, who will review the report and render a decision. You will receive a copy of the Reviewing Authority's decision and ICE's recommendation through institution mail. The ICE may also reject a complaint. Complaints, which are rejected by the ICE, may only be appealed to the Reviewing Authority by submitting form DOC-2182 within 10 calendar days from the date of rejection. You will be sent a copy of the decision.

If you are dissatisfied with a decision (affirm or dismiss), you may complete and mail an appeal to the Corrections Complaint Examiner (CCE), using form DOC-405 within 10 calendar days from the date of decision. The CCE's report and recommendation will be forwarded to the Secretary of the Department of Corrections for a decision. You will receive a copy of the CCE's recommendation and Secretary's decision through institution mail.

If the issue of your complaint is resolved or you wish to withdraw the complaint, inform the ICE by sending an Interview / Information Request.

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## BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT (RECLASSIFICATION)

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This office, commonly referred to as Program Review or "PRC", is responsible for reviewing the custody level, program needs and placement of inmates during their incarceration. The Classification Specialist chairs the reclassification hearing, which will review your case as mandated by the Wisconsin Administrative Code Chapter 302. This process is a continuation of your A&E staffing that took place at the DCI. If you are being transferred to JCI from an institution other than DCI A&E, this process is a continuation from your last hearing.

Any questions concerning your programs, custody and placement should be addressed at your regular review. If there are questions needing to be addressed prior to your review, you may write to the Classification Department at JCI. If you feel your case should be reviewed early by the PRC Committee, please contact your Social Worker and they will assist you with the process.

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## **EDUCATIONAL SERVICES**

Education Department services are intended to offer inmates the opportunity to increase academic abilities, to obtain a General Education Diploma (GED) or High School Equivalency Diploma (HSED), to develop employment and independent living skills for use upon release. The Education Department also offers a vocational program and additional stand-alone technical college courses. For more specific information on courses offered, please write the school requesting a brochure on program offerings.

### **Mandatory Education (Refer to DAI Policy 309.55.04 - Mandatory Education)**

As an Academic Need is a Primary Program need, JCI requires all students with an Academic Primary need enroll in school full time. If an inmate refuses school, it will be considered a program refusal and the inmate will be assigned to Voluntary Unassigned (VUNA) status. Inmates with an Academic Primary need are not eligible for hire for any institution jobs until their Education need is met, unless they are on a waiting list for educational programming. Inmates placed into VUNA status for refusing school will remain in that pay status until they return to school or are placed back on a waiting list for school. Inmates must write to the Education Department to return to school or be placed into INVUNA status if they are placed on the waiting list.

### ***TABE***

All inmates with an Academic, Vocational or Program (AODA or SOT) are required to take the Test of Adult Basic Education (TABE) unless there are documented test scores from less than two years ago. If you are not contacted by the Education Department within 3 weeks of your arrival, please submit an interview request to the school.

### ***Enrollment***

Inmates are assigned an Academic (Primary or Refresher) need on the basis of program needs. The guidance counselor (or designee) will see you individually and enroll you in classes based on needs, test scores, interest, and available class space.

### ***Attendance***

Once enrolled in school, inmates are required to demonstrate their commitment by consistent attendance. Receipt of a school schedule constitutes a direct order to attend as scheduled, and failure to do so will result in corrective action. A student late for school for any reason must check in with the school officer before reporting to class during the day. Inmates may not “drop out” of school without written approval from the Education Director.

### ***Behavior in School***

Since a large number of inmates use the school area during the course of the day, maintaining a positive educational environment is a matter of concern for all. Quiet conduct is expected in hallways at all times. Profanity will not be tolerated. Students will be expected to dress in greens with their shirts tucked in and buttoned up. Only the top button may remain unbuttoned. Headwear is not to be worn in the Hixton Building or while attending school functions. Restrooms may be used only with permission of the School Officer through the classroom teacher. Only one inmate is permitted in the bathroom at a time. Inmates must sign in/out of the restroom at the School Officer's desk. Inmates should be using the restrooms during break times. If excess restroom use occurs, it may result in a conduct report. There will be no food, drink, gum or personal affects brought to school unless specified by the teacher. This includes magazines, books, legal work, etc.

### ***Absences***

Students needing to be excused from school for legitimate health reasons must be placed on lay-in / sick cell status pending HSU contact. Inmates going on lay-in status are required to stay in their rooms until their first class the next day. Please refer to DAI Policy 309.55.02. Inmates may be excused from class for other legitimate reasons. They include: visits, attorney visits, HSU appointments, and special programming when related to their program needs. Class will not be missed for canteen, hobby, or recreational activities. Inmates are excused for religious services, but not religious activities or studies. You must report to the school officer before attending a religious service to be excused from school.

### **Tardiness**

Students are expected to be in class, seated and ready for work at the designated start time for class. No tardy students will be admitted to class without first checking in with the School Officer.

### **School Rules/Warning System**

Upon enrollment in school, all students will sign a copy of the school rules. Violation of these rules may result in a verbal or written warning or a conduct report and/or removal from school.

### **Removal from School/Returning to School**

If a student “drops out” of school, they are welcome to write a request to reenroll at any time. If a student is removed from school for disciplinary issues in the school he may be required to wait the 90 day period to reenroll.

### **Vocational Programs**

Vocational/career and technical program seats are limited. Students interested in participating in a vocational program must write the school requesting to be added to the waitlist. The Education Director reviews a variety of factors in selecting students to participate including, but not limited to: institution adjustment, TABE scores, proof of GED/HSED/high school diploma, release date, conduct report history, previous program refusals.

### **Correspondence Courses**

Students interested in print-based correspondence programs must follow the proper procedure to have participation approved. Written approval will be provided on a DOC-1117. Refer to DOC 300.00.26 for the DAI policy on Correspondence Courses and JCI’s procedure for approval of these courses.

### **Access to Staff**

If you would like to meet with the Education Director, please submit an Interview/Information Request form to request an appointment.

The school staff are committed to meeting the educational needs of the population we serve. Staff will always foster strategies to improve the way students think about themselves and the manner in which they relate to others. They will consistently reinforce the idea there are choices to be made in life and consequences for each action chosen. Staff are not just here to help students; they are here to help students help themselves. Adherence to the guidelines, and the school’s policies and procedures will enable students to become active participants in the process of their own education.

School policies and procedures are posted in the School Office, Library, and in each classroom. Students should be advised they must follow all rules governing school operation.

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## **LIBRARY**

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### **Library Services**

- The library is available 7:55 AM to 8:25 PM Monday through Friday in the Hixton Building.
- The main library collection consists of books, references, magazines, newspapers, and videos. Recreational reading books may also be obtained through your unit library.
- Loan Periods: A total of four (4) items may be checked out at one time. Books may be checked out for three (3) weeks. Magazines may be checked out for one (1) week. Overdue notices are sent to inmates with overdue library materials.
- Tutors are available in the library. You may sign up for tutor assistance during your unit library time.
- The library provides the Father’s Video Book program, where inmates may read a book to their children on DVD and have both the book and DVD sent home.
- Typewriters are available in the Library for legal work, re-entry assignments, job related documents (e.g. résumés, cover letters), school work and correspondence courses. Inmates who have a court deadline and have been approved for extra law library time will be given priority access to the typewriters. You must provide your own paper.
- Some library services are provided in each unit and Restrictive Housing.

### ***Checkout Library Materials***

All general population inmates who check out library materials or want photocopies made must present a JCI inmate ID card. All inmates must attend library orientation prior to checking out library materials.

### ***Law Library***

- Legal materials available in the law library include: anything available on Lexis Nexis such as case law, statutes, Administrative Code, law reviews, court rules, and law dictionaries.
- Legal forms, both paid and free forms, are available.
- The Law Library also has directory and re-entry information.
- All written materials are available for use only in the law library and may not circulate.
- The inmate Library Clerks as well as staff provide assistance in locating and retrieving legal materials. They do not provide legal advice.
- Photocopying services can be provided at \$0.15 per copy.

### ***Photocopies***

Photocopy requests are screened by the Librarian or Library Officer. Refer also to JCI Facility Procedure 900.409.14a. An inmate ID card must be presented when requesting photocopies. All photocopy requests must be accompanied by a Disbursement Request (\$0.15 per copy), and photo copy request with clear directions. Inmates with insufficient funds for legal photocopies may apply for a legal loan through the Business Office. Inmates are reminded, the courts operate by providing inmates with sufficient notification of important dates. While staff will make every attempt to accommodate those in need, it is your responsibility to plan for your photocopying needs. Requests for photocopies must be approved no later than ten minutes prior to the end of the period. Copies for personal use, photographs and items belonging to other inmates (i.e.-legal materials) will not be made.

### ***Interlibrary Loan***

Interlibrary loan services are available to general population inmates. Request forms are available at the circulation desk. A maximum of two (2) requests will be processed at a time. Books borrowed through interlibrary loan are counted toward the four (4) book limit. When costs are incurred (i.e. lost or damaged books), the inmate making the request is responsible for payment.

### ***Restrictive Housing Services***

A Restrictive Housing Law Library, made up of basic legal materials, is available for Restrictive Housing inmates. Interlibrary loan services are not available. To receive material and information from the Law Library, inmates must submit an Interview/ Information Request form to the Librarian. Legal requests include: cases, forms, address information, and photocopying requests. Specific citations are necessary to enable library workers to locate desired cases. You should check the Restrictive Housing Law Library before making requests. The material or information desired may be available in the Restrictive Housing collection.

### ***General Rules of the Library***

All inmates utilizing the library are expected to read the policies and procedures available in the Library. Rules are as follows and are not all inclusive:

- You must sign yourself in and out on the log sheets in the Main Library and Law Library when entering and leaving.
- Inmates will not be permitted to arrive early for the library or wait in the Education building hallway. Inmates should sign out from their housing units at the scheduled library time and arrive and sign in no later than 10 minutes after the start of the unit library time.
- Green shirts will be worn, tucked in, and buttoned except for top button. Inmates may not wear hats, winter coats or sunglasses in the Library.
- Identification Cards must be displayed.



- No loud talking is permitted in the library. Conversations should be limited and kept to an acceptable noise level.
- Profanity is prohibited.
- There will be no studying in groups or pairs. You must be granted permission to do legal work together.
- Legal work must be pursued in the Law Library unless special permission is given by the Officer or Librarian to use the Main Library.
- No eating, chewing gum, or beverages are allowed in the library.
- Inmates are responsible for the returning of books signed out to them.
- Inmates will be charged restitution and/or issued a conduct report for returning books with any damage, to include missing the barcode label or spine label.
- Do not lend books to other inmates if the books are checked out to you.
- You must keep your library receipt with your books. Random searches will be done and anyone without a receipt may receive a conduct report.
- Failure to return library materials may result in a conduct report and/or suspension of library services until restitution has been made.

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## **RECORDS OFFICE**

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The Records Office is located in the Hixton Building. The Records Office staff are responsible for sentence computation, parole hearings, court appearances, detainers, service of process, requests for transcripts, MR/ES extensions, releases, court calls and LAIP (Legal Assistance Incarceration Program) appointments. Requests should be done in writing using the Interview/Information request form (DOC-761). Inmates are not allowed to go the Records Office unless called by staff, except for scheduled notary services and file reviews.

### ***Notary Services***

Notary services are available in the institution. Notary services are provided on Mondays from 10:00 AM - 11:00 AM and on Fridays from 2:00 PM - 3:00 PM. You may bring your materials to be notarized to the Records Office during these times. (Refer to DAI Policy 300.00.56 for a description of items which will be notarized.)

### ***File Reviews – Legal and Social Service Files***

The Records Office maintains the Legal and Social Service file on offenders. You may review these files by submitting an Interview/Information Request form (DOC-761) to the Records Office. Inmates may review these files once every six months. Exception to this six month rule may be authorized by the Records Office Supervisor. A list of the inmates who are scheduled to review their files will be posted on the Daily Bulletin and on the Bulletin Board next to the School Officer's Station in the Hixton Building.

Any inmate, who is found to have removed, altered, destroyed or added to an original legal or social service record will receive a conduct report.

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## **PROGRAM SERVICES**

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The Program Services Operations Program Associate is responsible for the coordination of activities for Reentry and Veteran Services and advises inmates regarding rules and regulations on social security cards, birth certificates, state IDs and credit reports. The OPA will also assist inmates with MA, SSI, SSDI applications to include Badger Care and the Affordable Care Act.

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## RELIGIOUS SERVICES

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Religious services are available for an inmate's spiritual development and growth. The Chapel provides religious services, study, special events and activities, pastoral visits, greeting card ministry, chapel library, and free distribution material. A completed Religious Preference form (DOC-1090) must be on file in the Chapel to receive most services.

### ***Chaplains***

The Chaplain is available to assist in providing religious services to inmates. Support is provided on an individual as well as group basis. You may request to see the Chaplain by sending an Interview/Information Request to the Chaplain's office. Please do not just drop in. If a pastoral visit is requested, have your spiritual leader/clergy contact the Chaplain's Office to arrange the visit.

### ***Worship & Study Opportunities***

Religious services, studies and educational groups are provided for the Umbrella Religion Groups defined in DAI Policy 309.61.01 as space and resources permit. An inmate can only attend religious services in the faith group indicated on their DOC-1090 form. Regardless of religious preference, anyone may attend the Recovery programs, Prison Fellowship or Ecumenical Bible Study. (Inmates will generally be approved to participate in study groups within their designated religious preference only.) You do not need to submit a request to participate in those activities. Inmates on building or room confinement will only be allowed to attend religious worship services (no special events).

To attend the Protestant worship service, submit a request to the Chaplains' Office asking to be placed on the Protestant worship service list. Your name will be added to a waiting list. As space becomes available, you will be added to the worship list. After being placed on the Protestant Worship list, if you miss two consecutive worship services, you will be removed from the list. To be placed on the Protestant Worship service list again, you will need to submit a new request.

### ***Special Events***

Various religious events occur throughout the course of the year. Special events are posted on the unit bulletin boards and Institution channel. Some of these activities include seminars, feasts, Christmas Toy programs, etc.

### ***Religious & Recovery Library***

There is a Religious Library in the Chapel Department, which has over 3,000 items for circulation in addition to religious reference material. This is separate from the Institution General Library. The Chapel Library schedules are posted in the Chapel Department, on the housing units, and on the televised institution channel.

### ***Greeting Card Ministry***

Inmates may receive up to three free greeting cards per month and four free greeting cards during the month of December by sending a Card Request to the Chaplain's Office. In the request, explain in detail the types of cards you would like. A card list is posted on the housing units. Inmate's may also look at/choose cards during their unit library time.

### ***Free Books & Calendars***

A limited selection of free religious books and calendars are available in the Chapel Department. They may be selected during the housing unit's Chapel Library hours. An inmate is allowed to receive up to three free distribution books per month. Free religious publications are counted with the total number of personal publications.

### **Religious Diet Requests**

Inmates may request a religious diet by completing form DOC 2167. This form outlines the Religious Diet Participation Agreement explaining allowed and prohibited behaviors. Religious diets approved at other institutions are not recognized. Inmates must submit a new DOC-2167 and have it approved to continue the religious diet.

The three options and corresponding faith groups with the DOC religious diet program include:

- Halal diet – Muslim
- Kosher diet – Jewish
- Plant-based diet – all faith traditions (Catholic, Eastern Religious, Humanist / Atheist, Jewish, Muslim, Native American, Pagan, Protestant/ Other Christian, as well as inmates who designate “Other” or “No Preference” on the DOC 1090 Religious Preference Form).

Inmates receiving approved religious or special diet trays are not allowed to trade or give away any of their food items. Any inmate who is removed from his religious diet because of violations of the participation agreement or who takes themselves off the diet, must wait a 6 month period to request a religious diet again.

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## **RECREATION (DAI POLICY 309.36.01)**

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Each housing unit has assigned periods for use of the recreation field and recreation building. This is the only time you are authorized to go to these areas. Any rule infraction or misuse of equipment may result in suspension of recreational privileges and/or a conduct report written.

### **Inside Recreation**

This is not a complete list of rules and regulations governing activities in the gym. If a staff member observes an inappropriate activity, the behavior will be addressed. It is at the staff member's discretion on how this behavior will be dealt with.

Mutual courtesy, good sportsmanship, and respect for others are expected of everyone. Some basic rules for all inmates working and recreating in Levis Building are:

- Recreation Inmate workers will wear red T-Shirts to help identify them to all staff.
- Inmates must wear their ID card at all times when entering the Levis Building. Inmates participating in Recreation will be permitted to place their ID card inside their shirt.
- Inmates will NOT be allowed to enter the Levis Building prior to top of the hour and no later than ten minutes after the top of the hour. (I.e. inmates getting off work must wait for the next appropriate gym period to start.)
- All inmates must CHANGE into tennis shoes after entering the Levis Building and before participating in any gym activities. Personal tennis shoes must be hand carried to the recreation area. You will not be permitted to recreate in the shoes you walked to Levis Building in.
- All clothing (coats, hats, greens, etc.) will be kept in lockers in the locker room or placed on the hooks mounted to the walls, and are not to be left lying on the floor or benches.
- JCI is not responsible for any lost or stolen personal clothing left in the recreation area.
- Inmates will be responsible for their own recreation gym clothes. Inmate green pants and T-shirts are permitted if the inmate does not have shorts. JCI will provide tennis shoes. The inmate will sign out a pair of shoes and return the shoes at the end of the recreation period.
- All recreation items will be issued by the recreation worker at the gym and will not leave the gym area.
- State recreation clothing and towels are to be put into the recreation laundry baskets before an inmate leaves the area and the shoes are to be returned to the recreation worker to be disinfected. No state issued recreation clothing or towels are allowed out of the recreation area.
- Inmates are allowed to shower in the Levis building. After showering, inmates will not be permitted to use any of the recreation equipment or facilities. Showers will NOT be available for the 8:00-8:50 PM recreation period.
- Only inmates assigned to work in the Recreation Department will be allowed in the storage room areas during their work hours and under staff supervision. Only inmates assigned to a Laundry position are allowed in the laundry room and tailor shop. Inmate(s) entering these areas will be considered in an unassigned area if prior permission from staff has not been granted.

- Inmates are not permitted to enter an office area unless they have permission and are under staff supervision.
- No loitering in front of Levis building or the entrance vestibule.
- No lounging or loitering in the gym; all inmates present must be actively participating in an activity. Waiting to take part in an activity is not considered actively participating.
- No inmate or group of inmates will monopolize the court areas or weight rooms.
- No dunking of basketballs.
- No climbing on the nets, rims, or backboard support systems.
- No horseplay or sparring.
- No dropping of the weights.
- No overtly loud noise, foul or abusive language.
- No food, drink, or canteen products in the gym area.
- No hats will be worn in the Levis Building.
- No handkerchief is to be worn as a sweatband.
- No sunglasses are to be worn in the building.
- No gum chewing in the building.

### ***Outside Recreation***

- Inmates must be wearing their ID card at all times when participating in recreation. Inmates participating in recreation will be permitted to place their ID card inside their shirt.
- Inmates from the Melrose Unit entering the South Recreation Field are not allowed to enter the area from the road in front of the Quarry Unit. Once an inmate from the Melrose Unit passes through the gated fence area outside of Levis Building, he must travel the road along the center fence to enter a recreation area on the South Side.
- Inmates are to enter and exit the recreation field between the red lines, which are perpendicular to the walkway and just beyond the red lines indicating the courtyard boundary. At no time are inmates permitted to use walkways in front of other units to attend outdoor activities unless permitted by staff during seasonal weather conditions (e.g. snow covered recreation field) or to attend special events being held in the south recreation field.
- Inmates may not loiter on the walkways while recreating or traveling to the recreation area.
- All recreation equipment must be signed out during the first ten minutes of the posted recreation period weather permitting.
- After the first ten minutes from the start of the period, the recreation equipment box will be closed.
- Inmates are not allowed to remove recreation equipment from the equipment storage boxes. An inmate recreation worker will distribute the equipment once an inmate has signed it out for use.
- All recreation equipment must be returned by the inmate who signed it out. Inmates who sign out recreation equipment will be responsible for returning it to the inmate recreation worker prior to returning to the housing unit. The inmate recreation worker will be responsible for putting the equipment back in the equipment box and is the only inmate allowed to be in the equipment box.
- At the close of a recreation period an inmate must return to his unit.
- Recreation equipment may only be used in the manner it was intended.
- No banging of baseball bats on the backstop, fences, or poles.
- No dunking of basketballs.
- No climbing on the nets, rims, or backboard support systems will be allowed.
- No hanging on the volleyball nets.
- No foul or abusive language.
- No horse play or sparring.
- Picnic tables, concrete benches, and bleachers may not be used as exercise equipment.
- No more than 6 inmates in a group unless participating in a team sport. This includes all outdoor recreation and lounging areas.
- The direction of movement on the tracks is posted on a sign at the end of the track nearest the tower. Inmates should follow the direction of the arrow for the given day. Inmates must stay in the walking track. Walking on the grass area is not permitted.
- Sporting equipment and one personal cup are the only items allowed on the recreation field.

- Inmates may not loiter and must be actively participating in an approved outside recreation activity. Inmates wishing to sit in the outside Recreation area must be seated at one of the picnic tables and/or bleachers.
- 3 on 3 Gus Macker style basketball / half court is allowed.
- No lounging or loitering on the basketball courts is permitted.

#### ***Rules for Frisbee Use***

- Frisbees are to be used for throw and catch purposes only.
- Frisbees are to be used in the baseball outfield area only.

#### ***Rules for Hacky Sack***

- Hacky Sack must be played on the cement pads designed for such use.
- A limit of six (6) participants will be enforced.

#### ***Hobby***

- For guidelines and rules for approved hobbies or hobby supplies refer to DAI Policy 309.36.01.
- Inmates are allowed to enroll in a maximum of two hobbies at one time.
- These activities are not to be used as a business enterprise.
- An inmate must sign a hobby enrollment card to participate in a hobby.
- All orders for hobby supplies must be approved by a Recreation Leader. Orders from the DAI approved catalogs may be paid for by family, friends or the inmate's trust account. All other outside orders must be paid for from the inmate's trust account only. No outside orders purchased by family/friends will be accepted.
- Completed disbursement, addressed embossed envelope, and order form must be provided by the inmate at the time the order is submitted to a Recreation Leader.
- ALL orders for hobby supplies must be received from a retail outlet and require a mechanically printed receipt from the retail outlet store.
- Orders received without prior approval from a Recreation Leader, will be returned to the vendor at the inmate's expense.
- Hobby transactions can be conducted during the inmate's scheduled inside recreation period or through an Interview/Information Request sent to the Recreation Department. This includes supply orders, disbursement of supplies, copies of hobby projects, etc.
- Photocopies of hobby projects will only be done through the Recreation Department.
- All hobby activities and materials are restricted to the inmate's room.
- Completed hobby projects are not allowed to become part of any inmate's personal property in the institution.
- All hobby and instructional arts projects MUST be completed within 30 days of receiving the property unless an exception is granted by the Corrections Program Supervisor. Hobby projects must be dated with the start date when the type of project allows for it (i.e. paintings, drawings, models, etc.)

#### ***Music***

- Music is considered a hobby. Each musical instrument an inmate possesses is considered a separate hobby (i.e. two instruments equal two hobbies.)
- Inmates who possess their own musical instruments or equipment must sign a hobby enrollment card indicating music as a hobby.
- Inmates utilizing the state owned musical equipment in a music area in Levis Building are not considered to have music as a hobby unless they own and possess their own musical instrument.
- All musical instruments and equipment, whether being received new or coming in via inmate transfer, must be in compliance with DAI Policy 309.36.01, and must be approved by a Recreation Leader. Any music equipment or instruments not meeting the guidelines set forth in DAI Policy 309.36.01 will be disposed of at the inmate's expense.
- When an inmate orders music equipment or instruments, the item(s) must be approved by a Recreation Leader prior to submitting to the Business Office for processing.
- Musical instruments and equipment must be purchased NEW and only through a retail outlet.
- Mechanically printed receipts from the retail outlet are required for all instruments and equipment received.
- Music instruments and equipment must be sent in directly from a retail outlet.

- The value of the each instrument or piece of music equipment cannot exceed \$350.00 (excluding taxes and shipping).
- Inmates are permitted to have only one (1) oversized musical instrument.
- For a list of approved musical instruments or equipment refer to DAI Policy 309.36.01.
- All approved guitar strings will be maintained in the Recreation Department by a Recreation Leader. String replacement will be conducted in the Recreation Department under the supervision of a Recreation Leader. Discarded strings will be destroyed appropriately by a Recreation Leader.

### **Music Rooms**

- Music rooms are assigned by Interview/Information Request only.
- All inmates participating in the session must be on the Interview/Information Request and each time slot will be counted as one music session.
- Requests must be submitted to the Music Department by noon on Wednesday of each week.
- The music schedule will be completed for the following week (Monday-Sunday) and posted prior to Monday. Once the schedule is posted, no changes will be permitted.

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## **BARBERSHOP**

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Barber shop services are offered on a regular basis. Hair will be cut on an “appointment only” basis. Barber shop services include and are limited to standard haircuts.

- Inmates are allowed one free haircut every 30 days.
- Additional haircuts may be purchased through canteen for \$2.00. These haircuts will be granted based on scheduling availability and will not count against their free haircut.
- Inmates must complete a Barbershop Request form one week in advance of desired haircut. The request will be returned with your scheduled appointment.
- Inmates will report to the Recreation Officer/Sergeant at the time of the scheduled haircut.
- Inmates must bring their Request form with them to their appointment. Inmates found in the barber shop area without an approved Request form may be subject to discipline.
- Haircuts are limited to 15 minutes or less.
- Hair must be clean and free of all hair grease.
- Inmates reporting early or late, or with dirty hair will be dismissed and may reschedule an appointment at their next inside recreation period.
- Inmates waiting to get their hair cut must be seated on the bench outside of the barbershop.
- Once an inmate has received his haircut, he must return to his housing unit.
- The barber is the only inmate allowed to use the Barber Shop equipment.
- Barbers may cut beards to a length the inmate is able to shave off.
- Inmates should not ask for, receive, offer, or barter with any form of payment regarding barber services.

# **MAIL, LAUNDRY AND PROPERTY RULES**

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## CORRESPONDENCE AND DELIVERIES

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### Envelopes with Money Orders/Cashier checks should be addressed:

*Name & DOC Number*  
P.O. Box 116  
Black River Falls, WI 54615-  
0116

### Letters to you should be addressed:

*Name & DOC Number*  
PO Box 233  
Black River Falls, WI 54615-  
0233

### UPS Deliveries should be addressed:

*Name & DOC Number*  
Jackson Correctional Institution  
N6500 Haipek Road  
Black River Falls, WI 54615

- Please inform your friends and relatives of the JCI street address for deliveries not sent via USPS, as these shipments will not be delivered to a post office box. All non-USPS deliveries will be processed through the Property Department.
- Cash and personal checks will not be accepted and will be returned to the sender.
- Rules for correspondence will be similar to those from your previous institution. You may correspond with anyone in the general public (unless prohibited) and as long as your correspondence does not violate state or federal law.
- All outgoing inmate mail must include either Jackson Correctional Institution, or JCI in the return address and will be stamped This Letter Has Been Mailed From the Wisconsin Prison System on the back of the envelope.
- There is no limit to the number of letters sent out or received. No mail is to go out or come into the institution through other inmates, staff, visitors or volunteers. Mail may only come into or leave the institution through the institution mail room.
- Inmate-to-inmate mail sent within or between institutions must include your DOC inmate number and the DOC inmate number for the inmate receiving the mail, and will be processed through the US Postal Service. Omissions will result in non-delivery of mail. All inmate-to-inmate outgoing mail must be left unsealed.
- All outgoing mail must have postage on it. If you think a letter may be over the weight amount, a disbursement request should be sent along to the mail officer. Staff will weigh your letter and if necessary, attach the needed additional postage.
- Incoming and outgoing mail may be opened and inspected for contraband, except as stated in DOC 309.04 and DAI Policy 309.04.01 – Inmate Mail.
- Incoming mail shall not be delivered if it contains contraband and will be handled per DAI Policy 309.04.01 - Inmate Mail.
- All incoming mail should have your inmate name and number clearly written on it. Handwriting which is difficult to read or decipher will delay the mail delivery process.
- Any outgoing inmate mail received for processing believed to be in violation of DOC 303 or DOC 309, may be opened for inspection by staff. Staff will process all appropriate mail. Any additional postage costs incurred to process this mail will be the responsibility of the inmate.
- Mail from ICRS (Inmate Complaint Review System) is delivered to the inmate sealed.
- Correspondence, readily identifiable as being sent or received by an inmate to/from any of the parties, listed in Administrative Code DOC 309.04(3), may not be opened for inspection or read by staff. Incoming mail will be stamped, "Open in the presence of the inmate". Staff may direct the inmate to remove the contents, and show the envelope to staff to determine whether it contains contraband. Staff may not read correspondence received by an inmate from any of these parties, however if it contains an arrest record or any document of identification, staff may read the document to determine the subject of the document.
- All other mail will be opened and inspected by institution mail room staff.
- When there is reason to believe the security of the institution may be impaired, the Warden or designee may order mail opened and inspected or monitored.
- **YOU MUST HAVE YOUR COMPLETE AND PROPER NAME, INSTITUTION NUMBER AND RETURN ADDRESS ON THE ENVELOPE.** (Letters without this will not be mailed. If it cannot be determined who is sending it, the letter will not reach its destination.)
- Outgoing mail will be picked up in your housing unit each day and delivered to the post office the next business day. Mail will go out daily, except Sundays and holidays.
- Postal Regulations must be followed.
- Address must be on one side of the letter or package only.
- Red ink writing on envelopes is not allowed.
- Drawing on envelopes is not allowed.



- Stamps and envelopes cannot be received through the mail or from visits. Exceptions may be permitted for legal materials (envelopes provided by and addressed to a court or other governmental agency), educational materials, religious correspondence, and as determined by staff.
- You shall have no more than a combined total of 30 embossed envelopes and stamped envelopes (only 6"x9" purchased from canteen may have stamps) in your possession.
- Postage shall not be cut off from pre-stamped/embossed envelopes and affixed (glued) to other envelopes.
- Pre-printed, stick-on return address labels are not permitted.
- If you want to send a letter by ***certified mail***, fill out a certified mail receipt provided on the housing unit. The receipt must be attached to the envelope on the front side just to the left of the return address and above the mailing address. Place your name, number and your unit on the side of the receipt. If you want a return receipt, fill out the receipt and attach it to the back of the envelope. A signed Disbursement Request (DOC-184) must be sent with the letter to the Mail Room.
- Please advise correspondents to be sure their letter has the correct postage. *We Do Not Accept Postage Due Mail.*
- Outgoing letters require postage equivalent to the current established postage rate. Unless arrangements have been made through your Unit Supervisor because of extenuating circumstances, disbursement requests for postage less than the current established postage rate will not be accepted. 9" x 12" envelopes or larger do not require pre-postage or approval from the Unit Supervisor. For these envelopes, attach an approved disbursement request for the postage.
- No stickers will be allowed in the institution, including on the envelope, letter or card. Mail will be denied if it is constructed in a manner which prohibits inspection to include items glued and/or taped together.
- No tourism material or maps will be allowed, except in accordance with DAI Policy 309.20.03
- Mail addressed to P.O. Box 233, containing a money order / cashier's check will be returned to the sender. Mail sent to P.O. Box 116, which does not contain a money order / cashier's check may be returned to the sender.
- Multiple copies of the same page are not allowed with the exception of legal materials.
- Homemade cards or other hobby related materials must be forwarded to the Hobby Department for approval.
- No laminated photos or other laminated materials may be received through the mail.
- Please refer to DAI Policy 309.04.01 for other rules pertaining to incoming and outgoing mail.

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## STATE ISSUED PROPERTY AND LAUNDRY

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### STATE ISSUED

State issued green clothing (shirt and pants) are the standard institution attire. State issued green clothing and shoes must be worn for attorney and institution visits, hospital trips, transfers to other institutions and all off-grounds activities. You will be held accountable for all clothing, towels, and linens issued to you. You may be issued a conduct report for having more clothing than initially issued. All clothing, towels, and linens are only to be used for their intended purpose.

Each inmate at JCI will receive the following:

3 green shirts *	3 pair socks	1 spring jacket
3 pair green pants *	2 towels	1 winter jacket (in season)
3 T-shirts	1 pair state boots/shoes	1 winter hat (in season)
3 pair briefs	1 bedspread	1 blanket
2 sheets	1 pillow case	

\* Inmates may not substitute personal clothing to the maximum allowed.

Kitchen white pants will only be issued to Food Service, Training Kitchen, and the Unit Servery workers.

Inmates working in BSI, Maintenance and Food Service may be provided additional state issued clothing for work purposes. This clothing may only be worn while at work. Work issued clothing must be returned to laundry if you are longer in the work assignment.

Requests for replacement state shoes are to be sent to the Institution Laundry.

**Laundry Process For State Issued Clothing & Linens - Turn In**

All inmates must fill out a "Clothing and Linen Count Slip" with Name, Institution Number, Unit, and Date. Inmates are to give the "Clothing and Linen Count Slip" to the Unit Laundry Worker. The label must be legible before you are allowed to turn in your clothes. If your label is not legible then you must put in an interview request to the Laundry for your label to be fixed. Socks are to be unrolled and the sheets unknotted before you turn them in. Deliberately damaged clothing, linens, and/or towels may result in discipline. (See the Laundry Policy and Procedure for units designated laundry turn in days.)

**State Clothing Items to be Repaired or Replaced**

When an inmate has damaged clothing, he is responsible to send an interview request to the Laundry Sergeant stating what needs to be repaired or replaced. The Laundry Sergeant will send the interview request back to the inmate telling him what day to turn in his damaged item(s) along with the interview request to the unit laundry worker. The unit laundry worker will be responsible for bringing the damaged item(s) along with the interview request to the institution laundry. This will be done in the mornings when the unit workers bring the unit's dirty laundry to the institution laundry. The institution laundry will replace the damaged items on a one for one basis. The unit laundry workers will pick up the repaired or replaced items from the institution laundry when they come to pick up the unit's clean laundry. The unit laundry worker will be responsible for getting the repaired or replaced item back to the appropriate inmate. The inmate(s) that turned in damaged item(s) will receive his item(s) back the same day on the unit during laundry distribution.

The Laundry Sergeant keeps a record of all exchanges to ensure all damaged items are exchanged and returned. It is the discretion of the Laundry Sergeant to determine what is to be replaced and what is deliberate damage.

All inmates are responsible for maintaining the amount of clothing issued to them.

**Winter Coats and Knit Hats**

Winter coats and winter knit hats will not be issued to new arrivals between June 1 and August 31. After August 31<sup>st</sup> every inmate who was not issued a winter coat will be issued one. Winter coats and winter knit hats cannot be worn out of the inmate room for any reason between June 1 to August 31. Inmates are to send an Information / Interview Request to the Laundry Sergeant to request winter jackets and winter hats.

**Blankets**

Clean blankets and bedspreads must be exchanged with Institution Laundry Workers on the units during the months designated below:

**Oxbow Unit / Granton**

March  
July  
November

**Neillville Unit**

April  
August  
December

**Melrose Unit/ X Building**

January  
May  
September

**Quarry Unit**

February  
June  
October

**Bedding**

Sheets and pillow cases will be exchanged once a week. Weekly exchange is mandatory.

**TRANSFER TO NEW UNIT**

When transferring from one housing unit to another you are to take your sheets, blanket, pillowcase and bedspread with you. If you sent clothing or linens to the laundry, it is your job to notify the Sergeant of the unit you are leaving, and you have clothing coming back from the laundry that needs to be forwarded to you.

**TRANSFERRING OUT OF THE INSTITUTION**

When you are being transferred out of the institution, turn in all your state clothing and linens that morning to Unit staff and unit laundry workers. If you do not have all of the clothing and linen you were issued, the Laundry Sergeant will fill out a disbursement request for the dollar value of the clothing not turned in. If you have state clothing in the unit laundry, be certain it is turned in to the laundry workers. If you fail to return the remainder of your state issue items, the disbursement request filled out previously will be forwarded to the Business Office and funds will be deducted from your account.

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## PROPERTY

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Each inmate is responsible for keeping their property organized and within the guidelines of the handbook and DAI Policy 309.20.03

### GENERAL PROPERTY RULES

The following guidelines apply to all personal property: (Any changes to DAI Policy 309.20.03 will supersede the rules of this handbook.)

- A record must be kept of all authorized property in your possession utilizing the property form (DOC 236).
- All inmate personal property, excluding electronic equipment, typewriters, fans, etc., must be stored in receptacles provided by the institution (i.e. wardrobes) and secured with padlock.
- Recreational equipment, hobby supplies, musical instruments (and accessories), religious property, release clothing and medical equipment must have prior approval of designated institution staff. Except for publications and prescription glasses, all other property items not available for sale through the canteen or approved property catalogs require prior approval from the Property Sergeant.
- Items received, but not approved, must be returned to the retail outlet from which they were received, forwarded via commercial carrier to a person on your visiting list at your expense, or disposed of. Any exception to this policy must be approved by the Security Director/Designee.
- All incoming property must be accompanied by an original sales slip / receipt with the cost of the item(s) indicated and a permanently attached store tag for verification the property is new.
- All property must be received, inspected and processed at the Property Department. When your property is ready, you will be called to Property to pick it up. *Unit staff will not call the Property Department for you.* Inmates may only go to the property room if they have an appointment.
- All personal property must fit into two (2) 16" x 16" x 16" boxes, excluding electronics, typewriter, fan, hobby and legal material. It is the inmate's responsibility to ensure the maximum amount of property accumulated does not at any time exceed the amount which will fit into (2) 16" x 16" x 16" boxes.
- Inmates will not be allowed to have personal property in their possession that does not comply with DAI Policy 309.20.03, Inmate Personal Property and Clothing.
- Property items may only be purchased from Canteen or one of the approved property Catalogs. (Exceptions are noted on the property charts on pages 53 – 57.)

### PADLOCKS

All inmates are issued a padlock to secure their own property. The padlock is to be locked on your locker at all times except when you are using your locker. JCI is not responsible for any lost or stolen property not properly secured in your locker. Inmates are responsible for damaged tethers and missing padlocks.

### LEGAL MATERIALS

Legal materials must fit into a box no larger than 20" x 20" x 20". Inmates who are assisting another inmate with legal matters will be allowed to have legal materials belonging to the inmate being assisted in their possession provided those materials otherwise comply with DAI Policy 309.20.03: Inmate Personal Property and Clothing, DAI Policy 309.04.01: Inmate Mail, and other applicable institution policies and procedures. JCI staff will not be responsible for the return of legal materials given to other inmates.

### PRE-RELEASE PROGRAM PORTFOLIO

The portfolio will be kept in the inmate's personal property. The portfolio will only be used to retain important documents identified on the portfolio checklist. Items such as photos, legal materials, or other items not related to the Pre-Release Program will not be placed in the portfolio. Lost or damaged portfolios will result in a replacement cost of \$3.00. Additional costs may be assessed for replacing the contents.

### PERSONAL CLOTHING

All authorized personal clothing is recorded on a DOC 236 Property Inventory and DOC 237. (Refer also to DAI Policy 309.20.03 for limits and guidelines.)

## PROPERTY CHARTS

- Limits for many property items are also available in DAI Policy 309.20.03.
- Please refer to the Canteen Order Form for the maximum allowed canteen limits.
- Inmates are responsible to keep their property within the allowed limits.
- All personal property must fit inside a 32" x 16" x 16" box or 8,192 cubic inches with the exception of electronics, hobby items, and legal materials.
- Property items and limits are subject to change.
- All property is a one-for-one exchange when you are at the maximum allowed limits.

Item	Specifications	Possession Limit
3 – Ring Binder	Plastic rings – 1 inch only including hobby	4
Adapter - Radio / TV	No duplicates. 2-way and 3-way splitters are not allowed.	4
Address Book	No spiral or metal	1
Alarm clock		1
Antenna – flexible		1
Antenna – TV only	Vendor catalog	1
Athletic supporter	(No cup)	1
Baseball glove	May retain upon transfer.	1
Bathrobe	White only. No hood. No less than 40% cotton blend	1
Batteries	(Watch, hearing aid, calculator) Officer controlled. Issued upon request	1
Bowl / Bowl with lid	Plastic only	2
Brush/Comb/Pick (hair)	Non-Metal, not to exceed 7" x 3"	2
Calculator	Refer to DAI Policy 309.20.03	1
Calendar	No larger than 18"x 24" when displayed. Must be current year	1
Clock Radio	(No duplication)	1
Clothes hangers	Plastic only	10
Coat – rain	Clear only	1
Coax Cable	6 ft. maximum	1
Cribbage Board	4" x 15" maximum. Wood or plastic. No metal pegs	1
Cup / Mug	Plastic only	2
Dentures/Denture Cup		1 of each
Dictionary		1
Dominoes	No false bottoms. Wood or foam only. Double six only.	1 set
Du-Rag	Gray only	1
Earbuds	Clear only. Maximum length 12'	1
Earbud replacement pads		1 pair
Ear plugs		4 pair
Elastic ankle support		2
Elastic elbow support		2
Elastic knee support		2
Elastic wrist support		2
Emery board		10
Envelopes (embossed / stamped)	#10 Envelopes must be embossed 6 x 9 envelopes purchased from canteen may have a stamp	30
Envelopes (plain)		50
Eraser		1
Extension Cord	Only allowed for headphones, if headphone cord is 6 ft.	1
Fan		1
Folder (expanding)		4
Foot tub / basin	Requires approval through HSU (DOC-3332B)	1
Game – Checkers	No false bottoms. Plastic only.	1
Game – Chess & Checkers	No false bottoms. No weighted sets. Plastic only.	1 set if do not have individual games

Game - Chess	No false bottoms. No weighted sets. Plastic only.	1
Glasses Case	Soft case only. May be rigid. Clear case with no metal hinge.	1 for each pair
Glasses Cleaning Cloth	Allowed if cloth came with the glasses	1
Glasses – Prescription and reading	Refer to DAI Policy 309.20.03	2 pair
Glasses - sun	No wrap-around. Non-mirror only.	1
Gloves/mittens	No leather	1 pair
Greeting Cards (new)	8" x 10" maximum size	10
Guitar – Acoustic	4 or 6 string. Must be registered in Hobby	1
Guitar Case	Hard case only. Must be registered in Hobby.	1
Guitar Picks	Must be registered in Hobby.	12
Guitar slid	Must be registered in Hobby.	1
Guitar strap	Must be registered in Hobby.	1
Guitar Strings	Must be registered in Hobby. Additional sets stored in Hobby and issued by Recreation Leader	3 sets
Guitar Pitch Pipe	Must be registered in Hobby. Plastic only.	1
Gym Shorts	Gray only	2 pair
Hair rollers	No metal.	2 packs
Handball gloves		1 pair
Handkerchiefs	White only. No larger than 16" x 18". Cannot be worn or displayed on outer garment or on head	7
Harmonica	Must be registered with Hobby	1
Harmonica case	Must be registered with Hobby.	1
Head covering – Baseball/ Bucket style and / Stocking Cap	Gray or green only. No logo or writing	Limit combination of 2
Headphones	Refer to DAI Policy 309.20.03	1
Headphone replacement pads		1 set
Highlighters		4
Keyboard	Must be registered with Hobby	1
Keyboard case	Must be registered with Hobby. Soft case only.	1
Lamp	Clip on only. Shade no more than 9". 40 watt bulb. Clear only.	1
Laundry bag	Mesh only	1
Letters	Personal correspondence	25
Mirror		1
Nail clippers	Toe or fingernail	1 of each
Pajamas	Pocket allowed. Solid color gray or green only.	2 pair
Paper – carbon		1 pack
Paper – legal pads / notebooks		4
Paper – loose leaf, typing		200 sheets
Pencil sharpener	Must be registered with Hobby.	1
Pencils w/ erasers	Not including hobby	5
Pens – writing	Not including hobby	5
Photo album or book	No spiral or metal	1
Photos	No commercial photographs	50
Pitcher	Plastic only	1
Playing cards	Standard decks only	2 decks
Pocket folders		10
Polytail holders	Black only	18
Prayer Oil	Must belong to proper umbrella group.	1
Publications	Refer to page 63.	25
Pumice Stone		1
Puzzles / Jigsaw	500 piece maximum	1
Radio	Refer to DAI Policy 309.20.03	1
Razor – Electric	Nonchargeable. Pop up trimmer allowed.	1

Reentry Portfolio		1
Religious Emblem	Must belong to proper umbrella group	
Ring – Wedding	Refer to DAI Policy 309.20.03. (May be sent in from family. Will not be allowed through Visits.)	1
Rug – throw or prayer	No to exceed 30"x54" including fringe. Single thickness only. Pictures or figures allowed. No obscene pictures, figures or gang related writing permitted.	1
Ruler - 12 inch	Plastic only	1
Scarf - winter	12" x 54" length maximum. Gray or green only.	1
Scissors	Must be registered in Hobby. Blunt nose only. Maximum length 5 inches	1
Sheet Protectors	Only allowed in the inmate portfolio	As needed
Shoes – personal	Boots/Tennis/Jogging Refer to DAI Policy 309.20.03	2 pair per calendar year
Shoe insoles/arch supports		3
Shoe strings	No multicolor. Refer to DAI Policy 309.20.03	1 set for each pair of shoes
Shoes - shower		1 pair
Shower cap	Clear only	1
Slippers	Soft soled only	1 pair
Soap dish		2
Socks – personal	White or gray only	6 pair
Spork	Must be yellow	2
Sweatband – headband	White only.	1
Sweatband – wrist bands	White only	1 pair
Sweatpants	Gray only	2
Sweatshirt	Gray only	2
Toiletry bag		1
Toothbrush		2
Toothbrush holder		2
Towels – bath or hand	30"x54" maximum size. Gray, green burgundy or beige only.	2 total
T-Shirt/Tank Top – personal	Gray only	6
TV	Refer to DAI Policy 309.20.03	1
TV / Radio combination	Refer to DAI Policy 309.20.03	1 if does not have a TV or radio
Tweezers	Plastic only	1
Typewriter	Refer to DAI Policy 309.20.03	1
Typewriter correction ribbon	Includes the ribbon in the typewriter	6
Typewriter print wheel	Includes the print wheel in the typewriter	1
Typewriter – Ribbon/cassette ribbon	Includes the ribbon in the typewriter	6
Underwear – personal	Refer to DAI Policy 309.20.03	6
Vitamins/Whey powder		2 each
Washcloth	12"x12" maximum size. Gray, green, burgundy or beige only	2
Watch	Refer to DAI Policy 309.20.03	1
Watch band (replacement)	For grandfathered watches only	1
Weight lifting gloves		1 pair
Winter Underwear – top & bottom	Cotton or no less than 40% cotton blend. Gray, white or natural color only. Crew neck only.	2 each

## **BOOKS / PUBLICATIONS / CATALOGS**

Due to the limited space in inmate rooms, a limit of twenty-five (25) publications is established. Questionable publications will be reviewed by the Mailroom Supervisor/ Designee for a ruling on suitability. Publications, including books, magazines, newspaper and pamphlets shall be purchased through approved retail outlets or through the publisher. Newspapers, including Sunday, must be mailed. Newspapers over a week old must be disposed of. Only current catalogs will be allowed in your possession. Materials from book clubs and/or becoming a member of a book club is not permitted. Free chapel distribution publications are included with your allowed total of 25 publications.

Inmates are responsible for writing their name and institution number inside the front cover of personal books, magazines, and periodicals in permanent marker or pen immediately after they are received. Books and magazines without a name and number or with an altered name and/or number will be deemed contraband and the inmate will not be allowed to choose an option for disposal of those publications.

## **PHOTOGRAPHS**

The following guidelines apply to all pictures:

- Inmates will be allowed a total of 50 photos. It is the responsibility of the inmate to maintain this limit.
- Inmates are limited to one photo album or one customized photo book (e.g. Shutterfly). The photos in the photo album must be secured to the pages of the photo album and may not be lying loose between the pages of the album.
- No commercially published photographs from retail outlets, vendors, or internet printed by family friends, are permitted.
- No Polaroid pictures will be allowed into the institution through the mail or on visits. Polaroids will only be accepted through transfers from another WI DOC facility and if identified as a photo project photo with the correct WI DOC markings.
- Photos may not be gang related (displaying gang colors, gang signing, gang insignia, etc.).
- Photos which include nudity, human excretion and/or sexual behavior as described in DOC 309.02 and DAI Policy 309.00.50 are not allowed.
- Photos may not be altered. However, cut photos will be permitted only if the photo is cut to approximate wallet photo size or larger and is a square / rectangular shape.

## **SUNGLASSES AND PRESCRIPTION GLASSES**

- Sunglasses are not to be worn inside any building unless authorized by the Health Services Unit.
- Sunglasses may only be purchased through the canteen catalog.
- Only smoke or amber lenses are allowed in transfer. Mirror sunglasses and/or wrap arounds are not permitted.
- Refer to DAI Policy 309.20.03 for rules for prescription eyeglasses
- Frames with logos are not allowed. All frames are subject to security inspection and concerns.

## **JEWELRY**

- A wedding band is only permitted if the inmate is legally married. Inmates requesting to have a wedding band sent in are required to contact the Property Sergeant for prior approval.
- Watches are limited to one (1) per inmate, *with time and date functions only and must be clear*. Watchbands shall be single thickness and limited to a width not to exceed 1". Double stitch watch bands are not permitted. No pocket watch chains or cords are allowed. No lighted or glow in the dark watches are allowed.
- Medical alert medallions or Medical alert bracelets are allowed and must be approved through HSU. HSU must state wearing the medallion/bracelet is medically necessary. (Refer to DAI Policy 309.20.03 for specifications.)
- Religious emblems will be permitted. Inmates may wear but not display religious emblems, appropriate to their designated religious preference, at all times within the facility. Inmates are permitted to display emblems during individual practice in assigned cell/bunk area and at umbrella religious group services or ceremonies only. At the conclusion of the individual or group practice, the emblem can be worn but not displayed. Refer to DAI Policy 309.61.01 for purchase of religious emblems. Inmates may only purchase religious emblems from the vendor catalogs and with prior approval from a chaplain.

- All jewelry items, which because of shape or configuration, apt to cause a laceration if applied to the skin with force, shall not be allowed. Earrings, rings or other small ornaments (i.e. nose rings, nipple rings, etc.) that are affixed to holes pierced in the skin are not permitted.
- Maintaining a piercing with any object is not allowed.

### **CANTEEN PROPERTY (Consumption and Allowed Quantities)**

- Any consumable item must be used within 45 days of purchase or the items will be considered contraband. (Consumable Items are defined as items that can be eaten or drank with the exception of over-the-counter medications.)
- Any non-consumables must be used or disposed of within 90 days of purchase. Non-consumable items are identified as embossed envelopes, laundry tokens and health and beauty items (i.e. conditioner, treatment gel, dental products, skin care, shampoo, shaving supplies, and soap).
- Inmates are required to keep all canteen receipts until products are gone. If you possess canteen items and do not have a canteen receipt proving your purchase, you may be subject to disciplinary action. The canteen receipt is your property slip until the product is consumed.
- Refer to the current Canteen Order Form for the maximum allowed limits items.
- The total amount you are permitted to purchase is also the total amount you are allowed to have in your possession.

### **LOST OR STOLEN PROPERTY**

Anytime you lose or suspect a property/clothing item has been stolen, you must report it to the unit staff or Property staff. The unit staff will document this information on an Incident Report or a DOC-237 (Property Receipt/Disposition form) and send it to Property. A 90 day waiting period will be enforced before any item can be replaced.

### **RECEIVING ORDERS**

A sales receipt/invoice must accompany all property items received and they must have a permanently affixed address label from the recognized retailer. All items must have sales receipt with the cost of the item indicated. Free items are not allowed, except for approved religious items (per DAI Policy 309.61.02) and vendor catalogs. Items received but not allowed because of your failure to follow this directive must be returned to the sender or shipped to a person on your visiting list at your expense. The property department will not hold property to wait for a receipt.

Inmates will not receive property items if the receipt indicates there is an additional amount due on the purchase. This will include purchases which involve a time payment plan (i.e. book club). These items are to be returned to the sender at the expense of the inmate. Property will not hold these items to allow an inmate to make payment(s).

Inmates returning to JCI from OCO will not be allowed to bring any additional property items received while at the county jail.

Temp hold inmates may not submit requests for or receive mail order purchases unless special permission is granted.

Property will notify you when your order is available to be picked up. If there is a problem with the item(s) when it is issued to you, you must inform the Property Officer at that time. Once you accept the item(s), sign the property receipt, leave the Property Department and later identify a problem with the product, you may be responsible to pay the shipping costs to return the item. A catalog call tag will not be provided. Exceptions will be considered for electronic items on a case by case basis.



## **NON-ALLOWABLE PROPERTY**

Property/clothing items received upon admission or from outside sources will be handled in accordance with Wisconsin Administrative Code DOC 309. You will have three (3) dispositions to pick from.

- Ship said item out common carrier or US Mail at the inmate's expense. (Inmates have the option to send out excess photos, cards, letters or magazines via US Mail in a manila envelope, purchased by the inmate. Items sent out in this manner will be at their own risk.)
- Item may be destroyed.
- Send item out on visit within a 30 day period. These items are limited to: electronic items, jewelry, hobby projects and completed education projects. When placing an item out on visit you must complete a disbursement request and an address label to whom you want said item sent to if not picked up within the 30 days. If item is picked up during the time frame, the Disbursement Request will be destroyed. Once an item is placed in visiting, it will remain there until it leaves the institution.

Inmates choosing to submit an inmate complaint regarding the denial of a property item(s) at Property or a property item confiscated following a unit cell search, are required to inform staff of this prior to requesting one of the above property dispositions. The property item(s) will be held pending the outcome of the complaint. If you have the item sent out by common carrier, placed in the Visiting Room, or disposed, the property item cannot be reviewed and the complaint will be dismissed.

Destroying property/clothing item must be coordinated through the Property Room to ensure the property lists are kept up to date. Do not destroy any property/clothing item without receiving a DOC 237 form signed by staff giving you permission.

Inmates are responsible for paying any additional shipping charges if the mailing address provided is incorrect or illegible.

## **TRANSFER OUT OF THE INSTITUTION**

When inmates are being transferred out of JCI to another correctional facility, the following property limits will apply:

- Personal property must fit into two 16" x 16" x 16" boxes, with the exception of electronics, typewriter or fan.
- Hobby materials must fit into one 14" x 14" x 14" box, with the exception of one oversized item.
- Legal materials must fit into one 20" x 20" x 20" box.

Personal property that exceeds these limits must be disposed of in accordance with DAI Policy prior to transfer. (Property items must be disposed of or shipped at the inmate's expense via UPS.)

Containers of edible items which have been opened, will not be allowed to transfer with the inmate. Opened liquid products are allowed, provided they are clear and in a clear original factory container which allows inspection of the contents.

It is the inmate's responsibility to ensure all of his property has been packed prior to transfer, with the exception of mail received by the inmate after the property has been packed. Inmates transferred while in Restrictive Housing status must notify the Restrictive Housing property officer if they have property stored in another area of the institution (e.g. Recreation / Hobby). Inmates failing to do so, will be responsible for costs to ship those items to the receiving institution.

## **GRANDFATHERING OF PERSONAL PROPERTY**

Inmates will be permitted to retain possession of non-clear headphones, fans, televisions, TV/radio combinations and watches until mandatory release, parole, discharge or replacement of the item, if it was purchased prior to January 1, 2002.

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## OFF GROUNDS TRIPS

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Inmates must wear state-issue clothing when making off-grounds trips, court appearances, etc. State-issued clothing includes institution greens, state boots/shoes, socks and underwear. No personal clothing is to be worn.

You may take only legal materials with you on court trips.

No items are allowed on medical trips.

Inmates will be required to remove hair braids, hair ties, and any other hair restraining devices prior to a strip search when being transported.

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## RELEASE TO THE COMMUNITY/CHECK OUT PROCEDURE

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Inmates must return all state clothing (except for what you are currently wearing) to the Laundry Sergeant on the day prior to your release. All of your property, except for essential toilet items, must be inventoried and packed up by staff with you on this day. You may have clothing sent into the institution for your release within 60 days from the date of your release. If you choose to use your release account to purchase clothing for your release, these transactions may occur up to three months before your release date. If you do not have release clothes, the institution will provide you with a sweatshirt, sweatpants, socks, shoes and underwear at your expense. You will have a reasonable deduction made from your account for the clothing. If it is verified you have no money in your accounts, you will be provided with a set of used clothing.

The day prior to release, you will be directed to various institution departments to "check-out". All state-owned materials (library books, textbooks, etc.) must be returned to the proper department at this time. As required by law, your picture must be taken. Your social worker will contact the Business Office staff to discuss your release funds, as approved by your parole agent. A check will be provided to you upon your release from the institution.

If family or friends are picking you up, please let them know releases normally occur during the hours of 8:30 AM - 4:30 PM.

Inmates who are being released and will be traveling via public transportation will only be allowed to have one box of property placed in the storage compartment of the bus and may carry on one small item. Television sets and musical instruments are not allowed on the bus. If you have a television set or musical instrument, an interview request must be sent to the Property Department to make arrangements to send the item(s) out by commercial carrier five days prior to your release date.

Inmates being transported by DCC Staff may be limited to 2 boxes of property. You will be required to dispose of or send out the remaining property at your expense.

# **CONDUCT REPORTS AND PENALTIES**

JCI is committed to the philosophy that individuals are responsible for their own behavior and the consequences resulting from their actions. Rule violations may result in a verbal warning, a written warning or a conduct report.

Rule infractions resulting in a Conduct Report will be handled in accordance with Wisconsin Administrative Code DOC 303.

## GENERAL INFORMATION

The inmate will begin serving the disposition imposed upon accepting the disposition for an uncontested minor or major conduct report or at the conclusion of the hearing, unless noted otherwise by the Hearing Officer/Committee. Penalties given for more than one conduct report will be served consecutively to when they were received; unless otherwise specified by the Hearing Officer/Committee. Documentation of the decision will be issued to the inmate after it is determined.

The inmate must be present in general population for specific sanctions to take effect. These include: room/bunk confinement, loss of dayroom, building confinement, assignments without pay, and loss of certain privileges. If an individual leaves the institution (OCO or OWO), the penalty time may be suspended and resume upon return.

The following chart outlines the specific activities an inmate will be allowed when given a disposition of Room Confinement, Building Confinement or Loss of Recreation disposition, whether it is a minor or major penalty.

ACTIVITIES	LOSS OF DAYROOM	LOSS OF RECREATION	BUILDING CONFINEMENT	ROOM/BUNK CONFINEMENT
<b>Meals</b> (location)	Servery	Servery	Servery	In room
<b>Dayroom</b>	No	Yes	Yes	No
<b>Courtyard</b>	Yes	Yes	No	No
<b>Visits</b> (includes attorney and pastoral)	Yes	Yes	Yes	Yes
<b>Work / School</b>	Yes	Yes	Yes	Yes
<b>Programs</b>	Yes	Yes	Yes	Yes
<b>Chapel</b>	Yes	Yes	Services* only	Services* only
<b>Recreation</b>	Yes	No	No	No
<b>HSU</b>	Yes	Yes	Yes	Yes
<b>Showers</b>	Yes	Yes	Yes	With staff permission
<b>Phone Calls</b>	With Unit Supervisor's permission	Yes	Yes	With Unit Supervisor's permission
<b>Electronics</b>	Yes	Yes	Yes	No
<b>Personal Laundry</b>	With Unit Supervisor's Permission	Yes	Yes	With Unit Supervisor's Permission
<b>Library</b>	Yes	Yes	Law Library only, with Unit Supervisor's approval	Law Library only, with Unit Supervisor's Approval

\*Services are: Congregate services of an URG for the purpose of worship and spiritual expression, e.g. Christian worship service, Mass, Jumah, Sweat Lodge, etc. (Bible study, chapel library, Taleem, pipe and drum, concerts, seminars, religious/spiritual instruction, are not considered services.)

## **DAMAGE OF STATE PROPERTY**

If you have been found to have damaged your assigned room, any building, or equipment, and given a disposition of restitution, you will be responsible to pay for the replacement cost of material and labor. The labor rate is billed per hour, per established restitution chart.

## **ROOM / BUNK CONFINEMENT**

- Room / bunk confinement begins immediately after the conduct report hearing or upon accepting the disposition from an uncontested minor or major conduct report, unless otherwise specified by the hearing officer, and once completed, ends after the 7:30 AM standing count
- **Loss of electronics is** imposed unless otherwise specified by the Hearing Officer. (Electronics include the inmate's television and radio.)
  - ✓ The inmate is responsible for turning in his electronics prior to the start of room/bunk confinement.
  - ✓ The inmate is not permitted to use his cellmate's electronics.
- During the hours of confinement, an inmate may not leave his room / bunk without specific permission. Inmates are responsible to inform staff when utilizing / attending religious services, medical appointments, treatment programming, bathrooms, showers, meals, and visits from outside persons, if these must occur during the hours of confinement.
- Doors will be kept closed during the hours of room confinement.
- Inmates with a verifiable, active court case will be allowed to attend the Law Library with permission from the Unit Supervisor.

## **LOSS OF DAY ROOM**

- Inmates shall not engage in ANY activity involving the dayroom. This includes the dining area, laundry room, and multi-purpose room. (Inmates on loss of day room may use the courtyard.)
- When an inmate is in his room, he must have the door shut.
- Activities such as use of the hot water, ice machines, microwaves, etc., are not permitted while on loss of day room.
- The only times the dayroom may be used while under this sanction are as follows: mealtimes, standing count (X-Building), and clothing exchanges.
- The only areas of the unit not considered within the dayroom are the restrooms/showers and one's own room.

## **BUILDING CONFINEMENT**

Inmates who are under this sanction may not leave the confines of the housing unit. Inmates are restricted to the housing unit, with the following exceptions only:

- Assigned work duties
- Scheduled school hours
- Visits
- Religious services (the same criteria as described in room confinement)
- Appointments called for by a staff member
- Program Review Committee
- Parole Board
- Health Services appointments

**LOSS OF RECREATION**

When under this sanction, inmates cannot attend any of the following activities: use of the gym or weight room, all outside recreation activities, music, hobby and barbershop. Permission for a haircut may be granted from the Unit Supervisor. Approval for a haircut is at the discretion of the Unit Supervisor.

**EXTRA DUTY / ASSIGNMENTS WITHOUT PAY**

An inmate may be assessed a period of "Extra Duty". The hearing officer/committee shall inform the inmate and the unit staff of the number of hours of Extra Duty. The specific tasks to be assigned in fulfilling this requirement shall be determined by staff (if not specified in the conduct report or by the Hearing Officer/committee).

# JACKSON CORRECTIONAL INSTITUTION HANDBOOK

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