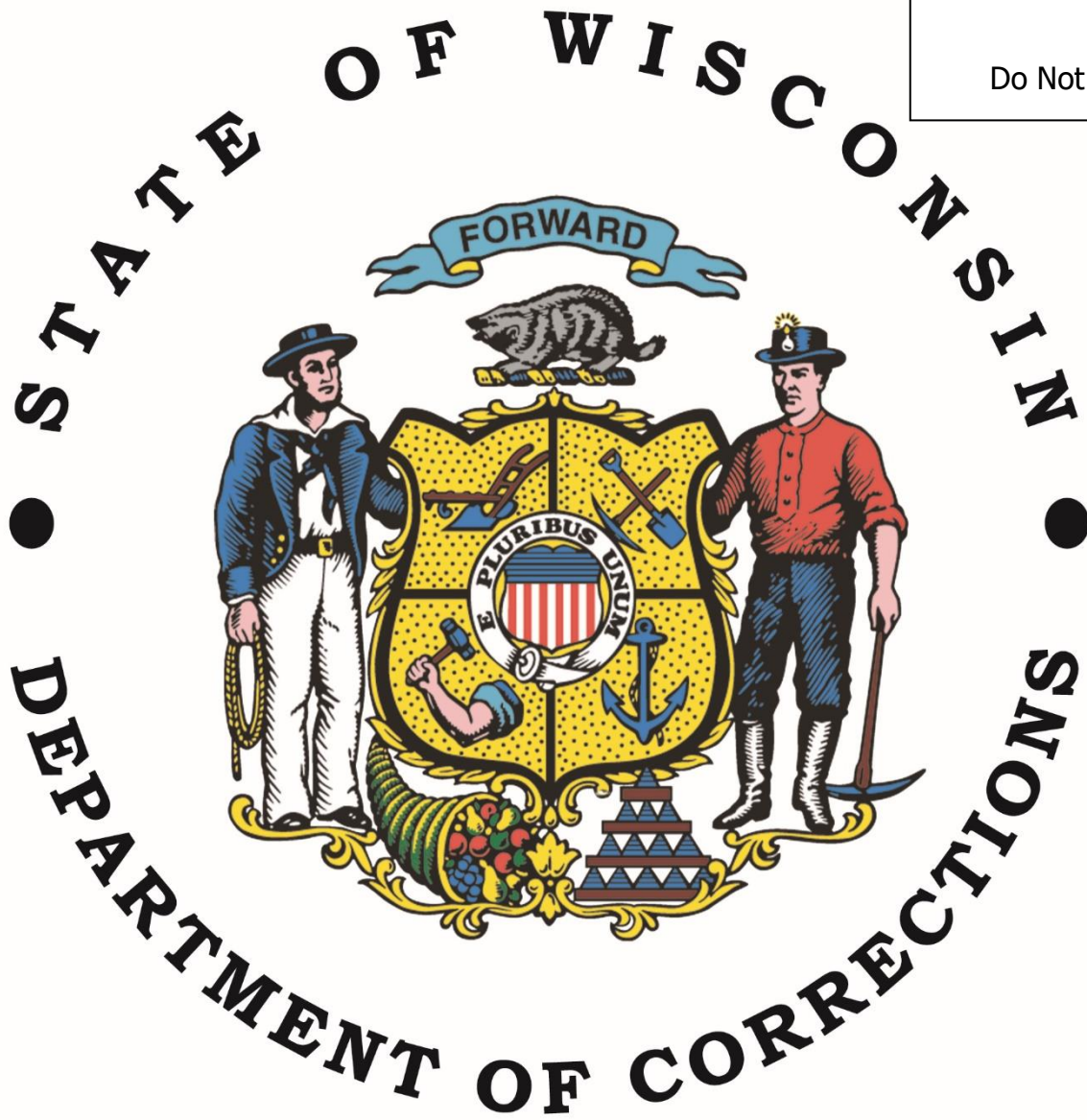


ROOM #

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WCCS

KENOSHA CORRECTIONAL CENTER

HANDBOOK FOR PERSONS IN OUR CARE (PIOC)

2024

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

Una versión española del manual del interno está disponible a petición para proveer de personal.

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ORIENTATION TO KCC

Kenosha Correctional Center (KCC) has a standardized orientation/intake process that encompasses center expectations and the code of conduct for PIOC. You will be given a preliminary orientation on your day of arrival and a more comprehensive orientation soon thereafter. The Superintendent and staff conduct orientation sessions on a regular basis. You must attend the first scheduled comprehensive session after your arrival. Bring your handbook with you.

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

YOU ARE EXPECTED TO:

- Address all non-security staff by Mr., Mrs., or Ms. All security staff shall be addressed by their title, either Sergeant or Captain.
- Treat your fellow PIOC and the staff with dignity and respect.
- Address your treatment needs, participate in center programs and activities.
- Maintain a positive attitude.
- Complete your work assignments to the best of your ability, in a timely manner, with a positive or neutral approach.
- Take care of the center buildings, contents and property. Keep the facility clean and in good order.
- Follow the Department of Corrections (DOC) Administrative Rules, center rules, policies and procedures, and staff directions.

Center contact information:

Kenosha Correctional Center
6353 14th Avenue
Kenosha, WI 53143

PHONE: (262) 653-7099 FAX: (262) 653-7241

INTRODUCTION

Welcome to the Wisconsin Correctional Center System (WCCS). Our goal is to provide a safe and secure environment with programs and activities to assist in your reentry to the community. You have been placed in minimum custody and are expected to demonstrate your ability to comply with rules and expectations. KCC staff are here to help you learn and will monitor your behavior to ensure compliance with rules, promote public safety, and hold you accountable for the decisions you make. You are expected to be an active participant in case planning, which begins upon your arrival at KCC.

Your past decisions have impacted many lives and have created many obligations and liabilities for you. You have a personal responsibility to victims and to the community for the crimes that you have committed. It is expected that you practice good decision-making skills while at KCC and during your assignment in the community, if you receive one. You are expected to respect yourself and those in authority, as well as other PIOC and their property. You are expected to work hard and comply with rules.

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

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

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

AFFORDABLE CARE ACT (ACA) COMPLIANCE

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

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

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

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

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

CANTEEN

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

Canteen orders will be processed through Union Supply Group via the telephone system. You are allowed to spend up to \$65 per week, provided you have funds available in your account in which to purchase. You have until 11:00PM on Saturday to enter your order to be delivered on Tuesday the following week. Prepare your order on a piece of paper prior to attempting the phone order and "DO NOT ATTEMPT TO MODIFY YOUR ORIGINAL ORDER". This may cancel your whole order.

When canteen is being delivered, you will be required to be properly dressed and to bring your own pen. After verifying your order is correct, you will be required to sign the receipt inside your canteen bag. Items purchased through canteen cannot be sent out on visits or through the mail.

CENTER JOB ASSIGNMENTS

Center jobs are necessary to maintain center operations. You will receive notice of your center job assignment within the first few days of arrival at the center. If necessary, Center staff may hire and/or schedule you for job assignments.

- All PIOC, including those on work release, may be assigned to a center job assignment.
- Work is supervised and inspected by staff. Be sure to read the job description and ask staff if you have any questions.

CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, complete a DOC-761 Interview/Information Request form. The forms are located in the day room. You must state exactly why you need to see the staff person or state your question exactly. Your request will be answered as soon as time permits.

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

CONCERN	1 ST LEVEL	2 ND LEVEL	3 RD LEVEL
ACA	Social worker	Captain	Superintendent
Accounts	Operations Program Associate	Superintendent	WCCS PIOC Accounts
Americans with Disabilities Act	Captain	Superintendent	WCCS Program Supervisor
AODA & Other Programs	Social Worker	Captain	Superintendent
Canteen	Canteen Sergeant	Captain	WCCS Financial Program Supervisor
Child Support	Operations Program Associate	Superintendent	WCCS PIOC Accounts
Dental	Nurse	Captain	Superintendent
Emergency Contact Forms	Social Worker	Captain	Superintendent
Education	Social Worker	Captain	Superintendent
Food Services	Food Service Leader	Captain	Superintendent
Health Services	Nurse	Captain	Superintendent
Hobbies	Hobby/Recreation Sergeant	Captain	Superintendent
Housing Unit Issues	Sergeant	Captain	Superintendent
Interstate Compact	Social Worker	Superintendent	WCCS Deputy Warden
Jobs – (Center)	Individual Work Supervisor	Captain	Superintendent
Laundry	Laundry Sergeant	Captain	Superintendent
Legal Loans	Operations Program Associate	Superintendent	WCCS CMSD
Library	Library Sergeant	Captain	Superintendent
Mail (Incoming)	Sergeant	Captain	Superintendent
Mail (Outgoing)	Operations Program Associate	Captain	Superintendent
Medical Co-Pay	Nurse	Captain	Superintendent
Notary Services	Operations Program Associate	Captain	Superintendent
Open Records Request	Superintendent	N/A	N/A
Parole	Social Worker	Captain	Superintendent
PREA Compliance Manager	Superintendent	WCCS Security Director	WCCS Security Director
Program Review Committee	Social Worker	Captain	Superintendent
Property	Property Sergeant	Captain	Superintendent
Psychological Services	Nurse	Captain	Superintendent
Records	Social Worker	Captain	Superintendent
Recreation	Recreation Sergeant	Captain	Superintendent
Reentry	Social Worker	Captain	Superintendent
Religious Issues	Social Worker	Captain	Superintendent
Sentencing Information	Social Worker	WCCS Records Office	WCCS Deputy Warden
Social Security Card	Work Release Coordinator	Captain	Superintendent
Special Visit	Social Worker	Superintendent	Captain
Veterans Affairs	Social Worker	Captain	Superintendent
Visiting Information	Social Worker	Captain	Superintendent
Work Release	Work Release Coordinator	Captain	Superintendent

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

WCCS Business Office
P.O. Box 7969
Madison, WI 53707-7969

WCCS Records Office
P.O. Box 7969
Madison, WI 53707-7969

COMMUNITY SERVICE

Center community service projects are a way for you to help the community. Community service will be offered based on operational needs.

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

COMPLAINT PROCEDURE - INMATE COMPLAINT REVIEW SYSTEM (ICRS)

OVERVIEW

The Department maintains an PIOC complaint review system accessible to all PIOC in institutions. Prior to filing a formal complaint, you must attempt to resolve the issue by following the designated process specific to the subject of the complaint. If you have not done so, the Institution Complaint Examiner (ICE) may direct you to do so.

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

PROCEDURE

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

PREA COMPLAINTS

- An PIOC may file a complaint alleging sexual abuse using the procedures under this chapter.
- An PIOC may file a complaint regarding sexual abuse or sexual harassment at any time. If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment, the time limits apply.
- An PIOC is not required to attempt to resolve the issue with the staff member who is the subject of the complaint or to file a complaint regarding sexual abuse or sexual harassment with the staff member who is the subject of the complaint.
- Complaints filed under this section will be referred for a PREA investigation.

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

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

CONDUCT REPORT DISPOSITIONS AND APPEAL PROCESS

ROOM CONFINEMENT

- Room confinement is a 24-hour disposition.
- During the hours of confinement, you must remain in your room as directed, with the door closed. All personal business such as phone calls, kiosk use, microwave area, request forms, etc. must be conducted prior to the beginning of the confinement or with specific approval as determined by the Superintendent/designee.
- You will continue to perform your center job duties and work release assignment as assigned.
- No recreation, library (unless permission to use law library) or day room.
- You may not participate in off grounds activities.
- You must notify staff prior to using the bathroom.
- You may attend meals, visits, religious services and authorized program activities on grounds.
- When on room confinement you may use the phone to do your canteen order only during the given times: 11:30AM-12:00PM; 4:30PM-5:00PM; and 9:45AM-10:15AM on weekends. For any disposition longer than seven days, you must submit an interview request to the Captain requesting a phone call. One phone call a week is allowed.

LOSS OF DAY ROOM

- Loss of day room is a 24-hour disposition.
- PIOC are limited to being outdoors during normal operational hours.
- PIOC can still participate in religious services, visits and their work release assignment.
- Any disposition over seven days, you must submit an interview request to the Captain to use the phone.
- Laundry may be done with staff permission.

BUILDING CONFINEMENT

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

LOSS OF RECREATION

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

LOSS OF CANTEEN

- PIOC are prohibited from placing a canteen order while on sanction. If you have already placed the order and then receive the sanction, you will not be allowed to order for the following cycle(s).

HOURS OF ADDITIONAL ASSIGNMENT (EXTRA DUTY)

- PIOC must complete in the following time frame (1 week for every 10 hours).

ASSIGNMENT WITHOUT PAY

- You will be working your institution job, just not getting paid for it for the number of hours determined by the conduct report disposition.

LOSS OF PHONE

- Only allowed to order canteen once per week with sergeant approval.

LOSS OF WORK RELEASE

- PIOC will not be allowed to go to work release from the number of days determined by the conduct report disposition unless the PIOC was suspended prior to the conduct report being written.
- The PIOC would need to be reviewed by the Work Release Committee, once the loss of work release sanction has been completed in full.

CONDUCT REPORT APPEALS

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

WCCS Conduct Report Appeal
P.O. Box 7969
Madison, WI 53707-7969

CONTRABAND

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

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

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

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

COUNTS

Formal Count: specific times during each 24-hour period.

Standing counts: PIOC stand in a pre-designated area at a specified time.

KCC has 6 formal/standing counts throughout the day.

The following are the listed times and locations of the mandatory formal and standing counts:

STANDING COUNT

- 7:15AM; 3:15PM and 9:15PM
- Stand in front of your bunk with room light on until clear

FORMAL COUNT

- 11:00AM; 7:00PM; 1:00AM and 4:00AM
- In room until count is clear

All PIOC are expected to attend all Standing and Formal counts on time. The only exception for missing count is if you are on work release and return to the center between 11:00PM and 7:00AM and are asleep. Work release PIOC are expected to attend counts if they have been in the center for 8 hours. You must stand for counts if you elect to stay awake after returning from a 3rd shift job.

Count is announced via the "all call" system. You must return to your room or the designated area until it is announced that count is "clear". This includes if you are working on institution grounds unless otherwise directed by a supervisor or a Sergeant.

EMERGENCY COUNT

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

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

DRESS AND GROOMING STANDARDS

STATE ID

- You shall wear your state issued ID around your neck at all times except: in the shower, in cell, actively engaged in exercise activity, at off grounds work or at court or as directed by a staff member.
- You are responsible for the cost of replacing lost, stolen, or damaged cards or cords. Cords or lanyards provided for use with identification cards issued by work release sites are not to be used for your State-issued ID.

CLOTHING

- All state issued clothing and personal clothing will be worn in the manner for which it was designed and intended, (pants at or above the waist, shirts tucked in and shoes tied). Form fitting / overly tight or oversized clothing is not permitted. You will not be allowed to order or receive any shirts or pants which are larger than necessary. Sizing will be determined using the guidelines listed below.
- You shall be fully clothed when outside of your room, including undergarments, socks and shoes. The only exception is when going to or from the shower when robes and shower shoes will be permitted.
- You may not lounge naked or in only undergarments. A cover up and undergarments must be worn in your room.
- Tank tops will be permitted only in the day room, going to/from bathrooms and outside for recreation.
- You are not allowed to wear hats, durags, caps, scarves, bags, visors, headgear or sunglasses anywhere inside the center, except for the following: durags and curlers may only be worn in your room, with the exception of to/from the bathroom during nighttime sleep hours. Plastic bags are only permitted in your room.
- No work shirts or hoodies are to be worn in the center unless going to and from or returning to work.
- Shoes must be worn with socks on, the foot entirely in the shoe, and the shoe tied or secured.
- Pajamas, robes, or slippers may only be worn outside of your room during the hours of 9:30pm – 6:00 am.
- Shower caps and curlers may only be worn in your room and when moving from the hair care room or bathroom.
- Shower shoes/crocks may only be worn to/ from the bathroom or in your room.
- Hair combs, picks, pens, or pencils are not to be worn in your hair.
- Winter long underwear may only be worn under pants and shirts.
- Coats, mittens, gloves, hats, caps and scarves may be worn inside only when entering and leaving the building.

CLOTHING SIZE GUIDELINES

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

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

ADMINISTRATION, DINING ROOM, VISITING AREAS AND HSU

You must be properly dressed when leaving the housing unit and entering the Dining Room, Visiting areas, HSU and Administration. Proper attire includes your PIOC ID, a short-sleeve t-shirt or green shirt tucked in to your pants, sweatshirt, underwear, State-issued green pants or blue jeans, socks, and shoes or boots. If you are not wearing the proper attire, you will be sent back to your room to change.

OFF SITE MEDICAL AND DENTAL

You must wear your PIOC ID, State-issued greens (shirt and pants) and boots when at these locations. Work release clothes are allowed for offsite medical unless directed otherwise by staff.

DUTY TO REPORT ILLEGAL ACTIVITY

WCCS wants to provide you with a safe place to live. We also want to provide a safe place for the staff and the public. It is your responsibility to help provide a safe environment. If you see or hear of any illegal activity, you are required to report what you saw or heard to staff. If you do not report the illegal activity, you could receive a Conduct Report and/or be referred for prosecution.

EMERGENCY CONTACTS

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

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

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

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

EMERGENCY PROCEDURES

FIRE ALARMS

If the fire alarm goes off, you must immediately leave the building by the nearest exit. Exit locations are posted throughout the center. You are to assemble outside the building as follows:

- Assemble on the basketball court
- North hall – west/street side of the court
- South hall – east/tracks side of the court
- Remain in this position until you receive further instructions from staff
- Keep noise levels to a minimum so that everyone can hear staff instructions
- Follow all staff instructions.
- An emergency count will be taken.
- Do not go back into the building until directed to do so by staff.

POWER FAILURE

In the case of a power failure, some operations will continue. During nighttime hours, report to your room and remain there until you receive direction from staff.

TORNADO PROCEDURE

When a tornado warning is announced by staff, IMMEDIATELY report to the control side door and proceed to the basement storage area. Staff will give you further instruction as needed. Do not leave the assigned area until directed to do so by staff.

When a tornado warning is issued while driving/riding in a center vehicle, take immediate cover. The driver should attempt to contact the center with the assigned cell phone.

If you are at work release, follow the directions of your worksite's emergency procedures. If a tornado damages the work site to the extent you cannot remain there you must contact the center immediately and follow staff direction provided for your return to the center/DOC.

OTHER EMERGENCIES

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

DRILLS

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

ESCAPE PRECAUTIONS

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

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

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

HEALTH SERVICES / SICK CELL AND LAY-IN

EMERGENCIES

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

ROUTINE CONCERNS

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

COPAYMENT

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

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

PIOC-INITIATED REQUESTS INCLUDE

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

NURSING SERVICES

Nursing services at KCC are generally available Monday through Friday 9:00 am to 3:00 pm. Times may vary based on staff availability.

HEALTH PROFESSIONAL REFERRAL

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

MEDICATION AND REFILL PROCESS

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

ACCESS TO MEDICAL RECORDS

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

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

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

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

SICK CELL AND LAY-IN

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

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

Any illness that prevents you from reporting to your work or program assignment must be reported to Officer Control by 7:30 a.m.

If you are on work release, you must notify security staff a minimum of 1½ hours prior to the scheduled start of your shift. In the event you become ill less than 1½ hours prior to the start of your shift, you will notify a security staff member immediately to ensure the employer is provided adequate notice.

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

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

HOUSING RULES AND GUIDELINES

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

ROOM ASSIGNMENTS/LIVING QUARTERS

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

STORAGE

- Shoes are to be stored under the bottom bunk or in the footlocker.
- All property, state or personal, must be stored in the wall closet or footlocker other than your radio, alarm clock, fan, and TV.
- Locker or closet doors must be closed at all times when not in use.
- Footlockers may not be lined with any material (newspaper, towels, etc.)
- Padlocks must be secured to footlockers or drawers at all times.
- There will be no cardboard boxes allowed in the rooms.

FLOOR CLOSURE TIMES

The officer station and PIOC hallways are closed 10 minutes before each shift change (7:00 a.m., 3:00 p.m., and 11:00 p.m.), 10 minutes before each meal service, and during formal counts. The floors will re-open when staff makes the announcement. No showers to be used at this time. Bathrooms are to be used for bodily functions only.

INSIDE THE CENTER

- Officer Control is off limits to PIOC.
- Only staff may identify persons and authorize entry into the building.
- Do not loiter in front of Control or in the hallway for any reason.
- Do not remain in or enter the dining room, visiting room, or kitchen at any time without permission.
- You may only enter the hallway of your assigned room.
- Do not prop open any door without staff permission.
- All socializing is to be done in the day room.
- The weight room is a place for you to workout. There should be no loitering in the weight room. Only five PIOC are allowed to use the weight room at one time.
- Use of headphones and tablet are allowed, but not while working in the kitchen.
- No personal cups or mugs are allowed in the day room, dining room, visiting room, recreation area, resource room or by the telephones.
- Canteen food items are only allowed in your room.
- Running in the center is not allowed. You are expected to walk at a normal pace.
- Notify staff of any items that are broken or in need of repair.
- Razors must be disposed of properly by placing them in the puncture proof container in the designated location.
- In accordance with the Prison Rape Elimination Act (PREA) standards, an audio and visual (blue light) notification will be made when a person, who is the opposite gender of PIOC assigned to a housing unit, enters the unit.

CENTER GROUNDS:

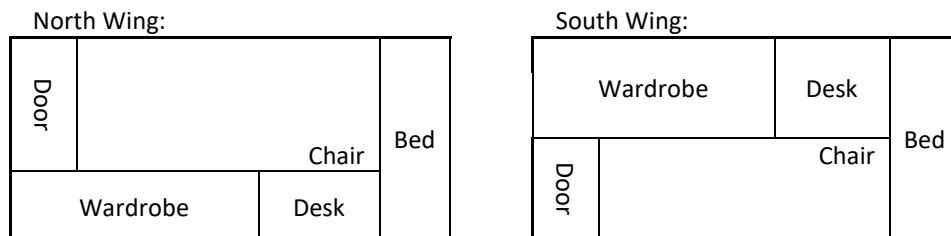
- There is absolutely no contact with the public. This includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object.
- You must wear a shirt/tank top and pants or shorts during recreation. The waist line of pants and shorts will be worn at or above your waist.
- You are not to approach the fence or cross center limits for any reason.
- You must stay on the walking/running track. Basketball or other recreational equipment is prohibited when on the track.
- You must sit at picnic tables in a normal fashion. The following is prohibited: lying on the bench, sitting or lying on top of the tables, or straddling the bench of the table.
- Lying in the grass area or on the ground is prohibited.
- Personal mugs, cups, or bowls are not allowed outside.
- Do not hang clothes or other articles on any fence.
- Do not leave the center grounds for any reason without permission.
- The parking lots are off limits, unless specifically authorized by staff.
- Electronic devices are allowed outside.
- No more than six (6) PIOC are allowed on the outdoor fitness equipment.

BULLETIN BOARDS

Information such as rule changes, schedules, announcements, appointments, and center information will be posted. You should look for and read new postings daily. You are responsible for knowing this information. Bulletin boards are located in the center hallways. You may not post, remove or alter any material on the bulletin boards.

ROOM REGULATIONS

Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the window of your door. Room/furniture layouts are standardized. You may not rearrange the furniture in your room. One chair is allowed in each room.



- Rooms must be kept clean at all times.
- Beds must be made when you are not sleeping in them.
- Do not place anything in front, behind or near the door that interferes with opening and closing of the door.
- The room door must be locked at all times, whether you are inside or outside of the room.
- Do not tamper with the door lock. Do not put any object in the door to hold it open or keep it from closing completely.
- Do not tamper with the smoke detector for any reason. Covering the smoke detector's sensors is prohibited.
- The bulletin boards in your room are used to hang photos of family and friends, cards, calendar and schedules.
- Posters and cutouts from magazines are contraband and will be removed by staff.
- Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, bed, footlockers, wall lockers, or blinds, by any method. Television antennae are permitted in windows to facilitate reception.
- Cords, string or other material may not be strung across the ceiling, floors, or walls.
- Talking to someone outside of your window is not allowed.
- Do not place anything on the windowsill.

ROOM INSPECTIONS

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

CLEANING SUPPLIES

Cleaning supplies may be obtained from the PIOC janitor closet. Cleaning supplies may not be kept in your room.

PERSONAL ELECTRONICS

- Headphones or earbuds must be on your ears at all times when electronics are in use. Staff will direct you to reduce the volume if the sound is excessive.
- All electronic equipment with the exception of tablets, must remain in your room.
- Tablets may be used in dayrooms and outdoors, but are not allowed to be used during facility and offsite work assignments, groups or project crew assignments.
- Tablets and headphones/earbuds are not to be used or worn while in hallways or on the phone.
- All lights, lamps, and electronics (radio, television, fans) must be turned off when you are not in your room.

NOTARY SERVICES

- Notary services are conducted on Wednesdays at 1:00PM. Please check in at Control to let staff know that you are in need of notary services, prior to proceeding to Administration. If you are on work release or cannot be seen on the scheduled date and time for some reason, please write to the Notary explaining this. The notary will try to accommodate you on a different scheduled date and/or time.
- The Notary will review your documents and determine if the service will be provided in accordance with DAI Policy 300.00.56.
- **Do not sign** the documents prior to your appointment with the Notary or the document will not be valid.
- At the time of your appointment, please bring your **unsigned** documents, along with a black pen and your DOC ID. If copies are needed of your documents, please bring a completed disbursement request also.

LAUNDRY

INSTITUTION LAUNDRY

- The institution laundry is used for laundering and distribution of State-issued clothing and linens.
- You must not use the institution laundry for personal use. This includes your work release clothes. Only designated work release clothes will be allowed.
- You are not allowed in the institution laundry room unless given permission by a staff member.
- You are responsible for all clothing issued to you.
- State-issued clothing and laundry is exchanged on a one-for-one basis. You must turn in an item to receive the same item.
- All knots must be removed prior to turning in your sheets
- Upon your release from the center, you are to return all State-issued clothing and laundry items to the institution laundry.

- Laundry Exchange: Laundry is exchanged 1 for 1 from the hours of 10:30AM to 6:30PM. Exceptions are made for those who work during these times.

Day	Item Exchanged
Sunday	Clothing
Monday	Sheets, Clothing
Tuesday	Blankets, Clothing
Wednesday	Clothing
Thursday	Clothing
Friday	Clothing
Saturday	Clothing

WASHERS AND DRYERS FOR PERSONAL USE

Washers and dryers for personal use are located on each wing.

LAUNDRY INSTRUCTIONS

- Dryers may not be left unattended when in use.
- Loitering is not allowed in the laundry room.
- Only laundry detergent is to be used as a cleaning agent in the washers. Use of dish soap, shampoo, or hand soap is not allowed.
- Do not add water to the washer for any reason.
- Do not dry footwear in the dryer (shoes/boots/slippers).
- All dried clothing must be removed from the dryer immediately.
- Make sure equipment is off after use.
- Leave the laundry room clean and orderly.
- Report all equipment problems to security staff.

LIBRARY

You have access to an electronic law library. A Legal Assistance to Institutionalized Persons (LAIP)/ Remington Center Desk Reference is also available. Please review applicable policies regarding the use of USB flash drives and storing legal documents (300.00.15 Development and Use of PIOC Portfolio, 300.00.67 Digital Formatted Legal Materials, and 309.15.01 Institution Law Library). DAI policy 300.00.15 allows you to obtain one USB flash drive to store electronic file copies created during your participation in the pre-release curriculum. The policy does not allow you to store any personal documents or legal documents on your flash drive. DAI policy 300.00.15 permits you to have digital legal materials, but the legal materials must be received and stored on read-only CD's or DVD's. The use of USB flash drives for storage of legal materials is prohibited. Due to the center not having a printer in the dayroom you may use the USB Flash Drive to print your legal document/resume and then delete legal document after it is printed. Printing costs will be paid through use of a disbursement request (DOC-184) at PIOC expense. All PIOC must have a DOC-2839 filled out prior to use of the Law Library computer. To gain access to the Law Library complete an Interview Request to the Property Sgt. You will be notified when the Law Library is available for your use.

Library materials will be accessible to all PIOC in accordance with DAI and center guidelines. Use of the library/reading room is available to PIOC from anytime the TV room is open. A total of two items may be checked out at one time. Items may be checked out for a period of three weeks. Loss of, damage to, or failure to return items may result in disciplinary action, including restitution and/or suspension of library privileges. A computer and/or typewriter may be available for use while at the center.

LIMITED ENGLISH PROFICIENCY

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

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

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

MAIL REGULATIONS

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

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

Staff may confiscate any correspondence believed to contain contraband. If contraband is found or if there is any other violation of rules, disciplinary action may be taken, up to and including suspension of mail privileges and/or referral for prosecution. Legal and business mail will be photocopied. Originals will be destroyed in your presence per DAI Policy 309.04.02.

INCOMING MAIL:

To avoid delays in the delivery and processing of incoming mail, all correspondence from family/friends needs to be addressed properly:

- Your incarcerated first name, last name and DOC#
- Kenosha Correctional Center (do not abbreviate facility name)
- P.O. Box 189
- Phoenix, MD 21131
- The sender's complete first and last name must be listed (initials are not acceptable)
- The sender's complete return address must be legible

Business mail is to be addressed properly:

- Your incarcerated first name, last name and DOC#
- Kenosha Correctional Center (do not abbreviate facility name)
- 6353 14th Avenue
- Kenosha, WI 53143
- The sender's complete first and last name must be listed (initials are not acceptable)
- The sender's complete return address must be legible

- Any envelope with incomplete or missing information as specified above, either for the sender or the PIOC, will be rejected and discarded UNOPENED without exception.
- Inform those who write you to include this information when addressing any correspondence to you.
- Mail is handed out after meals or when staff have time.
- If incoming mail is denied, both you and the sender will be notified.
- If you transfer to another institution, mail received at the center will be forwarded to you.
- Prior to your release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of your new address. Mail is forwarded to you up to 60 days after your release.
- If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.
- Legal mail is subject to staff inspection in your presence.

OUTGOING MAIL:

To avoid delays in the delivery and processing of outgoing mail, all correspondence to family/friends needs to be addressed properly:

Your incarcerated first name, last name and DOC# needs to be placed in the sender's area
Kenosha Correctional Center (do not abbreviate facility name)
P.O. Box 189
Phoenix, MD 21131
The receiver's complete first and last name must be listed (initials are not acceptable)
The receiver's complete return address must be legible

Business mail is to be addressed properly:

Your incarcerated first name, last name and DOC# needs to be placed in the sender's area
Kenosha Correctional Center (do not abbreviate facility name)
6353 14th Avenue
Kenosha, WI 53143
The receiver's complete first and last name must be listed (initials are not acceptable)
The receiver's complete return address must be legible

- Mail addressed to another PIOC may not be sealed. Any other outgoing mail may be sealed.
- Outgoing mail may be opened and inspected for contraband.
- As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system.
- No drawings are allowed on the envelope or package.
- Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to WCCS may be used in conjunction with the stamp for additional postage.
- When sending certified, registered, overseas, airmail or other packages, you must submit a DOC-184 for the total amount of postage due.
- If you do not have sufficient funds to cover the additional postage, the item will be returned to you.
- If outgoing correspondence is denied, you will be notified.
- To send a letter by certified mail and/or return receipt, attach a DOC-184 payable to WCCS. There is an additional charge for certified mail and/or return receipt. You should anticipate additional processing time when sending out certified mail and/or return receipt.
- All outgoing mail is to be placed in the center PIOC mail box.

PIOC-TO-PIOC MAIL

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

PARCELS

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

MEALS AND DINING ROOM REGULATIONS

MEAL TIMES

Breakfast	6:00 AM
Lunch	11:15 AM
Dinner	4:45 PM
Brunch	9:30 AM (Saturdays, Sundays, and holidays)

MEAL REGULATIONS

- Do not loiter when lining up for meals.
- You must be in a single file line.
- Do not ask for extra food.
- You cannot give away or trade food items while in the serving line. If you choose to exchange, it must be done at your table.
- If you have a complaint, report it to the Sergeant on duty. Do not direct complaints to the PIOC food service workers.
- When finished eating, push in your chair, place your tray in the dish room access window, put your utensils in the bucket provided, and leave the dining room. You have up to 20 minutes per meal to eat and exit the dining room.
- Nothing is to be taken from the dining area back to your room, except one piece of fruit when it is on the menu (must be eaten the same day).
- Personal mugs, cups and bowls are not allowed in the dining area.
- The following condiments are allowed into the dining area during meal times only: ketchup, mustard, hot sauce, mayonnaise, barbeque sauce, peanut butter and jelly. Cereal will be allowed in the dining area only during breakfast.
- You are not allowed to enter the dining area at any time between meals without permission from staff.
- No food is provided between meals.
- Proper clothing is to be worn for meals.

RELIGIOUS DIETS

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

MEDICAL DIETS

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

EARLY MEAL TIMES

Early meals are approved by the Superintendent or Captain.

SAVED TRAYS

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

BAG LUNCHES

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

PERSONAL HYGIENE AND HAIRDRESSING

You are expected to maintain your personal hygiene. This includes personal cleanliness, grooming, and regular exchange of State-issued clothing, bedding, and the laundering of your personal clothing. If you live in the North Hall, you will only use the North bathroom. If you live in the South Hall you will only use the South bathroom. It is your responsibility to follow all policies, procedures, and staff directives to meet personal hygiene standards.

BASIC HYGIENE KIT

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

A basic hygiene kit includes:

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

SHOWERS

- You must shower at least twice per week, unless medically excused. You may be required to shower more often based on your work assignment.
- Staff may direct you to shower any time it is determined you are creating a health hazard or are offensive to others.
- Showers are closed when floors and day rooms are closed.
- Showers are allowed if returning from work release assignment when floors are closed per center operations.

HAIR RESTRICTIONS

- No Security Threat Group related haircuts.
- No sculpting designs, lines, numbers, letters, or symbols.
- No dying or bleaching.
- No hair extensions.
- Shaving of the head must be the total head.
- Mohawks, punk or new trend street styles are not allowed.
- Tufts or tails are not permitted.
- Braiding of your hair must be from front to back.
- If you arrive at the center with an unauthorized haircut, you will be required to cut your hair to conform with an allowable haircut.
- The Superintendent or the Captain will determine the appropriateness of questionable haircuts.

PIOC-TO-PIOC HAIR CARE

- You must have staff permission to do another PIOC's hair.
- You must complete a request for a haircut and turn your request in to the barber box. The barber will notify you of your turn.

PIOC ACCOUNTS

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

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

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

OPENING AN INTEREST-BEARING SAVINGS ACCOUNT

If you currently do not have RS, SAV or WRS accounts, please write to the Operations Program Associate requesting a form to open an account. When you receive the form, complete the information and attach the form to your completed disbursement request. Interest is posted to your PIOC account quarterly.

TRANSFERRING BETWEEN ACCOUNTS

You may request to transfer funds between accounts by submitting a disbursement request. Make the request payable to WCCS. The following account transfers may be requested:

Transfer from REG to REL

Transfer from REG to SAV

- A minimum of \$50 is required to open an account
- Monthly transfers of \$20 or more may be requested

Transfer from WR to WRS

- A minimum of \$100 is required to open an account
- Monthly transfers of \$100 or more may be requested

Transfer from REL to RS

- A minimum of \$50 is required to open an account
- Monthly transfers of \$20 or more may be requested

CLOSING AN INTEREST-BEARING SAVINGS ACCOUNT

To close a SAV or WRS account, complete a disbursement request to close the account and transfer the funds to the account the funds originally came from. Make the request payable to WCCS.

Close Account and Transfer Funds from SAV to REG Account

Close Account and Transfer Funds from WRS to WR Account

Close Account and Transfer Funds from RS to REL Account – You may only close your RS account upon your release.

CHILD SUPPORT

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

DISBURSEMENT REQUESTS (DOC-184)

To complete or submit a disbursement request

- Be sure all information on the disbursement request is complete and legible. Be sure to use **black** ink only.
- Sign and date the request before submitting.
- Complete a second disbursement request payable to WCCS for postage in the amount of the current postage rate, instead of attaching an envelope.
- You do not need to include a second disbursement for postage for Union Supply, JL Marcus, or Access orders.

Authorization/Approval

- Disbursement requests are reviewed by designated center staff within seven days of receipt.
- Disbursement requests that are denied by center staff will be returned to you. If you haven't received your disbursement request back denied, then it is being processed. Please be patient.
- Approved disbursement requests are scanned to the WCCS Business Office for processing. Therefore, please do not use tape. Simply fold all paperwork in half one time and submit for processing. Your postage disbursement can be folded in half one time and inserted with your other papers as well.

Processing Your Request

- The WCCS Business Office reviews your request to determine if your request is allowable and if you have sufficient funds for the purchase. Please keep in mind that WCCS processes transactions for ALL Centers, not just KCC. Please be patient.
- You will receive the disbursement request returned to you for your records after posting. This transaction will then show on your account statement when provided to you. If your transaction does not show on your account statement, then it means it has not been processed yet. Check your records to see if it was returned to you denied. Otherwise, please give the whole process 30 days. If you have a bill that is due January 1, it should be submitted for processing on December 1. If you submitted a disbursement request for processing and it has been more than 30 days since you submitted it, please write to the Operations Program Associate with the disbursement information. Date submitted, Pay to information (vendor), and the amount.

Types of Requests

- **Support Requests:** Up to \$25 may be mailed to one close family member, once per month. Make the disbursement request payable to the family member including their current address and list their relationship to you. This address should match the address listed on your visiting list. If it does not, please complete a DOC-884 Visitor Information change form and submit to your social worker for updating. "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the PIOC's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings. A parent surrogate is within the definition of a parent if a PIOC substantiates that a claimed surrogate did in fact act as a parent to the PIOC, although the parent surrogate was not an adoptive, foster or stepparent. Complete a second disbursement request payable to WCCS for postage in the amount of current postage rates. The Superintendent must approve a request to send more than \$25 to a close family member. Provide an explanation for the increased amount on the disbursement request. If approved, the Superintendent will require you to match the amount of money approved, to pay off any court ordered financial obligations. Therefore, a third disbursement would then be needed in order to make payment towards the court ordered financial obligation payable to WCCS. If your support request is for \$100, then you must pay \$100 towards your obligations if your account statement shows you owe obligations.
- **Copies:** The cost for copies is \$0.15 per page. A two-sided document is 2 pages. Submit a disbursement request payable to WCCS indicating the number of copies requested on the disbursement request and attach the documents to be copied to the request. Staff will calculate the amount of the disbursement once the copies have been made. All originals and copies will be returned to you once completed. Keep in mind that copies are made at the staff's convenience according to their workload. Please allow for copies to be made and returned to you within seven (7) business days. Plan accordingly if you have a court ordered deadline or if mailing afterwards as the U.S. mail service can then take up to 3-5 business days to be delivered.

MONEY TRANSACTIONS

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

Access Corrections-Wisconsin DOC
PO Box 12486
St. Louis, MO 63132

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

Family/friends of PIOC may also deposit funds by going to AccessCorrections.com, by calling 1-866-345-1884 or at Cash Walk-In sites. To find locations, go to CashPayToday.com

Funds are typically deposited into the PIOC account within three business days. The transaction will show on the bi-weekly Trust Account Statement provided to you.

The WCCS Business Office or facilities will no longer accept Money Orders, Western Union, or Cashier Checks. Access Corrections must be used. This information can be found in the forms area in the day room.

In the event a money order or check is received at the Center, you will need to provide a postage-paid envelope and the money order/check will be returned to the original sender in the envelope you provide.

ACCESS CORRECTIONS SECURE DEPOSITS

See postings for convenient ways to have loved ones send money to be placed in your account.

MONTHLY TRANSFER OF FUNDS FOR CANTEEN PURPOSES

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

PAYROLL

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

ROOM AND BOARD

Room, Board and Transportation fees for PIOC on work release will be deducted as work release compensation and posted to the PIOC's trust account by the WCCS Business Office. This may occur after you have been released. Deductions are based on the percentages and limits provided in DAI Policy 309.45.02 PIOC Trust System Deductions. Occasional delays in posting of work release compensation may occur due to incomplete information submitted by the employer or due to workload issues in the Business Office. The date of the posting of work release compensation to your account, not the month in which the money is earned, is the date used for determining room, board and transportation charges. This means that if the pay period ends during one month and is not received until the following month, charges apply for the month received in the Business Office. Note that, due to lay-offs, job changes, etc., you may not be working when your paycheck arrives at the Business Office. You are still responsible for room, board and transportation charges, as stated in the policy. Room, board and transportation fees are withheld from every pay check received up to a maximum of \$740 a month.

RELEASE INFORMATION

7-14 business days prior to your release from KCC, your account will be closed. Your agent determines if you will be released with all of your funds or if your funds will be managed by your agent. You will also receive further release information from the Operations Program Associate.

It is your responsibility to notify your employer of your new address so that they may mail your tax statements to you at the end of the year. All checks, including funds while on work release, must be sent to the WCCS Business Office for processing.

BUS TICKETS

At least 45 days prior to your scheduled release, complete an interview request and submit to the Operations Program Associate, indicating your release date and what city you will be releasing to. Information will be sent back to you regarding the amount of the ticket and the procedure for submitting a disbursement request.

PIOC PHOTO SERVICE

Based on the availability of a PIOC photographer, Kenosha Correctional Center allows you to purchase photos for family, friends or yourself. This service will be closely monitored and regulated by staff. All center rules and regulations regarding appearance and visitation will be followed.

You may have digital photographs taken during visits in the visiting room or outside visiting area during summer months.

Photos will be taken on Tuesdays & Thursdays from 6PM-8:45PM.

Photos will be taken on Saturdays & Sundays from 11AM-2:45PM.

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

Photo Guidelines:

- You must have adequate funds in your regular account to request to purchase photos or your request will be denied.
- A DOC-184 form, made payable to WCCS, must be completed and approved by staff prior to obtaining photos. Indicate on the disbursement request how many photos you are requesting.
- The cost of each photo is \$2.00.
- Visitors may not pay for photos.
- Only the center's digital camera will be used.
- Only you and your approved visitors for that day may be in the picture.
- No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
- Only those photos displaying authorized and acceptable images will be allowed.
- You may stand, sit or kneel for photos. Both the PIOC and the visitors must be in full view. No standing behind each other.
- Nothing, including sunglasses, may be worn or hung from any part of the body or clothing during photos.
- Nothing may be held in the hands, under the arm, etc.
- You may view the photo image and request one retake if the photo image is not acceptable. The PIOC photographer will delete the rejected photo prior to printing the acceptable photo.
- All photographs will be reviewed by staff to ensure they meet these guidelines before printing.
- Any photo suspected of being related to a Security Threat Group will be forwarded to the center's Security Threat Group Specialist for review and disposition.
- Non-visiting photos will be taken on Sundays prior to visits.

PRISON RAPE ELIMINATION ACT (PREA)

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

The Wisconsin Department of Corrections (DOC) values safety – that includes keeping you safe from others while you are serving your sentence. The DOC has zero tolerance for sexual abuse and sexual harassment within its facilities.

Sexual abuse and sexual harassment among PIOC and among staff and PIOC in confinement is against the law. Violators will be disciplined and may be referred to outside law enforcement for prosecution. The Prison Rape Elimination Act (PREA) was signed into law in 2003 after unanimous support from Congress and years of pressure from advocates and survivors. PREA extends far beyond the elimination of rape in prison; it is the first federal law to support preventing, detecting and responding to sexual abuse and sexual harassment in all confinement settings.

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

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

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

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

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

PROPERTY

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

PROPERTY REGULATIONS

- All personal property must be recorded on your property inventory form prior to possession.
- You may not exchange, trade, sell, loan, or give away any article of your personal property.
- Alteration of State-owned or personal property is not permitted.
- All property items must be purchased and received directly from a DOC-approved vendor.
- You may not purchase property via disbursement and have it sent to another location.
- In the event you are transferred from the center to another institution, your personal property must be in compliance with the receiving institution's property regulations. Disallowed items may be mailed out at your expense or be destroyed upon your request. Only allowed property items will be transferred to the receiving institution.
- The Property Sergeant will process all packages received from the U.S. Mail and UPS.
- The Property Sergeant will contact you when your property is ready for pick-up.
- Work release property cannot be ordered until you are given a work release placement.

ITEMS RECEIVED THAT ARE NOT APPROVED

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

DAMAGED OR ALTERED PROPERTY

- The Property Sergeant controls all records of personal property.
- If you choose to donate, dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237 form.
- Lost or stolen property must be reported to staff. Staff will write an incident report and update your property inventory form.
- You must wait 90 days from the date the item was reported lost before you will be allowed to receive replacement items. Refer to DAI Policy 309.20.03.

MONETARY SPENDING LIMITS

- The cost of prescription eyeglass frames may not exceed \$125.00.
- The cost of all other individual items may not exceed \$75 in value.

RECREATION

INSIDE RECREATION - RECREATION/GAME ROOM/TV ROOM/LIBRARY

- The lights must remain on in the room at all times when occupied.
- Sleeping is not allowed.
- You are not allowed to put your feet on furniture or walls.
- Eating or drinking is not allowed.
- Do not lie or sit on game tables.
- Do not slap dominos unless you have a towel or sheet to absorb the noise.
- You may use the equipment, subject to any medical restrictions you may have.

OUTDOOR RECREATION CLOTHING

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

RULES

- Outside recreation will be permitted only when weather allows and staffing levels permit.
- Outside recreation is restricted to certain areas of the grounds.
- Recreation may be limited by personal medical restrictions you have.
- When using the track, you must keep moving forward at all times; there is no loitering on the track.
- You must stay on the paved track; there is no "cutting across" the track.
- You shall not have contact with civilians while outside for recreation. This includes talking, motioning or communicating with civilians in any manner.
- You must be playing basketball while on the court; there is no sitting or loitering on the court or on the west side/fence basketball area.
- There is no loitering at the outdoor fitness equipment.
- Food items are not allowed.
- Beverages are not allowed.

HOBBY AND MUSIC

- You must register with designated staff to participate in music or a hobby.
- You can only be registered for two hobbies at one time.
- The volume of musical instruments must not be high enough that it can be heard in the hallway.
- Please see DAI Policy 309.36.01 Leisure Time Activities for more detail.

REENTRY

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

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

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

RELEASE PROCEDURES

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

Prior to your release the following will occur:

- You must provide your release plan information to your Social Worker.
- You must sign your Rules of Supervision.
- You will be informed of the date of your release.
- Your account will be closed approximately 14 business days prior to your release.
- You must order canteen or release clothing before the account is closed.
- Release clothing must be purchased from a DOC-approved vendor within 45 days prior to your release.

- If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on the morning of your release. This must be approved in advance by the Superintendent or Captain.
- If you are taking a bus/train home, staff will transport you to the bus/train station. You are only allowed to bring one box with you, and must have a ride from the bus/train station.
- You must mail out your remaining property before your account is closed. Sergeants will help you pack and mail your property. Sergeants will pack your remaining property the night before your release.
- Your picture will be taken before you are released.
- You will be asked to provide a forwarding address.
- On the day of your release, you will be given your release check if one is available, otherwise you can expect funds through your agent (if on Extended Supervision) or it will be sent directly to the address the Business Office has on file. You will also be given your vital documents (ID, driver's license, birth certificate), if you have any.
- A family member or friend may pick you up at the center at 9:00AM, unless otherwise specified by your agent via your social worker. Your ride needs to check in at the front door

RELIGIOUS PROGRAMMING

Religious practices must comply with DAI 309.61.01 Religious Beliefs and Practices. WCCS does not employ Chaplains. You may contact the Social Worker with your questions. Volunteers assist with a variety of services and studies. Check the center bulletin boards for religious services and times. You are not allowed to lead or conduct a religious service or study group.

SECURITY MONITORING

SURVEILLANCE OF PIOC ACTIVITIES

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

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

SEARCHES

Strip Searches

- A full strip search of your person can be conducted at any time, either randomly or for cause in accordance with DAI Policy 306.17.02.
- A strip search is done for the security of the center, not to embarrass or ridicule you.

Pat Searches

- A pat search may be conducted at any time, either randomly or for cause.

Room Searches

- A room search may be conducted at any time, either randomly or for cause.
- Any contraband found will be removed from your room.
- You will receive written notification of any confiscated items.

URINALYSIS (UA) / BREATHALYZER

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

SECURITY THREAT GROUPS

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

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

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

SMOKING / USE OF TOBACCO PRODUCTS

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

SOCIAL MEDIA ACCOUNTS

DAI Policy #300.00.82 – PIOC use of social media states: PIOC shall not create, maintain, update or develop any type of web-based social networking, social media or internet-based website directly or indirectly, including but not limited to; Facebook, Twitter, Myspace, YouTube, etc. This includes using third parties to assist in participating in the aforementioned.

TELEPHONE & KIOSK PROCEDURES

Telephone Procedure

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

A Social Worker may authorize special or emergency calls. A fee of \$1.50 will be charged to you based on the specific circumstances.

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

- All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
- Collect calls are charged to the party you contact.
- The PIOC phone system allows PIOC to fund their own IC Solutions calling account to make outgoing calls. Money will no longer be sent to family and friends for calling accounts. Family/friends are not required to have an account unless they wish to accept collect calls. Family/friends may establish an account online at <https://ICSolutions.com> or over the phone at 1-888-506-8407 or with a cashier's check or money order through the mail at: CenturyLink/ICSolutions; ATTN: Customer Service; 2200 Danbury Street; San Antonio; TX 78217.
- International calls can be made as long as funds are available on the IC Solutions calling account.
- Call length is limited to 20 minutes.
- Upon your release, you will be given information on how to obtain a refund from any remaining funds on your telephone account. You must request your refund within 30 days of your release.

RESTRICTIONS

- You are not allowed to make three-way telephone calls.
- You are not allowed to make calls during mealtimes, room or building confinement.

- You are not allowed to make harassing or nuisance calls.
- You are not allowed to have a calling card or to have calling card numbers in your possession.
- You are not allowed to use another PIOC PIN.

MESSAGES

Telephone messages will be taken for family related emergencies only.

ATTORNEY TELEPHONE CALLS

- Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded.
- All attorney calls not placed through the collect call system must be coordinated through your Social Worker.

KIOSK PROCEDURES

Kiosks are available in the day room. Family or friends must set up the account, see center postings for details. Upon your release, a report is generated and any funds remaining on your kiosk account will be included in your closeout check that is sent to your agent.

RESTRICTIONS

You are not allowed to use the telephones or kiosks during mealtimes, room confinement or loss of day room sanctions. You are not allowed to write anything harassing or a nuisance in e-mails.

VISITING REGULATIONS

The DOC encourages visitation of an PIOC's family and loved ones to maintain close and constructive family and personal relationships and support. Your visiting list and visiting procedures are regulated by the Administrative Code 309.12 and DAI Policy 309.06.01. Your visiting list must be up to date with correct names and addresses matching the visitors ID. All visitors are expected to abide by facility procedures.

IN PERSON VISITING

Visitors are to arrive on the day and time visits are held. ALL visitors (even infants) must be on the approved visitor list or they will not be admitted.

North side visiting hours for Rooms 1-30:

Tuesdays – 6P-10P

Saturdays – 11A-4P

South side visiting hours for Rooms 31-60:

Thursdays – 6P-10P

Sundays – 11A-4P

On Saturdays and Sundays, visiting will begin after the 11:00AM count clears. A brief embrace will be allowed once at the start of the visit and once at the end of the visit. Food and drinks cannot be brought into the center; however, they are available for purchase in the visiting area. Hand holding and sitting on laps is not allowed.

On Saturdays and Sundays, visitors will not be admitted after 3:15PM.

On Tuesdays and Thursdays, visitors will not be admitted after 9:30PM.

PARKING

Visitors may park in the north visitor parking lot or on the street. No parking is allowed in the south staff parking lot.

HOLIDAY VISITS

- Both North Side and South Side will be allowed in person visits on recognized holidays from 11A-4P.
- Due to limited space, should the visiting room fill up, the first visit started will also be the first visit terminated.
- If a holiday falls on a Tuesday or Thursday there will not be any evening visits.

- WCCS recognizes the following holidays for visiting purposes:

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

VISITING RULES

- All visitors must successfully clear through the metal detector before being allowed access into the visiting area.
- You are not permitted to pass or receive items during a visit without prior authorization from staff.
- You are required to sit directly across the table from your visitors. Both visitor's and PIOC's feet must remain on the floor.
- You and your visitor(s) must keep both hands above the table at all times. Holding hands is not allowed.
- Visitors leaving the visiting areas are not allowed to re-enter the building again on that day.
- You are not allowed to go back to your room.
- No personal mugs, cups or bowls are allowed on a visit.
- Parents are responsible for supervising their children during visits. If you have children or your family brings children, you are required to keep the children under control at all times. Children must either sit on an adult lap or in a chair. Children are not allowed on the table. No more than two visiting chairs may be stacked to accommodate shorter visitors. If staff feel that you are not keeping minor children under control, your visit will be terminated and/or those children may be temporarily suspended from visiting again.
- An adult must accompany any visitor under the age of 18.
- Visiting with another PIOC's visitor is not allowed.
- Visitors are required to use the designated bathroom facilities. PIOC are not to enter those bathrooms for any reason.
- Packages, paperwork and containers will not be allowed during visits without prior authorization from the Captain/Superintendent and, when authorized, will be inspected by security staff.
- Purses and diaper bags are not permitted inside the center. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a paper or plastic bag.
- No property items for PIOC may be brought in on visits without prior authorization from a supervisor.
- Visitors are not allowed to bring in any food, beverages or smoking materials.
- All food items from the vending machine must be purchased by your visitor and consumed during the visit. Food/drink items cannot be brought back to your room. You are not allowed to handle money. You are not allowed at the vending machines.
- No personal property (including cellular phones, pagers, PDA's, tablets, laptops or any electronic devices or cameras) are allowed in the center except for baby supplies and a maximum of \$20 in change (for the vending machines). Paper money is not allowed.
- Changing of infant diapers is only allowed in the designated visitor bathroom.
- You are responsible for cleaning/sanitizing your table and disposing of your garbage after your visit ends.
- The use of offensive, loud, or vulgar language will result in the termination of your visit.
- People not allowed to visit shall not sit out in the vehicle or remain on state grounds.
- Animals shall not be left in vehicles while your visitor is visiting.

OUTSIDE VISITS

- Outside visiting is held during the summer months between Memorial Day and Labor Day, weather permitting, as determined by staff.
- Outside visits are conducted on weekends and holidays.
- You and your visitors must sit on the picnic benches provided in the outside visiting area.
- Do not straddle the benches.
- Do not sit on top of the tables.
- Do not move the tables.
- When the outside lights come on, the patio will be closed.

SPECIAL VISITS

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

PER WISCONSIN STATE STATUTE 302.095(2) – DELIVERING ARTICLES TO PIOC

“Any officer or other person who delivers or procures to deliver or who has in his possession with intent to deliver to any PIOC confined in the State prison or shall deposit or conceal in or about a prison, or the precincts thereof, or in any vehicle going into the premises belonging to a prison, any article or thing whatsoever with intent that any PIOC confined therein shall obtain or receive the same, or who receives from any PIOC any article or thing whatsoever with intent to convey the same out of the prison, contrary to the rules and regulations and without the knowledge or permission of the Warden or Superintendent of the prison, is guilty of a Class I felony.”

PER DOC 306.18 – VISITORS TO KCC ARE SUBJECT TO SEARCH

Staff may require the visitor to empty pockets and containers, permit the inspection of containers and submit the visitor and objects carried by the visitor, to inspection by a device designed to detect metal or other unauthorized objects. The Warden may require a visitor to submit to a personal search or strip search as defined in 306.17 prior to entering the facility. Before an inspection or search is conducted, staff shall inform the visitor orally and written (posted) that the visitor need not permit the inspection or search and that if the visitor does not permit it, staff shall not admit the visitor to the facility at that time.

ALLOWED ITEMS

The following are the ONLY items allowed to be brought into facilities by PIOC visitors, should they pass inspection:

Money, not to exceed \$20.00 for each visitor.

Up to two (2) baby blankets for each child.

Up to four (4) diapers for each child. Diaper bags are not allowed.

Up to two (2) plastic baby bottles for each child.

One (1) handheld baby seat for each child.

Diaper wipes. Shall be kept in a clear plastic bag.

One (1) pacifier for each child.

One (1) feminine hygiene product.

One (1) coat and one (1) pair of gloves for each visitor.

Headwear (provided it does not conceal identity).

One (1) facility locker key.

Visitors may bring in medically necessary medications such as, but not limited to inhalers, nitroglycerin, epi pens etc.

DRESS CODE

The following is considered UNACCEPTABLE (allowed one warning per year per person to leave KCC, change clothing and return to KCC). After one warning, the visitor will be denied entrance to the facility.

Transparent/translucent clothing.

Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.

Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.

Tops and dresses that are strapless, tube or halter style.

Camisoles and tank tops are only permissible when worn under other attire.

Tops and dresses that expose the midriff (front and/or back).

Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.

Exposed undergarments.

Clothing with holes, tears or slits.

Clothing or accessories with obscene or profane writing, images or pictures.

Gang-related clothing, headwear, shoes, logos or insignias.

Any clothing that may have the potential to cause undue attention.

Internet “smart” technology and electronic recording equipment in any form is prohibited.

VIDEO VISITING

Each visitor on the call must have an IC Solutions account and be listed on the visit reservation. Each visitor is required to show ID at the beginning of the call and any time during the call when asked by staff. Each visit is limited to twelve (12) visitors.

Visitors must schedule video visits at least five (5) days in advance and no more than thirty (30) days in advance. PIOC are allowed to schedule video visits. Both the PIOC and the visitor must be logged into the visit within ten (10) minutes of the scheduled visit or the visit will be logged as a missed visit.

Additional calls are available at \$2.50 per visit, up to 12 paid visits per month for a total of 16 calls a month. Video visits are limited to two (2) per day.

MONDAY: 8AM TO 11AM; 1PM TO 4PM; 6PM TO 10PM

TUESDAY: 8AM TO 11AM; 1PM TO 4PM

SATURDAY: 8AM-9:30AM; 6PM TO 10PM

WEDNESDAY: 8AM TO 11AM; 1PM TO 4PM; 6PM TO 10PM

THURSDAY: 8AM TO 11AM; 1PM TO 4PM

SUNDAY: 8AM-9:30AM; 6PM TO 10PM

VOLUNTARY PROGRAMS

Only center-approved volunteers may facilitate groups, meetings or services. Participation in religious and therapeutic activities is voluntary.

WORK RELEASE

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

WORK RELEASE AGREEMENT

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

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

WORK RELEASE GUIDELINES

- You must have a community custody classification to be eligible for work release.
- The Superintendent must grant final approval for participation unless your case requires Warden approval.
- You may not terminate your employment (quit your job), without the prior approval of the Work Release Coordinator.
- You must sign and obey all work rules of the employer and the Department of Corrections.
- Being approved for the work release program does not guarantee you a work release job.
- To the degree possible, the Work Release Coordinator will attempt to match your skills to available jobs.
- The Work Release Coordinator will assist you in arranging job interviews; you may not make appointments without the consent of the Work Release Coordinator.
- Going off grounds for interviews is subject to center staff and transportation availability.

- You must sign in and out whenever leaving for or returning from work.
- If you're going to miss work, you must notify the employer by using the phone in control, or in person while at work. You must also notify the Work Release Coordinator of your absence.
- Any work injury has to be reported to your HR/supervisor and KCC Work Release Coordinator. You will not be seen by HSU for work related injuries, unless it is an emergency.

REQUIRED IDENTIFICATION FOR WORK

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

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

If needed, the Work Release Coordinator or the Employment Support Specialist will assist you in obtaining these.

WORK RELEASE CLOTHING/EQUIPMENT

- You must provide your own clothing for work release. Shorts are allowed to be worn if approved by the employer and documented on the Community Site Assessment (DOC-2571).
- The work release coordinator may assist you in ordering clothing.
- State-issued clothing, jackets, and boots are not authorized for work release once you are given the opportunity to purchase clothing.
- Equipment purchased for work release must be kept at your job site.
- You are not allowed to wear work/employer clothing around the center.

DAI HANDBOOK REFERENCES – GENERAL POPULATION

Accounts (funds)	<p>28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]</p> <p>38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)</p> <p>Wisconsin Statutes s. 301.30 – PIOC wages, allowances, and release payments</p> <p>Wisconsin Statutes s. 301.31 – Wages to prisoners</p> <p>Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers</p> <p>Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners</p> <p>Wisconsin Statutes s. 302.13 – Preservation of property an PIOC brings to prison</p> <p>Wisconsin Statutes s. 303.065(5) – Work Release Deductions</p> <p>Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act</p> <p>Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges</p> <p>Wisconsin Statutes s. 973.042 – Child Pornography Surcharge</p> <p>Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge</p> <p>Wisconsin Statutes s. 973.045 – Crime Victim Witness</p> <p>Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge</p> <p>Wisconsin Statutes s. 973.05 – Fines</p> <p>Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments</p> <p>Wisconsin Statutes s. 973.06 – Costs</p> <p>Wisconsin Statutes s. 973.20 – Restitution</p> <p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC</p> <p>Wisconsin Administrative Code s. DOC 309.45 – PIOC funds and canteen purpose.</p>
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	<p>Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge</p> <p>Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds</p> <p>Wisconsin Administrative Code s. DOC 309.48- Procedure for PIOC requests for disbursements of PIOC account funds</p> <p>Wisconsin Administrative Code Ch. DOC 310 – PIOC Complaints</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p> <p>Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee</p>
2017 WI Act 89 Requests	<p>Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for PIOC in the Department of Corrections Contracted facilities.</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions</p>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)</p> <p>Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services</p>
Canteen	<p>Wisconsin Statutes s. 301.27(2) – Vending Stands</p> <p>Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients</p> <p>Wisconsin Administrative Code s. 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. 309.45 – PIOC Funds and Canteen – Purpose</p> <p>Wisconsin Administrative Code s. 309.52 – Canteen</p> <p>Wisconsin Administrative Code s. 316.04 – Copayment</p>
Classification	<p>Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty</p> <p>Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions</p>
Compensation (I/M)	<p>Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal</p> <p>Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use</p> <p>Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement</p> <p>Wisconsin Administrative Code s. DOC 309.55 – Compensation</p> <p>Wisconsin Administrative Code Ch. DOC 313 – Prison Industries</p>
Complaints (I/M)	<p>WI Administrative Code 303 – Discipline</p> <p>WI Administrative Code 310 – Complaint Procedures</p>
Contraband	<p>Wisconsin Administrative Code Ch. DOC 303 - Discipline</p>
Count	<p>Wisconsin Administrative Code Ch. DOC 306.06 – PIOC Count</p>
Digital Legal Materials	<p>Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)</p>

Discipline (I/M)	<p>Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats</p> <p>Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code Ch. DOC 304 – PIOC Secure Work Program</p>
DNA Collection	<p>Wisconsin Statutes s. 165.76 – Submission of human biological specimen</p> <p>Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements</p>
Education	<p>Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment</p>
ERP Programs	<p>Wisconsin Statutes s. 302.045 – Challenge Incarceration Program</p> <p>Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program</p> <p>Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision</p>
HSU Access to Care	<p>Wisconsin State Statutes s. 301.03 General Corrections authority</p> <p>National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014</p>
HSU Co-Payments	<p>Wisconsin State Statutes s. 301.03 General Corrections authority</p> <p>Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care</p> <p>Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review</p> <p>Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge</p>
Hygiene/Hair	<p>Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene</p> <p>Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene</p>
Interstate Transfers	<p>Wisconsin Administrative Code s. 303.28 – Disobeying Orders</p> <p>Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication</p>
Lay In / Sick Cell	<p>Wisconsin Administrative Code s. DOC 309.55 – Compensation</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Copayment</p>
LEP	<p>Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency</p> <p>Federal Title VI, 42 U.S.C. s. 2000d, et seq</p> <p>28 C.F.R. s.42.104</p>
Law Library	<p>Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix)</p> <p>Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties</p> <p>Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties</p> <p>Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying</p> <p>Wisconsin Administrative Code s. DOC 309.155 – Legal Services</p>
Legal Loans	<p>Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers</p> <p>Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners</p>

Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports)
Wisconsin Statutes s. 809.62 – Rule (Petition for review)
Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents
Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages
Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect
Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment)
Wisconsin Statutes s. 974.06 – Postconviction Procedure
Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post conviction DNA testing for certain evidence)
Wisconsin Administrative Code s. DOC 309.04(3) – PIOC Mail
Wisconsin Administrative Code s. DOC 309.155 – Legal Services
Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds
Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

Library

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

Mail

Wis. Stat. §19.31
Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband
Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail
Wisconsin Administrative Code s. DOC 303.72 – Major penalties
Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition
Wisconsin Administrative Code s. DOC 309.02 – Definitions
Wisconsin Administrative Code s. DOC 309.04 – PIOC mail
Wisconsin Administrative Code s. DOC 309.04.02 – Introduction of External PIOC Paperwork into the facility
Wisconsin Administrative Code s. DOC 309.05 – Publications
Wisconsin Administrative Code s. DOC 309.45 – PIOC funds and canteen – purpose
Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying

Marriages

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

Meals

Wisconsin Administrative Code s. DOC 309.23 – Food
Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids

Medications	66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140 Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01and Medication Services, P-D-02
Name Changes (I/M)	Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
Notary Services	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Statutes s. 20.919 – Notary public Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property Wisconsin Statutes s. 706.07 – Uniform law on notarial acts Wisconsin Statutes s. 782.04 – Petition; contents Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages
Observation Placements	Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act Wisconsin Administrative Code Ch. DOC 311 – Observation Status
Phone Calls Incl. Atty and International	Wisconsin Administrative Code s. DOC 309.39 – PIOC Telephone Calls Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Programming	Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need Assignment Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – PIOC Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.40 – Clothing Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices, Property and Diets	Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 303.35 – False names and titles Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – PIOC Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property

Wisconsin Administrative Code s. DOC 309.23 – Food
Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice
Wisconsin Administrative Code s. DOC 309.23 – Food

Room Cleanliness

Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area

Searches

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

Sex Offender Notification

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

Social Media Use (I/M)

Wisconsin Administrative Code s. 303.28 – Disobeying Orders
Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

Urinalysis Testing

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

Work Assignments

Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC
Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

Visiting

Wisconsin Statutes s. 302.095(2) – Delivering Articles to PIOC
Wisconsin Administrative Code s. 306.18 – Search of Visitors
Wisconsin Administrative Code s. 309.02 – Definitions
Wisconsin Administrative Code s. 309.06 – Visitation
Wisconsin Administrative Code s. 309.07 – Conduct During Visits
Wisconsin Administrative Code s. 309.08 – Visiting List
Wisconsin Administrative Code s. 309.09 – Regulation of Visits for PIOC
Wisconsin Administrative Code s. 309.10 – Special Visits
Wisconsin Administrative Code s. 309.11 – No-Contact Visiting
Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges

Voting

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

DAI HANDBOOK REFERENCES – ADDITIONAL REFERENCES FOR MINIMUM SECURITY FACILITIES

Community Service Provisions Offsite Authorization	Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision Wisconsin Statutes s. 303.065(2m) – Work release plan for prison PIOC Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Project Crew	Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Work and Study Release	Wisconsin Statutes s. 303.065 – Work Release Plan for Prison PIOC Wisconsin Administrative Code s. DOC 303.72 – Major penalties Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds Wisconsin Administrative Code s. DOC 309.52 – Canteen Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

DAI HANDBOOK REFERENCES – ADDITIONAL REFERENCES FOR RESTRICTIVE HOUSING UNIT

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