

Kettle Moraine Correctional Institution

INMATE HANDBOOK

REVISED
May 2018

This handbook is intended to provide inmates with general information about Kettle Moraine Correctional Facility. The buildings consist of the Administration Building, Food Service Building, Chapel, Education/Maintenance Complex, Health Services Unit/Psychological Services Unit Building, and 15 housing units. The facility offers educational and treatment opportunities, medical care, employment, spiritual guidance, counseling and other services.

KMCI is a medium security correctional facility. Inmates are expected to maintain good conduct and abide by all rules and regulations. Inmates should observe reasonable standards of language and conduct themselves with discipline and respect for others. The facility hopes inmates will take advantage of the many opportunities available to them in assisting them prepare for a successful reentry back into the community upon release. If inmates have any questions or problems, they are encouraged to ask any staff member for assistance.

Units 15 and 16 have additional rules specific to those housing units and programs. **This handbook, as well as the Unit 14 (Restrictive Housing Unit) handbook, is not intended to be all inclusive. Staff directives and other rules, regulations and Division policies are also in effect.** Inmates are expected to know the information contained in this handbook.

LIMITED ENGLISH PROFICIENCY POLICY NOTICE

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

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

If an inmate needs help understanding English, please notify the nearest staff person.

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

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A. EMERGENCY PROCEDURES

1. TORNADO

When a tornado warning is issued, the following procedure will be in effect until the danger has passed or the all clear signal is given:

- a. Administration Building – Inmates will be directed to the basement and cover their heads.
- b. Chapel – Inmates will go to the basement where they are to sit near the walls and cover their heads.
- c. Units 1-12 and 15 – Inmates will sit along the interior wall of their room and cover themselves with their mattress.
- d. Unit 14 – Inmates will be directed, via the intercom, to sit along the wall nearest the door and cover themselves with their mattress.
- e. Unit 16 – Inmates will go to the bathroom area and cover their heads.
- f. Food Service – Inmates will use the stairs to go down to the storage area of the basement and cover their heads.
- g. Property/Mailroom/Recycling – Inmates will sit in the main entrance corridor and cover their heads.
- h. HSU – Inmates will be directed to go to the U-shaped hallway and cover their heads.
- i. Maintenance Department, Laundry, Tailor Shop, and Auto Shop – Inmates will go to the electrical shop hallway and cover their heads.
- j. School/Recreation – Inmates will sit in the interior hallways and cover their heads.

2. FIRE EMERGENCIES

At the direction of staff during a fire emergency, all inmates are to exit the unit and assemble in the outside recreation area. On third shift, inmates must exit their rooms and assemble in the dayroom area until further instructions are issued. The unit officer will conduct an inspection of the unit to determine the nature and source of the alarm prior to returning to normal operations.

If the officer determines no fire or smoke is present at the source of the alarm, he will direct all inmates to return to their normal activities. All inmates are advised tampering with the fire alarm system or deliberately attempting to activate the system will result in disciplinary action.

3. FIRE DRILLS

Fire drills will be conducted periodically. Inmates are to follow staff's directions during a fire drill.

B. RESOURCES FOR INMATES

1. THE PRISON RAPE ELIMINATION ACT (PREA)

The Prison Rape Elimination Act (PREA) of 2003 was enacted by congress to address the problem of sexual abuse by person in the custody of U.S. correctional agencies. PREA addresses all types of sexual assaults in prisons, but its main focus is to target and eliminate offender-on-offender sexual assaults. All correctional agencies in the nation, including Wisconsin must adhere to the tenets of PREA.

The Wisconsin Department of Corrections does not tolerate any type of sexual misconduct involving offenders or staff. Wisconsin DOC Administrative Code prohibits sexual intercourse, contact or conduct between offenders. Violations will result in disciplinary sanctions as outlined in DOC 303 (13-15). Offender on offender sexual assault will also be prosecuted according to applicable provisions of Wisconsin State statutes.

Sexual assaults between staff and inmates violate DOC policy, as well as Wisconsin State statutes. Violators are subject to departmental discipline as well as prosecution punishable by prison sentence and fines.

If inmates would like further information regarding sexual abuse/assault prevention and intervention, please refer to the red booklets distributed by the Department of Corrections, Division of Adult Institutions.

2. SEXUAL ABUSE/ASSAULT PREVENTION AND INTERVENTION

Law Enforcement Contact Numbers for KMCI – Sheboygan County

Sheboygan County Sheriff's Department
525 N. 6th Street
Sheboygan, WI 53081
920-459-3111
1-800-947-3529 TTY to Voice Relay

The PREA hotline is available in English and Spanish for inmates to make PREA related reports.

There are multiple ways to report PREA incidents:

- Inmates may report a PREA incident directly to any facility staff member verbally or in writing.
- OR
- Inmates may utilize the PREA Reporting Line which connects to DOC Central Office by dialing 777 and then entering their PIN (inmate number) and placing the call just as they would place any other call.
- OR
- Inmates may utilize the PREA Reporting Line which connects to outside law enforcement (Madison Capitol Police) by dialing 888 and then entering their PIN (inmate number) and placing the call just as they would place any other call.

The phone system will give a prompt to dial the number. Then enter either 777 or 888 and the inmate will be connected to the PREA Reporting Line.

All housing units have posters with the most current PREA reporting information available.

3. SUICIDE PREVENTION

When in prison, some people may start to feel hopeless or even have thoughts of suicide.

If this happens, please remember that there are ways to improve nearly any problem or situation. As time passes and circumstances change, what is now a big problem may turn into a smaller problem. If a person cannot think of solutions to a problem, it does not mean that other solutions do not exist. It simply means that he is currently unable to see other solutions by one's self. Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself. **Please contact staff so that we have an opportunity to help.**

Similarly, if an inmate has reason to suspect that *another inmate* is thinking of harming himself, please contact staff so that we can offer our help. **Warning signs could include giving away**

possessions, saving up medication, saying goodbye or making unexpected apologies, writing a will, or sudden depression or withdrawal from others.

If an inmate needs to speak to someone in Psychological Services, he may send a request form DOC-3035B to PSU. If you or another inmate is having thoughts of self-harm or of harming others, contact any staff member immediately.

4. AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Kettle Moraine Correctional Institution is committed to assuring compliance with the Americans with Disabilities Act (ADA). It is KMCI's policy to provide reasonable accommodations and equitable and fair treatment for all inmates. Discrimination against any disabled individual is prohibited.

Reasonable accommodations for qualified disabled individuals will be provided. KMCI will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations and equal access to services as required affording equal opportunities to disabled individuals.

The ADA Coordinators at KMCI are listed on the Contact List which is posted in the housing unit. To request consideration for accommodation under the ADA, please forward this request to an ADA Coordinator on a DOC-761 form.

C. DAILY LIFE

1. MOVEMENT

- a. When inmates leave the unit, they must be dressed appropriately. For specific dress code requirements, refer to the "Clothing" section of this handbook.
- b. Inmates shall legibly sign themselves in and out of the unit to an approved destination in accordance with KMCI Procedure 900.522.01. Inmates are prohibited from entering areas where they do not have permission to be or are not assigned.
- c. Inmates must return to the unit after each activity and sign in before leaving for their next approved destination or to attend another activity. If an inmate has consecutive activities (i.e. classes/library/program/barber only) at the school, the inmate must sign out for all activities prior to leaving the housing unit.
- d. Inmates shall leave the unit within ten minutes of being notified to report elsewhere in the facility unless given specific permission by unit security staff.
- e. Inmates are permitted a maximum of ten minutes to move between any two locations or areas of the facility.
- f. If an inmate signs up for an activity, including but not limited to library, recreation, hobbies, etc., he must go to this activity once his name has been submitted. If for some reason an inmate changes his mind about going to the activity, he must remove his name from this list prior to it being submitted.
- g. Inmates are not permitted within 20 feet of the security perimeter fence without direct staff approval.
- h. Inmates are prohibited from throwing or kicking items at or over the fence.
- i. Tampering with cameras or obstructing the camera view is prohibited.
- j. All inmate movement on facility grounds will be on the sidewalks or between the two lines painted on the edge of the roadway designated for walking.
- k. Inmates may cross the road at the painted crosswalks only. Inmates must also stop at the intersection and check for vehicles before crossing, giving the vehicles the right of way.

- l. Inmates are prohibited from yelling/talking from the roadway to and from units to inmates or staff on the roadway. Loitering on the roadways is prohibited.
- m. Walking shall be done at a normal pace. Slow walking or running is not permitted at any time, except while participating in recreation activities.
- n. Inmates are prohibited from embracing.
- o. Inmate movement during periods of inclement weather shall be at the direction of staff.
- p. All inmates are required to submit to a pat search upon request.

2. ID CARD

Inmates shall wear their inmate ID card any time they are outside of their room. Inmate IDs will be worn outside the outermost garment with the photo facing the front. Inmates actively involved in work assignments that have tasks which may cause damage to the ID card (i.e. maintenance and kitchen jobs) may tuck their ID cards inside of their shirts only with staff permission. Inmates will present their ID card upon staff request for inspection. ID cards will be worn at all times except:

- a. While housed in Restrictive Housing Unit.
- b. In the shower.
- c. In your room.
- d. While actively engaged in recreational activities.
- e. When released to law enforcement for court appearances.

ID cards will not be tampered with, altered or destroyed. Inmates shall report worn, damaged, or lost ID cards to the unit security staff immediately. Inmates are responsible for the costs associated with replacement of lost or damaged ID cards per DAI Policy 306.00.06. Only keys may be affixed to ID lanyards. ID cards will transfer between DAI facilities with the inmate and shall be retained by the inmate upon release to field supervision.

3. FACILITY COUNTS

Counts occur at the following times:

| | |
|------------|-------------------|
| 7:25 a.m. | Standing ID Count |
| 12:15 p.m. | Standing |
| 4:40 p.m. | Standing |
| 9:15 p.m. | Standing ID Count |
| 12:00 a.m. | Non-standing |
| 4:00 a.m. | Non-standing |

- a. For all standing counts, room lights must be on, electronics turned off and headphones removed. Inmates shall stand at their bunks quietly facing in clear view of the door window.
- b. During standing ID counts, inmates must wear their ID with the photo facing forward.
- c. Inmates must be clothed in a shirt and pants/shorts for all standing counts. Pajamas are acceptable at the 9:15 p.m. count only.
- d. Headwear is not allowed during all standing counts.
- e. If an inmate is in another location off his unit at the time count occurs, he must follow the directions provided by staff.
- f. Inmate movement will not resume until count has cleared over the all call system. When count is cleared, inmates may revert to normal activity.

When an announcement is made for an emergency count, inmates will be directed where to report for the count. All announced emergency counts will be standing I.D. counts.

4. MEALS

- a. Meals will be served at the following times:
 - Breakfast 6:30 a.m. through 6:50 a.m.
 - Lunch 11:20 a.m. through 11:50 a.m.
 - Dinner After the 4:40 p.m. count clears
- b. Units 15 and 16 may have different meal service times due to the number of inmates eating.
- c. Inmates with special diet trays shall wait in their room/bunk areas until notified by unit security staff.
- d. All units will follow a rotation schedule for all meals. Inmates must remain in their room until their hallway/tier/quad/room is called.
- e. Shirts or T-shirts, long pants or sweatshirt/sweatpants and footwear (no open backed footwear) will be worn during meals. No sleeveless shirts or jackets will be worn during meals.
- f. Inmates may be permitted to wear shorts during meals only when the facility is under a heat advisory.
- g. Inmates are permitted to bring condiments/seasonings to meals. Inmates will also be allowed to bring soda, cheese, sugar, peanut butter and jelly to the meal for personal use only.
- h. No personal bowls or cups will be allowed in the serving line or at the tables.
- i. Once an inmate has left the serving line, he cannot return unless the unit security staff announces "seconds." If available, seconds shall be offered after all staff and inmates have been served.
- j. Inmates must sit at the table to which they are assigned. Seating starts with the farthest back seat and each seat is filled, working their way to the front of the dining area.
- k. Inmates are permitted up to 15 minutes to complete the meal.
- l. Inmates may only exchange food items at the table at which they are seated.
- m. All food items must be consumed at the table with the exception of one piece of fresh fruit which must be consumed within 24 hours of the meal it was served with.
- n. An inmate may only leave the table when his meal is completed.
- o. After an inmate has completed a meal, he must clean his tray and utensils.
- p. Loud or disruptive talking is not allowed in the serving line or at the tables.
- q. Showers, hot water closets, microwaves and ice machines are not to be used during meals and/or cleanup.
- r. Inmates who will not be on the housing unit during meal times due to a visit, parole commission or medical appointment may request a meal be saved. It is the inmate's responsibility to request from staff the meal be saved before the inmate leaves the housing unit. The saved meal must be eaten immediately upon the inmate's return to the unit.
- s. Kitchen workers are required to wear a hat or hairnet, gloves, whites and a beard net (when applicable) while working.
- t. Kitchen workers shall not take personal food or property items into the unit kitchen.

5. ANIMALS

To protect the health and safety of staff and inmates, animals will not be kept, handled or fed for any reason. For the safety of staff and inmates, the recreation areas may be temporarily closed due to animals being present.

6. RECYCLING

This facility recycles paper, plastic, aluminum and tin items. Please place them in the appropriate containers located on the housing units and other buildings throughout the facility. Items placed into recycling containers must be cleaned prior to placement in the containers.

7. TEMPORARY RELEASE UNDER SUPERVISION

When an inmate is temporarily released under supervision as either out to court (OCO) or out Warden's order (OWO), he needs to do the following:

- a. Report to Control Center / Administration Building as directed.
- b. Submit to a strip search.
- c. Be dressed in state issued clothing, including undergarments and shoes.
- d. Legal materials and one pen or pencil may be taken when going out OCO.
- e. When going out OCO, inmates are to leave their inmate ID card and room keys with the unit security staff when checking out.
- f. When going out OWO, inmates are to wear their ID, but must turn in their keys to the unit security staff when checking out.

D. HOUSING UNIT INFORMATION

1. GENERAL ROOM INFORMATION

- a. It is an inmate's responsibility upon receiving his room assignment to inspect it to ensure no contraband or damage is present. Inmates are to notify unit security staff immediately if there is an issue.
- b. Inmates are required to turn off the lights and other electronics whenever they leave the room.
- c. Inmates are not allowed to enter any other inmate's room other than their own.
- d. Window coverings of any type are not allowed; this includes the windows in the doors.
- e. Room windows are to remain closed starting October 1 through May 1 for heating purposes, unless the outside temperature is above 70 degrees.
- f. Doors of inmate rooms shall remain closed and secured at all times, even during a heat advisory.
- g. Registers shall not have any items stored on them other than a fan. Vents shall not be covered.
- h. Tampering with or placing items on the thermostat is prohibited.
- i. Inmate personal fans, TVs or radios are not allowed anywhere except in their individual rooms.
- j. Nothing may be placed on lamps, bulbs or light fixtures in the room.
- k. Nothing may be hung in the room in a manner which blocks the view into the room or bunk area from the hallway or from outside.
- l. Nothing can be attached to the ceiling.
- m. Nothing can be attached to the walls with the exception of antennas.
- n. Digital antennas may be affixed to room windows using the suction cup provided with them.
- o. Tables may not be moved.
- p. The bed must be made anytime inmates are away from their bunks, unless using the restroom.
- q. Toothpicks and dental flossers are allowed to be used in the bathroom or inmates' rooms only.
- r. No loud or disruptive talking or noise will be permitted in rooms, across hallways, from room to room or through open windows.
- s. Stopping and/or standing in the hallway is prohibited.
- t. Inmates are required to exit their rooms to the dayroom/outside recreation area when staff are doing a room search and may not return to their rooms until the search is completed.

2. UNIT CHANGES / ROOM CHANGES

Unit changes and room changes are done only for security, medical, clinical and program reasons. Inmates shall address room concerns with unit security staff. All changes must be approved by the unit CPS or a Security Supervisor in the absence of the CPS.

3. FOOTLOCKERS

Footlockers are to be kept locked and stored under the bed. Do not stand on the footlockers.

4. KEYS

Only keys will be allowed on key rings. Inmates are responsible for their keys at all times. Keys may be worn on ID lanyards. Keys may not be left unattended or hanging in the lock.

Lost, stolen or damaged keys will be replaced at a fee of \$5.00 for room keys and \$1.00 for footlocker keys. If a key is cracked or damaged, discontinue using the key. Notify the unit security staff to get a replacement key.

5. BULLETIN BOARDS

Only allowable photos/drawings/greeting cards/calendars may be displayed on bulletin boards.

6. USE OF ELECTRONICS

While using electronic equipment, inmates must wear their headphones or ear buds. TVs and radios shall be turned off and stored on the electronics shelf when not in use. TVs must sit directly on the shelf and nothing is to be used to cover the shelf. Inmates are permitted to use their personal typewriter and musical instruments from 8:30 a.m. to 9:00 p.m.

7. ROOM SANITATION REQUIREMENTS

The unit officer will conduct daily sanitation inspections of all rooms. Inmates will correct any deficiencies in room sanitation at the direction of the unit security staff.

Check with the unit security staff for the specific times cleaning supplies are available. When cleaning the room, nothing is to be moved into the hallway. If an inmate needs to move an item(s) off the floor, he can fold his mattress in half and set the item(s) on the bunk.

The following must remain clean:

- a. Floors and walls.
- b. Wastebasket.
- c. Desk top.
- d. Register.
- e. Mirror.
- f. Door and room window.
- g. Light fixture.
- h. Door jam.
- i. Vents.
- j. Bed made.
- k. Clothing hung up or neatly folded.

E. UNIT FACILITIES

1. BATHROOM

- a. Bathrooms will be closed during the following times:
 - 7:20 a.m. until count clears
 - 8:00 a.m. to 8:30 a.m. (cleaning)
 - 11:00 a.m. until hallway/tier/quad/room is called out for lunch
 - 12:00 p.m. until count clears (cleaning and count)
 - 4:20 p.m. until hallway/tier/quad/room is called out for dinner
 - 5:30 p.m. to 6:15 p.m. (cleaning)
 - 9:00 p.m. to 9:45 p.m. (cleaning and count)
 - 11:50 p.m. until count clears
- b. If an inmate requests to use the bathroom during times when it is closed due to cleaning or count, the request will be granted (one at a time), but he may be subject to discipline.
- c. After the midnight count clears until 5:30 a.m., the bathroom will be open for toilet and/or urinal use only. Sinks may be used for hand washing only. All other personal hygiene must be completed prior to the dayroom closing. Exceptions may be made for early work duty or religious reasons.
- d. Personal hygiene is only permitted in the bathroom or the inmate's room.
- e. Inmates are expected to wash their hands after using the bathroom. Soap dispensers are to be used for hand washing only.
- f. No cups, bowls, food or drinks are allowed in the bathroom.

2. SHOWERS

- a. Showers are permitted from:
 - 5:30 a.m. to 6:20 a.m.
 - 8:30 a.m. to 11:00 a.m.
 - After 12:15 p.m. count clears to 4:20 p.m.
 - 6:15 p.m. to 8:40 p.m.
 - 10:10 p.m. to 11:50 p.m.
- b. Inmates are expected to shower daily.
- c. Showers are to be limited to ten minutes in length.
- d. Showers shall not occur during count, meals, or janitorial duties.
- e. No more than two inmates are permitted to shower at any time.
- f. Inmates are permitted to use only one showerhead during a shower.
- g. Inmates are responsible for cleaning up the shower area after using it.
- h. Loud or disruptive talking and/or loitering are not allowed in the bathroom or shower.

3. DAYROOM

| <u>OPEN</u> | <u>CLOSED</u> |
|-------------------------------|---------------|
| 8:30 a.m. | 11:00 a.m. |
| After 12:15 p.m. count clears | 4:20 p.m. |
| 6:15 p.m. | 8:40 p.m. |
| 10:10 p.m. | 11:50 p.m. |

- a. Between 5:30 p.m. to 6:15 p.m. inmates either need to be outside or in their rooms. Movement back and forth between the two locations is prohibited.
- b. Unit microwave oven, unit TV, hot water closet, kiosks and telephones may only be used during open dayroom hours.
- c. Game mats will be used when playing cards or dominoes in the dayroom. Writing or making marks on the game mats is prohibited.
- d. All furniture will be used in the manner for which it is intended.
- e. Sitting on or moving of tables is not permitted.
- f. Do not leave personal items in the dayroom/TV area unattended.
- g. Inmates must be seated while in the dayroom and TV area.
- h. A maximum of six inmates are allowed to be seated at one table.
- i. There is to be no talking from table to table. Inmates must face the table at which they are seated.
- j. No sitting on the ledge by the windows.
- k. Inmates may only fill their cups with ice. Pitchers may not be filled with ice.
- l. Preparation and consumption of personal food is not permitted in the dayroom/TV area. Inmates must prepare their personal food items in their rooms prior to using the microwave.

4. TELEVISION USE

The volume on the television will be controlled by the unit security staff. Only those who do not own personal TVs may vote on program selection. The unit security staff may review and authorize a station or program change, when requested, only on the hour or half hour mark, and at the completion of a program. To ensure all inmates can hear the program being shown, there is no talking in the TV area. Staff may override the program selected or turn it off if the noise level (clapping/cheering/laughing) becomes too loud due to program content. The unit TV must display closed captioning. This area is for watching TV only.

5. MICROWAVE USE

- a. Microwaves may only be used when the dayroom is open, with the exception of 5:30 a.m. to 6:25 a.m. when it may be used to heat up water for coffee/tea/cocoa.
- b. Each use of the microwave is limited to ten minutes.
- c. Only one inmate at a time may use the microwave.
- d. No item containing metal will be placed in the microwave.
- e. Only one item in the microwave at a time.
- f. No state food may be heated up in the microwave without staff's permission.
- g. Inmates are only to be standing at the microwave if they are actively using it.
- h. Inmates cannot leave the microwave unattended while using it.
- i. Once the item is finished cooking, the inmate shall clean the microwave and leave the microwave area.
- j. Food may not be prepared or combined in a manner to manufacture candy.

6. OUTDOOR UNIT RECREATION

- a. Hours of use:
 - After 7:25 a.m. count clears to 11:00 a.m.
 - After 12:15 p.m. count clears to 4:20 p.m.
 - After 4:40 p.m. count clears until the high mast lights are turned on
- b. The unit recreation area consists of the black top and the walking path.
- c. The area inside the walking path may be used for playing catch, bean bag toss, etc. If an inmate needs to go beyond the walking path, he needs permission from unit security staff prior to doing so.
- d. The unit recreation area walking track is closed from December 1st until April 1st. During this time, the recreation area consists of the black top area only. Inclement weather may cause the walking track to be closed outside of this timeframe.
- e. After it snows, inmates are not allowed on unit recreation areas until the entire area has been cleared of all snow.
- f. Inmates are not allowed in the yellow striped areas on the blacktop.
- g. Yelling or shouting to others in outdoor recreation areas of adjacent units, road or walkways is prohibited.
- h. Picnic tables will not be moved off the designated marks. No sitting or lying on top of picnic tables. Only six inmates are allowed at each table.
- i. Inmates will be allowed to shoot baskets, dribble and engage in non-contact games such as Horse, etc. Inmates may not dunk on or hang from the basketball rim.
- j. All recreation equipment is to be used for its intended purpose. Softballs and footballs are for playing catch only.
- k. The pull up/dip station is to be used for pull ups and dips only. Hanging upside down or climbing on the pull up/dip station is prohibited.
- l. Unit board games may not be taken outdoors.
- m. No food is allowed outside. Beverages are permitted to be taken to the outdoor recreation area.

7. TELEPHONE USE

Inmate phones are available on each unit. Inmates must get permission from unit security staff before using the telephone.

- a. Only one inmate may use the telephone during a call.
- b. Phone calls are limited to 30 minutes.
- c. Inmates are prohibited from using another inmate's DOC number.
- d. Third party calls or conference calls are prohibited.
- e. Phone calls are monitored and/or recorded, with the exception of approved attorney calls.
- f. No consecutive calls are allowed without permission from staff.
- g. Phones may not be left unattended.
- h. No food or drink is allowed while using the telephone.
- i. Any inmate with a need to make an international call should contact their social worker.
- j. Any problems or concerns with telephone bills or blocks on numbers should be directed to CBS Correctional Billing Service at 1-800-844-6591.

Send payments for accounts to:

Securus
P.O. Box 650757
Dallas, TX 75265-0757

*Do not include letters or notes when sending payments to this address. Include the account holder's name and their phone number on the Disbursement Request.

Send correspondence to Securus personnel to:

Securus
P.O. Box 1109
Addison, TX 75001

*Do not send payments to this address.

8. WASHERS AND DRYERS

- a. Laundry machines are token operated. Tokens are sold through canteen. There will be no refunds for any unused tokens.
- b. Laundry drop off and pick-up times will be posted by the unit laundry room/area.
- c. On an inmate's scheduled laundry day, only one load of laundry will be accepted.
- d. Laundry slips will be filled out completely, in one's room, prior to turning in laundry. Both the laundry worker and the inmate will sign laundry slips at the time the laundry is turned in. If any discrepancies are found upon return, note them on the laundry slip and notify the unit security staff immediately.
- e. Clothing turned in must be in a laundry bag.
- f. Inmates must supply their own laundry soap purchased from canteen. Laundry soap will be accepted in no more than the amount noted on the product's instructions. Soap may not be poured on clothing when turning in laundry.
- g. If an inmate does not have laundry soap, he may not have his laundry washed.
- h. Inmates may not share or combine laundry loads.
- i. Only the inmate laundry worker may operate the washer/dryer.
- j. Only the inmate laundry worker is allowed in the unit laundry room/area.
- k. Loitering by the laundry room/area or washer/dryer is not permitted.
- l. State issued and personal clothing may be washed on the unit.
- m. No sheets, pillowcases, blankets, shoes or rugs will be washed in the unit washer/dryer. Sheets, pillowcases and blankets will be exchanged according to the facility laundry procedure.
- n. Inmates may not hang laundry outside to dry.
- o. The facility is not responsible for any lost, stolen or damaged clothing as a result of the use of the unit washer/dryer.
- p. Hand washing of clothing is prohibited.

9. FACILITY LAUNDRY

All state issued clothing, towels and washcloths may be turned in Monday through Friday. Check the posted schedule by the laundry room for turn in and pick up times.

The same number of items turned in will be picked up. Sizes must be consistent with the sizes the main laundry has recorded. Inmates are not allowed to have sizes that are different than what they were issued from the main laundry. Laundry name tags must remain on clothing. Inmates must notify the main laundry if a name tag is missing.

KMCI requires all inmates to have in their possession one set of state-issued clothing for transportation and work assignments. This includes:

- | | | |
|----------------------|----------------------------|--------------|
| 1 – winter coat | 1 – green shirt | 1 – T-shirt |
| 1 – pair green pants | 1 – pair of underwear | 1 – knit hat |
| 1 – pair of socks | 1 – pair of state footwear | |

The maximum amount of state clothing inmates may have in their possession is as follows:

- | | | |
|------------------|--------------------------|----------------------------|
| 3 – T-shirts | 3 – pairs of underwear | 3 – pairs of socks |
| 2 – green shirts | 2 – green pants | 1 – pair of state footwear |
| 1 – winter coat | 1 – pair of state gloves | 1 – knit hat |

Additional clothing items issued to inmates for vocational programs or their jobs are not to be worn outside of class or work hours.

10. LINEN EXCHANGE

Sheets and pillowcases will be exchanged on a one-for-one basis (one sheet, one pillowcase) on Thursdays. All knots shall be removed prior to turning linens in. Blankets may be exchanged once every three months.

Inmates are prohibited from altering or intentionally damaging bedding and/or state issued or personal clothing, towels and washcloths. Inmates are responsible for checking state-issued clothing for damage when it is given to them.

F. GROOMING, HYGIENE AND ATTIRE

1. GENERAL HYGEINE

- Inmates are expected to shower daily and wash their hands after using the bathroom. Soap dispensers are to be used for hand washing only.
- Fingernail length is not to exceed the tip of the finger.
- Toothpaste and toothbrushes will be issued upon request as a one-for-one exchange. Inmates must present an empty tube of toothpaste or worn toothbrush to receive a replacement.
- Soap is required to be completely used and may be requested from staff when needed.

2. CLOTHING

- All state-issued clothing and personal clothing will be worn in the manner for which it is intended. This includes wearing properly sized clothing.
- All shorts and pants are to be worn on the waist, covering the underwear at all times.

- c. State-issued or personal clothing will not be altered. Footwear and socks must be worn at all times when outside of one's room. Shower shoes may only be worn to and from the unit restroom/showers with or without socks.
- d. Slippers (which cover the entire foot) may be worn in the unit only.
- e. Unit workers must wear shoes while performing job duties.
- f. Whenever an inmate leaves his housing unit, he shall be wearing a full set of state-issued greens (i.e. pants and shirt) with his ID displayed on the outermost layer of clothing. Shirts must be tucked in when in the Administration Building.
- g. Inmates going to recreation at the gym shall be permitted to wear their personal clothing.
- h. Personal shoes may not be worn to the Administration Building, while on a visit or when going off grounds.
- i. Inmates may wear a T-shirt, thermal top/bottom or sweatshirt underneath their state-issued green shirt when they leave their units year round.
- j. Thermal bottoms may not be worn under shorts.
- k. Sweatshirts are not allowed to be worn under greens in the Administration Building.
- l. Sunglasses may be worn outdoors only.
- m. Shirts are required except at outside recreation (school or unit).
- n. Shorts and sweatpants may be worn in the unit, unit recreation area, gym, and at outside recreation.
- o. Gym shorts shall not be worn as underwear.
- p. Coats, hats and jackets shall not be worn in any building. They are to be removed immediately upon entering the building.
- q. Pajamas and robes shall only be worn to and from the bathroom and in an inmate's room from 6:15 p.m. until 6:00 a.m.
- r. Tank tops may only be worn as undergarments or for recreation purposes.

3. HEADWEAR

- a. Headwear is not allowed to be worn during any standing counts.
- b. Personal religious headwear will be permitted in accordance with DAI policy 309.61.02 Religious Property.
- c. A limit of one state-issued knit cap will be issued. Other necessary state-issued headwear will be distributed for work assignments on an as-needed basis, as determined by the work supervisor.
- d. Hats (bucket/baseball/knit) may only be worn outside. The brim of the bucket hat must be down at all times. Brims of baseball hats must be facing forward at all times.
- e. Personal hairnets and shower caps are to be worn in inmate rooms or in the bathroom only.
- f. Du rags are to be worn in inmate rooms only.
- g. Headbands and wristbands may only be worn on the outside unit/facility recreation areas.

4. BARBERING SERVICES AND HAIRSTYLES

- a. All barbershop appointments are made when the inmate's unit signs up for the barbershop. Inmates shall be allowed to use the barbershop services by making appointments during their free periods.
- b. All cutting of hair must be done at the school barbershop.
- c. The barbershop hours are noted on the signup sheet.
- d. When coming to the school for barbershop appointments, inmates will use their assigned entrances and check in/out with school security staff to sign in/out for their appointment. If no school security staff is available, inmates must check in/out at the school office.
- e. Barbering services will be provided in accordance with DAI Policy 309.24.01.
- f. If the inmate does not report for his haircut appointment, he is ineligible for an appointment until the next time his unit is scheduled.
- g. No security threat group related haircuts/hairstyles.
- h. No sculpting designs, lines, numbers, letters, symbols, etc.
- i. Any shaving of the head must be total. Maintenance of a shaved head may be done for hair growth up to half an inch.
- j. Hair may be tapered from longer to shorter.
- k. One part in the hair only. No other lines.
- l. All haircuts must be approved by school security staff before an inmate may check out of the school.
- m. Hairstyles or haircuts may be reviewed by a supervisor if they are questionable.
- n. No shaves will be done by the barber.
- o. Hair rolling and braiding may be done in the outside recreation area while it is open. It may also be done, one at a time, in the bathroom from 6:15 p.m. to 8:00 p.m. with unit security staff's permission.
- p. All hair braiding shall be done in a straight manner; they shall go either all straight back, straight up or straight down. No stacking of dreadlocks on the head.
- q. A beard/goatee may only be put into one braid or ponytail, going straight down.
- r. Only one ponytail with a maximum of two ponytail holders is allowed. Rubber bands may not be used as ponytail holders.
- s. Hair rollers can only be worn on the unit.

G. INMATE MAIL

1. INCOMING MAIL

Incoming mail must be addressed in the following manner:

Inmate name, DOC number and unit number (if known)
Kettle Moraine Correctional Institution
P.O. Box 282
Plymouth, WI 53073-0282

Incoming mail items that pose a safety or sanitation hazard, including lipstick or other foreign substances and/or has an odor which includes perfume/aftershave, is not allowed in whole or in part, in accordance with Wisconsin Administrative Code DOC 309.04 and DAI Policy 309.04.01. These items shall be destroyed as they pose a risk to the safety

and security of the facility and shall not be returned to the sender or given to the intended recipient.

2. OUTGOING MAIL

All outgoing mail MUST be in the mailbox by 11:50 p.m. daily. Only the return address, the mailing address or stamp/embossed postage are allowed on the envelope.

The return address goes in the upper left hand corner only. Return addresses on all outgoing mail must contain the inmate's full name, DOC number, full name of the facility and the full facility address (as shown above for incoming mail).

3. INMATE-TO-INMATE OUTGOING MAIL

Per DAI Policy 309.04.01 all outgoing inmate-to-inmate mail shall be submitted to the unit security staff unsealed. If the envelope is sealed, it will be opened, searched and returned.

4. POSTAGE

- a. Only envelopes with embossed postage which are purchased from DOC-approved vendors are allowed to be used to send out mail. Possession limits regarding embossed envelopes are noted in DAI policy 309.20.03 Attachment A. Envelopes are considered a consumable property item and are to be used within 90 days of their receipt. Altered or handmade envelopes are not allowed.
- b. Stamps may not be removed from incoming mail and reused.
- c. Inmates may not send out correspondence which contains mail of another inmate or is intended for a third party.
- d. A DOC-184 may only be used if additional postage is needed for the mail item. Correspondence with insufficient postage will be returned to the inmate.
- e. A DOC-184 should be used when mailing manila envelopes.
- f. A DOC-184 for postage will be accepted if an inmate is indigent and has an approved legal loan.

5. LEGAL MAIL

Correspondence which an inmate sends to any of the following parties below may not be opened for inspection by staff unless the Security Director/designee has reason to believe the mail contains contraband. Staff may open mail received by an inmate from any of the following parties in the presence of the inmate:

- a. An attorney.
- b. The Governor of Wisconsin.
- c. Members of the Wisconsin legislature.
- d. Members of the U.S. Congress.
- e. The Secretary of the Department.
- f. The Administrator of the Division.
- g. The Attorney General or an Assistant Attorney General of Wisconsin.
- h. An investigative agency of the Federal Government.
- i. The Clerk or Judge of any State or Federal Court.
- j. The President of the United States.

6. FOREIGN POSTAGE

Upon request, information regarding costs for foreign mail is available from the mailroom.

7. OUTGOING MAIL SERVICES

Outgoing mail services include:

- a. Indigent inmates with approved legal loans.
- b. Mailing of manila envelopes.
- c. Overweight mail/need of additional postage.
- d. First class/Certified/Registered/Return receipt.

If an inmate wants to send a letter out by means other than first class, he must attach a DOC-184 that has been reviewed by the Unit security staff and initialed in the "Offender ID Verified" box. The inmate must note on the DOC-184 it is payable to "Kettle Moraine Correctional Institution" and indicate how he wishes to have the letter sent out. The DOC-184 will be forwarded to the Business Office for verification of funds before processing. The Business Office will route the verified DOC-184s back to the mailroom noting inmate's funds status for the approval or denial of the request. The cost of postage will be deducted from the inmate's account.

8. INTERVIEW / INFORMATION REQUESTS (DOC-761 FORM)

If an inmate wishes to contact a staff member, an interview/information request (DOC-761) must be completed. Request forms are available in each housing unit. Be sure to provide all information requested on the form, with both sides filled out completely, and include the specific reason for the request. Staff will attempt to respond either verbally or in writing to the DOC-761 in a timely manner.

H. CHAIN OF COMMAND

Inmates must attempt to address and resolve their issues at the first possible level. A DOC-761 may be used to address issues to facility staff. At any time in this process, an inmate may file a complaint in accordance with DOC Administrative Code 310. The chain of command spells out who inmates should contact first if they have a question or concern. After waiting an appropriate amount of time for a response or resolution, inmates may then contact the next level as needed, informing them of the steps which they have already taken and what they have been told so far. If the issue involves areas not listed below and the inmate is unsure of whom to write, he should contact unit security staff in an attempt to resolve the issue. Failing to follow this chain of command or sending requests to multiple staff will only cause delays. Inmates may "jump levels" or ask someone sooner only for a valid reason. When doing so, inmates must explain why they are not following the process and what has been said or done so far by any staff.

CHAIN OF COMMAND TABLE

| CONCERN | 1ST LEVEL | 2ND LEVEL | 3RD LEVEL |
|----------------------------------|----------------------------------|--|-------------------------------------|
| Accounts | Inmate Accounts | Financial Program Supervisor | Management Services Director |
| Americans with Disabilities Act | ADA Coordinator | N/A | N/A |
| AODA/SUD Program | AODA/SUD Social Worker | Corrections Program Supervisor-Unit 15 | Deputy Warden |
| Canteen | Inventory Control Coordinator | Financial Program Supervisor | Management Services Director |
| Dental | Dental Assistant | Health Services Unit Manager | Warden |
| Treatment Programs | Social Worker | Corrections Program Supervisor-Treatment | Deputy Warden |
| Education or Vocational Programs | Guidance Counselor | Education Director | Deputy Warden |
| Food Services | Food Service Manager | Food Services Administrator | Management Services Director |
| Hobbies | Hobby Officer | Corrections Program Supervisor-Hobbies | Deputy Warden |
| Work Assignment | Work Assignment Supervisor | Department Head | Deputy Warden |
| Laundry | Unit security staff | Laundry Sergeant | Maintenance Supervisor |
| Library and Law Library | Librarian and/or Library Officer | Education Director | Deputy Warden |
| Mail | Mailroom Officer | Administrative Captain | Security Director |
| Medical Issues | HSU | Health Services Unit Manager | Warden |
| Classification | Social Worker | Classification Specialist | N/A |
| Property/UPS | Property Sergeant | Administrative Captain | Security Director |
| Psychological Services | Assigned Clinician | Psychological Services Supervisor | Deputy Warden |
| Recreation | Recreation Leader/Officer | Corrections Program Supervisor-Rec | Deputy Warden |
| Religion Issues | Chaplain | Corrections Program Supervisor-Chapel | Deputy Warden |
| Sentencing Info | Social Worker | Records Office Supervisor | Deputy Warden |
| SOT | PSU | Psychological Services Supervisor | Deputy Warden |
| Unit/Room Changes | Unit Officer | Unit Sergeant | Unit Corrections Program Supervisor |
| Visiting Area | Visiting Room Officer | Visiting Room Supervisor | Security Director |

I. INMATE COMPLAINT REVIEW SYSTEM (ICRS)

The Department maintains an inmate complaint review system accessible to all inmates 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.

- a. Inmates who do not feel comfortable using English to file a complaint may file in their native language.
- b. Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE.
- c. 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.
- d. Each complaint may contain only one clearly identified issue and contain sufficient information for the department to investigate and decide the complaint.
- e. An inmate may not file more than one complaint per calendar week except for complaints regarding the inmate's health and personal safety or complaints made under PREA.
- f. A calendar week means Sunday through Saturday
- g. 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.
- h. A complaint or appeal will not be processed and a referral for disciplinary action may occur in accordance with ch. DOC 303 if the complaint contains a foreign substance or obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint.

PROCEDURE

- a. An inmate shall file a complaint within 14 days after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. An inmate shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- b. An inmate shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
- c. Complaints must be typed or written legibly and be filed only under the name by which the inmate was committed to the department or the legal name granted by a court, and include the inmate's original signature.
- d. Complaint submissions may not exceed 500 words total and not exceed two pages.
- e. Inmates must use a DOC-400 Inmate Complaint form. All sections of the form must be completed.

- f. Inmates must use a DOC-400B form if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. Inmates must print clearly; illegible forms will not be processed.
- g. The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

RETURNED COMPLAINT

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

REJECTED COMPLAINT

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

ACCEPTED COMPLAINT

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

APPEAL

- a. An inmate may appeal the reviewing authority's decision to the CCE within 14 days after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. 310.12(6)
- b. Appeals must be typed or written legibly and be filed only under the name by which the inmate was committed to the department or the legal name granted by a court and include the inmate's original signature.
- c. Appeal submissions may not exceed 500 words total and not exceed two pages.

- d. Inmates must use a DOC-405 Inmate Appeal form. All sections of the form must be completed.
- e. Inmates must use a DOC-405B form if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. Inmates must print clearly; illegible forms will not be processed.
- f. Inmates must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

REJECTED APPEAL

- a. The CCE may recommend rejection of an appeal not filed in accordance with s. DOC 310.09.
- b. The CCE shall send the recommendation to the secretary within 45 days of receipt of the appeal.
- c. The CCE recommendation will be reviewed by the secretary, who shall affirm or dismiss (in whole or in part) or return the appeal to the CCE for further investigation.
- d. The secretary shall make a decision within 45 days following receipt of the CCE's recommendation.
- e. The secretary's decision is final.

ACCEPTED APPEAL

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

PREA COMPLAINT

- a. An inmate may file a complaint alleging sexual abuse using the procedures under this chapter.
- b. An inmate 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.

- c. An inmate 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.
- d. Complaints filed under this section will be referred for a PREA investigation.
- e. Third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, shall be permitted to assist an inmate 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 inmates.
- f. Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are: (a) The inmate may contact any staff member who is not the subject of the allegation for immediate corrective action. (b) The inmate 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.
- g. The warden may discipline an inmate for filing a complaint related to alleged sexual abuse or sexual harassment only if the warden demonstrates that the inmate filed the complaint in bad faith.
- h. Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

J. DISCIPLINARY DISPOSITIONS DEFINITIONS

All dispositions are to begin at the time the disposition is given. Per DAI Policy 303.00.04, disciplinary sanctions will run concurrent regardless of disposition.

1. REPRIMAND

A reprimand is an oral statement to an inmate addressing the inmate's behavior when the inmate is found guilty of an offense. The hearing officer or supervisor shall only record the reprimand if no other penalty is given.

2. LOSS OF RECREATION PRIVILEGES

Inmates are restricted from the gym, facility walking track, recreation fields and/or as specified in the conduct report disposition.

3. ROOM / BUNK CONFINEMENT

During the hours of confinement, the inmate may not leave his assigned living area without specific permission. The Warden may authorize movement to other areas, including attendance at religious services, medical appointments, showers, and visits, if these must occur during the hours of confinement.

- a. Inmates are prohibited from:
 - i. Leaving room/bunk area other than to use toilet facilities and the water fountain.
 - ii. Visiting with other inmates.
 - iii. Obtaining ice, hot water or coffee personally or through another inmate.

- iv. Using the microwave personally or through another inmate.
 - v. Attending any facility recreational activities.
 - vi. Using outside unit recreation areas.
 - vii. Attending library.
 - viii. Attending religious studies.
 - ix. Attending a scheduled haircut appointment.
- b. Inmates may:
- i. Use law collections with written approval from the Education Director/designee.
 - ii. Attend religious services (Note: the activities inmates may attend while on room confinement are listed in bold on the chapel schedule posted on each unit).
 - iii. Attend clinical/medical/dental appointments.
 - iv. Go to property.
 - v. Attend visits in the visiting area.
 - vi. Attend a scheduled file review.
 - vii. Wash personal clothing on the unit.
 - viii. Order or receive canteen.
- c. Inmates must:
- i. Attend regular work/school/program assignment(s).
 - ii. Stand count.
 - iii. Eat meals in their room.
 - iv. Report in person to receive or refuse their medication at medication distribution times.

4. BUILDING CONFINEMENT

Building confinement is confinement to the building in which the inmate resides. During the period of confinement, the inmate may not leave the building without specific permission. The Warden may authorize movement to other areas, including religious services, medical appointments, showers and visits.

- a. Inmates are prohibited from:
- i. Attending any facility recreational activities.
 - ii. Using outside unit recreation areas.
 - iii. Attending library.
 - iv. Attending religious studies.
 - v. Attending a scheduled haircut appointment.
- b. Inmates may:
- i. Use law collections with written approval from the Education Director/designee.
 - ii. Attend religious services (note: the activities inmates may attend while on building confinement are listed in bold on the chapel schedule posted on each unit).
 - iii. Attend clinical/medical/dental appointments.
 - iv. Go to property.
 - v. Attend visits in the visiting area.
 - vi. Attend a scheduled file review.

- vii. Wash personal clothing on the unit.
- viii. Order or receive canteen.
- c. Inmates must:
 - i. Attend regular work/school/program assignment(s).

5. LOSS OF A SPECIFIC PRIVILEGE

One or more privileges may be suspended for a single offense, including, but not limited to:

- a. Use of inmate electronics.
- b. Phone calls.
- c. Use of kiosks.
- d. Eating meals in the dining area.
- e. Canteen privileges.
- f. Loss of common area (which includes prohibition of amenities in the common area of the unit such as: use of kiosks; use of the unit TV/dayroom; use of the telephones; obtaining ice/hot water/or coffee personally or through another inmate; using the microwave personally or through another inmate; and use of the unit hot water closet unless cleaning the inmate’s room).

6. RESTITUTION

Full or partial restitution may be imposed as a penalty in accordance with DOC Administrative Code 303.70(7).

7. SECURE WORK CREW (EXTRA DUTY)

Extra duty will be assigned and tracked on by the unit security staff. Extra duty hours shall not interfere with scheduled religious services, treatment groups, canteen, visits and scheduled school/work assignments. Extra duty will be assigned during hours of normal unit operations unless unusual circumstances are noted (e.g. early morning unit snow removal).

K. VISITS

1. HOURS AND NUMBER OF VISITS

| | |
|-------------------------------------|-----------------------|
| Monday, Wednesday, Thursday, Friday | 3:00 p.m. – 8:30 p.m. |
| Saturdays, Sundays, Holidays | 8:00 a.m. – 3:30 p.m. |
| Tuesdays | Closed |

Visitors are not allowed to enter or exit the facility during count times. If a visit occurs during meal time, it is the inmate’s responsibility to request from staff the meal be saved before the inmate leaves the housing unit.

When called to the Administration Building for visits, inmates are required to wear their state issued ID, shirts, pants and footwear. State shirts must be tucked into pants. Inmates may bring their room key. No other personal items are allowed. Inmates may have no more than three visits per week.

- a. The visiting week begins on Wednesday and ends on Tuesday.
- b. Inmates are permitted to have no more than one visit per weekend.
- c. Inmates are permitted to have no more than one visit per day.
- d. Weekday visits are limited to three hours in length.
- e. Weekend and holiday visits are limited to two hours in length.
- f. On three day holiday weekends, inmates are permitted to have no more than one visit over that weekend.
- g. Inmates are required to follow all rules posted in the visit room.
- h. Five minutes prior to the end times listed above, the visiting room staff will announce the conclusion of visits.

2. VISIT LISTS / LEGAL NEXT-OF-KIN

Inmates are responsible for sending the visitor questionnaire forms directly to their proposed visitors. The proposed visitor must send the visitor questionnaire directly to the address listed on the visitor questionnaire, not back to the inmate.

Inmates are limited to 12 adults on their visiting list. Each adult visitor on the visiting list will be counted as one visitor, with a limit of 12 adults. Any additions or deletions for an individual visitor on an inmate's visitor list are permitted only once every six months.

All inmates are required to designate a legal next-of-kin who can be notified in the event of a serious injury or death. The legal next-of-kin does not have to be one of the 12 visitors permitted. If the designated person plans on visiting, then he/she would need to be listed as one of the 12 approved visitors.

3. GUIDELINES CONCERNING VISITOR ADMITTANCE

- a. All visitors must be on an inmate's approved visiting list.
- b. A maximum of six visitors will be allowed to visit at one time. Minor children will not count against the six visitors.
- c. All visitors, 16 years of age or older, must have proper identification which includes at least one of the following: state-issued picture ID, Wisconsin driver's license, current passport or military I.D.
- d. Visitors' dress is to be in accordance with DAI Policy 309.06.01.

4. EARLY TERMINATION OF VISITS

When it is deemed necessary due to overcrowding in the visiting area, visits will be terminated. This will allow all visitors the opportunity to have a visit. The decision to terminate a visit early is based on the following criteria:

- a. Terminate the first visit after two hours have elapsed on the visit during the week and after one hour on weekends and holidays.
- b. Continue to terminate visits in the same order until all visitors have had an opportunity to visit.
- c. When the overcrowded conditions have ceased, resume normal visiting time regulations.

5. NO CONTACT VISITS

Per DOC Administrative Code 309.11, no contact visits will be held in the Restrictive Housing Unit (Unit 14). Due to visitation and the space needs in that building, visits will be limited to one hour, once per week.

6. VISITING ROOM REGULATIONS

- a. Visiting room rules are subject to revision at any time and inmates are required to review the posted visiting room guidelines for the most updated information.
- b. The inmate is to remain seated at all times unless requesting to use the restroom or have a picture taken.
- c. Inside visiting, inmates are required to sit in the RED chairs. Inmates are allowed a five second embrace and kiss with the visitor at the beginning and end of each visit. Excessive displays of affection are not permitted.
- d. There will be no other touching between inmate and adult visitors with the exception of hand holding while sitting across from each other with the hands clearly visible on top of the table.
- e. Visitors may check out games and books. Games and books are not allowed outside.
- f. Inmates may hold their own children who are age five or under. Inmate's hands must be visible at all times.
- g. Adult visitors are responsible for keeping children at the assigned table.
- h. Visitors are responsible for their children's behavior including monitoring them on the outdoor playground. Physical disciplining of a child is prohibited. (No spanking, hitting or slapping of children.)
- i. Minor children are to be accompanied only by adult visitors when getting games, books, using vending machines and using the restroom.
- j. Inmates and their visitors are not permitted to visit with other inmates and/or their visitors.
- k. All conversations are to be kept at a normal tone so as not to disrupt any other visits which are taking place. Profanity/vulgar language is prohibited.
- l. All food items purchased from vending machines must be emptied on to a paper plate. The empty package must be disposed of prior to returning to the inmate's assigned table.
- m. Photos may only be taken when the inmate has the available funds in his account prior to the visit. Guidelines regarding photos are posted in the visiting room.
- n. Inmates and visitors are responsible for ensuring that their visiting area is clean and games/books have been returned prior to the end of their visit.
- o. All good-byes will be conducted at the inmate's visiting area. Inmates will remain seated until visitors have exited.

7. OUTSIDE VISITING REGULATIONS

- a. Inside visiting rules apply outside also.
- b. Inmates must sit facing the tower with both legs under the table and no person may straddle the seat. Everyone's hands must remain on top of the picnic table in plain view.

- c. If the visitor is seated on the same side as inmate, everyone's hands need to be above the picnic table top.
- d. Inmates must stay seated.
- e. If outdoor visiting, children five years and under may use the playground equipment; if they are not using the playground equipment, children must be seated at the table.
- f. If any children become unruly towards other children or the play equipment, they will be asked to be seated.
- g. No visiting room games may be taken outside.

8. PHOTOGRAPHS TAKEN DURING VISITS

DOC-184 forms are provided in the visit room for photos. Inmates must have sufficient funds in their accounts to purchase photographs. There are additional guidelines regarding taking photos of inmates posted in the visiting room.

9. INMATE PHOTOGRAPHS

If an inmate wants to have a photograph taken of himself but does not have a visit, he needs to complete a DOC-184 and send it to the visiting room via KMCI inter-departmental mail.

L. BUSINESS OFFICE INFORMATION

1. PAYROLL

All incoming inmates will be paid at the Involuntary Unassigned status rate until given a program, work or school assignment. An inmate's pay range is determined by his assignment. Inmate pay is processed every other week for a two-week period. For further information, inmates should refer to DAI Policy 309.55.01 located in the school library.

2. PAY RANGES – EARNINGS

| | |
|--|--------------|
| Voluntary Unassigned | No Pay |
| Disciplinary Separation / Out to Court | No Pay |
| Involuntary Unassigned | \$0.05 / hr. |
| Involuntary Unassigned-Medical | \$0.05 / hr. |
| Range 1 | \$0.12 / hr. |
| Range 2 | \$0.19 / hr. |
| Range 3 | \$0.26 / hr. |
| Range 3A (Education/Program) | \$0.15 / hr. |
| Range 4 | \$0.35 / hr. |
| Range 5 | \$0.42 / hr. |

3. VOLUNTARY UNASSIGNED / INVOLUNTARY UNASSIGNED

For further information on this subject, inmates should refer to DAI Policy 309.55.01 located in the school library.

4. MONTHLY STATEMENTS

A complete account statement is sent out twice a month.

5. MONEY TRANSACTIONS

Per DOC Administrative Code 309.48, the DOC-184 form must be used in all money transactions. Ordering on credit, payments made in installments or any other form where the total amount due is not sent in with the order, is not allowed.

An order form for a vendor must accompany a DOC-184 when ordering property items. Fill out the DOC-184 completely and legibly. Items to be ordered must be listed individually along with the price of each item, shipping and handling and required taxes.

If an order form is not available, inmates need to provide complete ordering information, including vendor or retail outlet address, phone number if available and a detailed description of each item ordered (including price of each item) and required taxes. All mail in which the inmate is ordering something must be left open for inspection.

The address on the DOC-184 should read (must include street address):

Inmate Name and DOC Number
Kettle Moraine Correctional Institution (*spell it out completely – no abbreviations*)
P.O. Box 282, W9071 Forest Drive
Plymouth, WI 53073

- a. Sign and date the DOC-184.
- b. Submit DOC-184 to unit security staff who will review and initial in the “Offender ID Verified” box to confirm it was presented by the correct inmate.
- c. All DOC-184 forms for religious property items will be forwarded to and approved by the chaplain.
- d. All DOC-184 forms for art/hobby craft items will be forwarded to and approved by the hobby officer.
- e. All DOC-184 forms for items to be delivered to a third party will be forwarded to the inmate’s social worker for approval/denial.
- f. Money—not to exceed \$25.00—may be sent to one “close family member” every 30 days. A “close family member” is defined as natural, adoptive, step and foster parents, spouse, children, grandparents, grandchildren or siblings. All DOC-184 forms for money being sent to an individual will also be forwarded to and approved/denied by the inmate’s social worker.
- g. Any DOC-184 for more than \$25.00 requires approval from both a social worker and CPS.
- h. Payment to creditors for legitimate, outstanding bills will be reviewed by an inmate’s social worker and approved by a supervisor on a case-by-case basis.
- i. Once a DOC-184 is processed by the Business Office, it cannot be changed, returned or canceled at the inmate’s request.
- j. Checks are normally issued Monday through Friday. Inmates will get a copy of the DOC-184 with the check number and date issued indicated.

- k. Once a check is issued, at least 120 days must pass for the check to clear the bank before a stop payment can be requested.

If the DOC-184 is denied, a reason will be noted on the form. If an inmate wishes to appeal the denial, he should contact the Financial Program Supervisor.

6. CERTIFIED ACCOUNT STATEMENT

If an inmate needs a six-month certified statement for the court, he will need to submit a request to the Business Office. KMCI requires the certified statements be mailed directly from the Business Office to the court, so inmates need to provide the following:

- a. An embossed and addressed envelope (or envelope and DOC-184 for postage, if the inmate has a legal loan) for the court. If an inmate has other paperwork to be mailed to the court, it can be included in the envelope.
- b. A DOC-184 marked "add postage, if needed" so the inmate's account can be charged if additional postage is required. Be sure the unit security staff initials the DOC-184 to confirm the identity of the inmate who is submitting it.
- c. A separate DOC-184 for the copy charge. Inmates will be charged \$0.15 per printed page.

7. INTEREST BEARING ACCOUNTS

In order to open an interest bearing account, an inmate must have his Social Security card on file in the property room. Requests to open savings accounts should be made by submitting a DOC-761 to the Business Office and inmates must have \$50 in their regular account. For further information on deposits, withdrawals and transfers inmates should refer to DAI Policy 309.46.01 located in the school library.

8. CLOSING OF AN INMATE'S INTEREST BEARING ACCOUNT

An inmate must notify the Business Office, in writing, two weeks prior to his release date to close his savings account. If the Business Office is not given advance notice, it is possible the funds in the inmate's savings account will not be available on the day of release and will have to be forwarded according to his agent's instructions.

9. RELEASE ACCOUNT

A release account will be established for all inmates, up to a maximum of \$5,500 in accordance with DAI Policy 309.45.02. Inmates will be permitted to transfer up to \$5,500 into their release account at any time. Inmates should submit a DOC-184 to transfer money from their regular account to their release account. These account transfers will be processed once a month. Refer to DAI Policy 309.45.02 Attachment A for the allowable uses of release account funds.

Release accounts established at the facility cannot be continued once an inmate is released. The bank will only honor transactions submitted by authorized DOC staff.

10. LEGAL LOANS / LEGAL LOAN COPIES

Inmates may request an application for a legal loan by submitting an interview request to the Business Office. Any documentation showing proof of an active court case

should be included with the DOC-1290 submitted by the inmate. All documentation submitted to the Business Office will be returned to the inmate. Legal loan requests will be processed according to DAI Policy 309.51.01.

M. CANTEEN

1. BI-WEEKLY CONTRACTED CANTEEN RULES AND INFORMATION

- a. Inmates will receive WICS statements twice a month and are responsible for managing their funds accordingly.
- b. Inmates are allowed to spend up to \$84.00 on their bi-weekly canteen order. Tokens and kiosk e-mail credits do not count towards the \$84.00 limit.
- c. Prices are set in accordance with DAI policy 309.52.01 regarding inmate canteen and may change without notice.
- d. The limits of items allowed in an inmates' possession are listed on the KMCI Canteen Menu.
- e. Inmates will need to turn in TWO canteen order forms if they are ordering kiosk e-mail credits: one for canteen and one for only kiosk e-mail credits.
- f. Inmates are not allowed to pick up canteen orders for other inmates. Every inmate must sign for their own canteen. If the inmate refuses the order, he will not get a refund.
- g. After signing for canteen, inmates will take their bag to their room to check for errors. Bags must remain sealed until the error can be verified by unit security staff.
- h. If inmates need to report an error with their canteen order, they shall report the error to the unit security staff. The canteen order will be inventoried only after all the orders have been distributed and the inmate is called by unit security staff.
- i. A copy of the inmate's receipt must be given to unit security staff for all corrections. Items that are broken or are incorrect will be given to unit security staff.
- j. No credits will be given if the canteen bag is opened or unsealed in any way before it is verified by unit security staff, no exceptions.
- k. Receipts are good for consumable items for up to 90 days.
- l. All canteen bags must be disposed of on the same day the canteen is received.

2. LOSS OF CANTEEN

If an inmate has this restriction for 15 or more days consecutively, he will be allowed to place an order once every 30 days for the items listed below.

- a. 30 embossed/stamped envelopes
- b. One bar of soap.
- c. One shampoo.
- d. One deodorant.
- e. One tube of toothpaste.
- f. One laundry detergent.
- g. One pack containing six laundry tokens.

N. HEALTH SERVICES

1. HEALTH SERVICES REQUESTS

Inmates requesting health care must submit a Health Services Request form (DOC-3035) to HSU. Upon an inmate's request to unit staff, an envelope will be provided for inmates to place their DOC-3035 form in. The completed and sealed DOC-3035 forms are to be turned in to the unit mailbox to be forwarded to the HSU. Inmates may be seen the same day, scheduled for a later appointment or receive a written response according to their needs. Inmates must be evaluated by a nurse at sick call before being scheduled for an appointment with the doctor.

2. DENTAL SERVICES / EMERGENCY CARE

The Dental Department has established a priority list based on dental needs. Inmates will be seen or interviewed in accordance with this priority list. Inmates must submit a Dental Service Request form (DOC-3392) to the Dental Office to have their teeth cleaned. Upon an inmate's request to unit staff, an envelope will be provided for inmates to place their DOC-3392 form in. The completed and sealed DOC-3392 forms are to be turned in to the unit mailbox to be forwarded to the HSU. Dental services at KMCI do not include gold work, porcelain crowns, teeth whitening or orthodontics (tooth straightening).

Emergencies, accidental injuries, etc. should be reported to a staff member immediately. Toothaches are not considered an emergency. Fill out a DOC-3392 to be seen as soon as possible.

3. OPTICAL EXAMS

Eye exams and state glasses are provided to inmates who have vision problems. Contact lenses will not be purchased or allowed at KMCI unless specifically approved by an optometrist.

4. MEDICAL ALERT WRISTBANDS

Inmates may request to wear a medical wristband if they have one or more of the following medical conditions: diabetes, seizure disorder, bee sting allergy, asthma, or other significant medical condition as determined by HSU staff.

If an inmate wishes to wear the wristband, he should make an appointment with HSU staff by using a DOC-3035. HSU staff will verify if the inmate has a medical condition that qualifies him to wear the wristband. Inmate visits for purposes of placement or removal of the medical alert wristband will be exempt from medical co-payment charges.

5. COPAYMENTS AND EXCLUSIONS

- a. In accordance with Wisconsin Administrative Code DOC 316, staff shall charge a \$7.50 copayment for each face-to-face contact for medical, dental or nursing services regardless of the number of services provided during the face-to-face contact.

- b. At the time of the face-to-face contact for medical, dental or nursing services, the inmate shall sign a DOC-184 and a DOC-3035/3392 acknowledging the receipt of health services.
- c. If the inmate refuses to sign the DOC-184 and the DOC-3035/3392, the health care provider shall make a notation on the form indicating the inmate refused to sign and the health care provider shall sign the notation.
- d. Except for the exclusions listed below, an inmate shall be charged a copayment for medical, dental or nursing services received at the request of the inmate, including any face-to-face contact wherein the inmate refuses to consent to a service offered in response to the inmate's request.

Exclusions from copayment:

- a. A medical, dental or nurse screening provided during A&E.
- b. Treatment for an actual medical or dental emergency as determined by a physician, dentist or registered nurse.
- c. Follow-up appointment determined and scheduled by a health care provider.
- d. Any other appointment determined and scheduled by a health care provider.
- e. A written referral from one health care provider to another.
- f. A review of medical records (except for the cost of any requested copies).
- g. Medical, dental or nursing services provided to persons who reside in a secured correctional facility and who do not have the opportunity to earn wages.
- h. Any medical, dental or nursing services provided as a result of an injury sustained while an inmate is in pay status for his job and the injury is documented by staff on an accident report.

6. TYPES OF MEDICATIONS AND DISTRIBUTION TIMES

- a. **OVER THE COUNTER:** General “over the counter” type medication is available for purchase at Canteen. These include, but are not limited to: antihistamine tablets, aspirin, antacids, analgesic balm, and salve for athletes’ foot.
- b. **CONTROLLED MEDICATION:** Medication with a yellow label or that has been designated by HSU staff to be officer-controlled.
- c. **NON-CONTROLLED MEDICATION:** Medication that contains a white label may be kept in the inmate’s possession and is self-administered by the inmate.
- d. **SELF-MEDICATION PROGRAM:** Allows certain inmates to carry and administer their own non-controlled medications (i.e. medication on-person programs). These medications must be kept in the original container (i.e. blister card) until they are self-administered by the inmate.
- e. **KEEP ON-PERSON MEDICATIONS:** Medications, namely nitroglycerin tablets and inhalers, which inmates keep on-person, regardless of security status. Inmates should keep nitroglycerin tablets and inhalers with them when they are away from their units. Exceptions may occur for inmates placed in Control or Observation status; this will be reviewed on a case-by-case basis jointly by medical and security staff.
- f. **CONTROLLED MEDICATION DELIVERY IN HOUSING UNITS:** Inmates who are on the unit are expected to report for their medications during the designated times noted below and may not receive their medications early. An

announcement will be made by the Control Center for medication distribution at the designated times.

Distribution times will be:

| | |
|------|------------|
| A.M. | 7:00 a.m. |
| Noon | 12:00 p.m. |
| P.M. | 4:25 p.m. |
| Bed | 8:45 p.m. |

If an inmate who was available on the unit fails to obtain his medications during the times listed above, he may request them within one hour after the designated medication delivery times. Staff will issue the medication to the inmate; however, the inmate may be subject to discipline.

Inmates who will not be available on the unit during the times noted above may request and receive their medication either an hour before or an hour after the designated medication delivery times.

Inmates with job assignments that prevent them from being in the unit during medication passing times (i.e. Food Service) will be allowed to return to the unit to retrieve medications during designated times.

Inmates are required to report for medication distribution with a cup of clear liquid to take their medication with.

Inmates who intend to refuse a prescribed dose of a controlled medication shall do so in person at the location and time of the medication distribution.

7. MEDICATION REFILLS (FOR BLISTER PACKS / MEDICATION CARDS)

If an inmate would like a medication refill, he will need to complete a Medication/Medical Supply Refill Request (DOC-3035C) and forward it to HSU. A replacement card will be sent to the housing unit security staff and will be issued to the inmate as indicated. Refills can be requested Sunday through Thursday only.

8. INSULIN DIABETICS – REPORT TO HSU

Insulin dependent diabetics shall report to HSU at the times below for their insulin:

| | |
|-----------------------|--------------------------|
| 6:15 a.m. – 7:00 a.m. | 10:30 a.m. to 11:15 a.m. |
| 3:30 p.m. – 4:30 p.m. | 7:00 p.m. – 7:30 p.m. |

Some inmates will have a Modified Diet Order for an HS snack. Inmates with this order must request the snack from unit security staff. Snack will be issued between 8:00 p.m. to 8:30 p.m. and must be eaten in a designated area.

9. EMERGENCY CARE

Emergency treatment will be at the direction of HSU staff.

10. MEDICAL LAY-IN

Per DAI Policy 309.55.02, inmates requesting lay-in shall report each day to their work/school assignments to request lay-in from their assignment supervisor. Unit security staff will notify the work/school assignment supervisor when an inmate is obviously too ill or injured to report to his assignment supervisor. Lay-in status will include room confinement until the next work or program assignment.

The assignment supervisor will determine if lay-in status is granted, monitor and track inmate requests for lay-in and notify the housing unit of inmate lay-in status. Unit security staff shall monitor and document an inmate's lay-in and sick cell status compliance.

On the third consecutive day of lay-in, the assignment supervisor shall notify HSU that the inmate is to be seen. HSU shall have a face-to-face assessment with the inmate that day. The copayment will apply. HSU staff will determine sick cell status, notify assignment supervisor, and document this information in an inmate's medical record, if applicable. Sick cell activity will be determined by the HSU. Sick cell pay status will not be in effect until the inmate is assessed by HSU. Work related injuries will not affect pay status.

11. MEDICAL TRIPS

The following rules apply to all medical trips:

- a. Inmates must report to Control Center/Administration Building as directed by staff.
- b. Inmates must be dressed in all state issued clothing, undergarments and footwear.
- c. During admittance to the hospital, inmates are allowed to bring property items listed in DAI Policy 306.00.27
- d. Inmates must wear their ID card when on medical trips.

O. PSYCHOLOGICAL SERVICES

The Psychological Services Unit (PSU) staff members provide a number of treatment options for inmates upon request. Anyone interested in counseling or psychotherapy should submit a Psychological Services Request form (DOC-3035B) to Psychological Services. These GREEN forms can be found by the bulletin boards or by asking a staff member. Envelopes will be provided upon request for inmates to seal their DOC-3035B forms in. Inmates shall place the envelope in to the unit mailbox to be forwarded to the PSU. PSU staff will respond within three working days of the receipt of the DOC 3035B and, when needed, schedule an appointment for follow-up.

P. RECORDS OFFICE INFORMATION

Inmates' legal and social service files are maintained in the facility's Records Office. The Records Office responsibilities include:

- a. Reviewing and calculating inmates release dates.
- b. Scheduling parole hearings.

- c. Maintain inmate visiting lists.
- d. Processing detainees (in state and out of state).
- e. Scheduling court and attorney calls and video conferences.
- f. Processing inmate releases.
- g. Scheduling inmates file reviews (to request legal and social service file reviews- contact the Records office via DOC-761).

Q. SOCIAL SECURITY CARDS

If an inmate has lost his Social Security card, he must request a replacement card from the Social Security Administration. Inmates may write to the Unit 15 Operations Program Assistant to request the application and consent for release of information forms (SS-5 and SSA-3288). Completed forms are to be returned to the Unit 15 Operations Program Assistant for processing. The property department will notify inmates when their Social Security card arrives at the facility.

An inmate must have a valid Social Security number before any savings account can be established or can apply for an HSED. The original card must be on file in the property department. Requests for all other vital documents should be made through the unit social worker.

R. PROGRAMS

1. SOCIAL SERVICES

Inmates will be assigned a social worker based on their housing unit assignment. Inmates may contact their assigned social worker by submitting a DOC-761 to him/her. Issues most usually addressed by social workers include, but are not limited to: Reclassification referrals, special/extended visits, disbursements, transfers, general facility adjustment, release planning and reentry portfolios.

2. PROGRAMS OFFERED

The facility offers programs which will enable inmates to address A&E designated needs. Inmates will be contacted by a program facilitator when they are determined to be eligible. The following programs are available at KMCI:

Anger Management Program

Anger Management consists of group sessions focused on anger control and social skills training to assist inmates in being able to effectively handle a variety of situations.

SUD/AODA Residential Treatment Program

The SUD/AODA program is a 16-20 week program that addresses alcohol and other drug abuse issues. This program consists of substance use disorder treatment and other groups focusing on cognitive self-change, social skills and problem solving skills.

Cognitive Intervention Program

Cognitive behavioral intervention program consists of multiple group sessions which focus on cognitive self-change, social skills and problem solving skills.

Domestic Violence Counseling

Domestic Violence counseling curriculum focuses on cognitive self-change process, social skills and problems solving skills.

Sex Offender Treatment

Information regarding SOT groups can be obtained by contacting PSU on a DOC-761.

Reentry

Presentations occur throughout the year. Presentation notices will be placed in the Weekly Wrap Up and/or on the unit bulletin boards. Social workers work with inmates individually to address re-entry needs based on an inmate's case plan and release plan.

Additional support resources are available as listed below:

- Alcoholics Anonymous
- Christian 12-Step
- S.M.A.R.T.
- Veterans

3. RC – RECLASSIFICATION

The Reclassification Committee (RC Committee) is responsible for reviewing the custody level, program needs and placement of inmates during their incarceration.

- a. The RC Committee is composed of the Offender Classification Specialist and a representative from Security, Treatment and/or Education.
- b. Each inmate is seen at a regular RC recall date. Recall dates are set at the time of the hearing for up to 12 months, depending on release date, programs and conduct.
- c. Early recall request forms can be obtained from the inmate's assigned social worker.
- d. Early recalls are considered at the discretion of the RC Committee and are only considered if there have been significant changes to an inmate's sentence structure, program completion, parole action, etc.

4. RELIGIOUS SERVICES / RESOURCES

- a. In conjunction with DAI Policy 309.61.01, inmates will be required to designate a religious preference on the DOC-1090 form if he wishes to participate in worship services, religious study groups, religious meals and to acquire religious property.
- b. Inmates may only attend religious activities and purchase religious items for the religion designated on the DOC-1090.
- c. Religious preference changes may be done once every six months from the last religious preference designation.
- d. Refer to DOC Policy 309.61.02 and the Religious Property chart for allowable religious property items.
- e. If an inmate feels he requires a religious diet, refer to DAI Policy 309.61.03.

S. EDUCATION

If an inmate is interested in any of the academic or vocational opportunities, he may use a DOC-761 to contact the Guidance Counselor.

1. ACADEMIC OPPORTUNITES

HSED
Science
Title 1
Reading and Reading Lab
SPED (Exceptional Education Needs)
Occupational Math (college)
Occupational Communications (college)
Workplace Success (college)
Distance learning courses

Math
Social Studies

2.VOCATIONAL OPPORTUNITIES

Custodial Services
Masonry
Office Software Applications
Mechanical Design/AutoCAD
Welding
Woodworking/Cabinetmaking

T. LIBRARY

1. LIBRARY USE

The library is open daily and in the evenings subject to staff availability. The library schedule is posted on the unit and inmates must be on time to be admitted. In the evenings, all inmates must use entrance "A" when coming to the library.

Library instruction is available on an individual basis from the staff librarian or inmate clerks. Books and audio/visual materials are available in the library on a first-come, first-serve basis. Additional guidelines for the use of materials and services available are available in the library.

2. ADDITIONAL SCHEDULED LAW COLLECTION TIME

Inmates with verified court deadlines and the need for additional time in the law library may contact the librarian/designee via a DOC-761. The librarian/designee will verify the inmate's need for additional law library time. Scheduled date(s) and time(s) of approved additional law library time will be written on the DOC-761 and signed by the librarian/designee. The inmate will be required to show the approved DOC-761 to his unit security staff and/or work supervisor as authorization to go to the law library for additional hour(s). Additional information on use of the law library is found in DAI policy 309.15.01.

3. NOTARY SERVICES

Notary services are available for inmates within the guidelines of DAI policy 300.00.56. To have documents notarized, submit a DOC-761 to:

- a. General Population inmates submit a DOC-761 to the Library.
- b. Restrictive Housing Unit inmates submit a DOC-761 to the Security Office.
- c. Unit 15 inmates submit a DOC-761 to the Unit 15 Operations Program Associate.

Inmates will be called within five (5) working days. Documents to be notarized shall be brought with the inmate. Inmates may have to show proof of need to receive notary services.

4. COPYING

Inmates shall be allowed to have personal, legal, educational, religious, or complaint materials copied with the approval of the librarian. Inmates will need to fill out a copy request form and a DOC-184. Material copied must belong to the inmate and copyright restrictions will be enforced. Inmates place the copy request form and DOC-184 in the copy basket in the library. The librarian will determine the appropriateness of the materials submitted for copies and verify that funds are available. Inmates will be called down within five (5) working days to receive copies. Copies cost \$0.15 per page.

5. LEGAL ASSISTANCE TO INSTITUTIONALIZED PERSONS (LAIP)

LAIP provides legal services through third year law students, supervised by attorneys. If an inmate already has legal counsel who have accepted his case, LAIP is unable to provide assistance. If an inmate would like assistance from LAIP, **do not write to LAIP.** Instead, go to the library to obtain an "Application for Legal Assistance." More information on this can be found in the library. LAIP reserves the right to refuse to conduct screening interviews with inmates they have already interviewed or assigned.

U. RECREATION & HOBBY

1. FACILITY RECREATION

- a. Active participation in activities at recreation is required. Loitering is not permitted.
- b. All inmates, including recreation workers, attending recreation will enter and exit the school/gym building using entrance "E" (racquetball hallway) and must sign in.
- c. The weekly recreation activity schedule is posted on all units.
- d. Contact unit security staff regarding recreation signup.
- e. State-issued footwear shall be worn to recreation and personal tennis/athletic shoes are required to be carried.
- f. Tennis/athletic shoes must be worn in the gym or inmates will not be allowed to participate.
- g. Inmates are required to wear their state-issued greens while spectating.
- h. Inmates are allowed to wear state-issued footwear while spectating, using the outdoor walking track, the disc golf course and while participating in outdoor intramural sports/activities.
- i. Food, candy, canteen items, bags, books or other personal items not pertaining to recreation are not allowed.
- j. Inmates must keep inhalers in their personal possession; they are not to be left in common areas.
- k. No hanging on rims or dunking basketballs.
- l. Specific recreation rules are posted in housing units and recreation areas. Rules for use of the outdoor track:
 - i. All inmates must go in a counterclockwise direction.
 - ii. All inmates must stay within marked boundaries of the track.

- iii. No yelling at others on the roadway or housing unit.
- iv. Inmates must observe posted signs indicating whether or not the track is open. This information is posted by the doors leading to the outside area.
- v. No more than two inmates per group when using the track.

2. HOBBIES

Inmate participation in hobby activities is governed by DAI Policy 309.20.03. If an inmate wishes to sign up for a hobby, he must complete a DOC-661 and send it to the hobby officer via the inter-departmental mail. Hobby hours are Tuesday through Thursday between 2:00 p.m. to 4:15 p.m. Inmates must sign-up prior to 1:45 p.m. and the inmate's unit will be called.

Miscellaneous hobby rules include, but are not limited to:

- a. All hobby material must be stored in storage receptacles within the inmate's room.
- b. Inmates may participate in only two hobbies at one time.
- c. Inmates may not order property items for a hobby until they are approved to participate in that hobby.
- d. Inmates may possess one approved musical instrument and it will count as one of his two hobbies.
- e. All hobby craftwork will be done in an inmate's room, except for use of guitars and harmonicas, which may also be used on the unit recreation area.

V. RULES SPECIFIC TO UNIT 15—PROGRAM AND GENERAL POPULATION

All of the rules in the KMCI inmate handbook apply to Unit 15 program and general population inmates, as well as the specific rules noted below:

- a. Movement between North and South side is prohibited without staff permission.
- b. Crossing tiers (side to side/up and down) and crossing the back upper tier is prohibited without staff permission.
- c. Only one inmate at the staff desk at a time. Stand behind the yellow line until instructed to approach the desk by staff.
- d. Maximum of six inmates are allowed to use the shower facilities at one time.
- e. When using the shower, inmates must remain behind the glass blocks until dressed.
- f. Only four inmates per table. When seated at a table, the chair must face the table. Leaning back in the chairs is not permitted. Chairs are not to be taken from an inmate's room for use in the dayroom. Conversation level is to be in a low tone of voice.
- g. Consumable items, including but not limited to, food, drink, candy, hygiene, etc. are not allowed in the dayroom area.
- h. Inmates shall use the phones located on the same side and level of the tier as the inmate's room.
- i. Inmates are not to wash personal dishes or cups in the janitor's closet. This is to be done in the first sink of the bathroom.

W. RULES SPECIFIC TO UNIT 16 – ORIENTATION

All of the rules in the KMCI inmate handbook apply to the Unit 16 orientation unit, as well as the specific rules noted below. All inmates will receive a brief orientation to KMCI upon their arrival. The average length of stay on this unit is approximately ten weeks, depending on availability of facility bed space. After that time, inmates will be transferred to a standard housing unit in the seniority order in which they arrived.

1. MOVEMENT

- a. The unit driveway is off limits to inmate traffic and may not be used as a walkway. Inmates must use the sidewalk.
- b. When assigned to this unit, inmates will be assigned to either the East or West side. Inmates must enter and exit the doors labeled “East” or “West” according to the side of the unit on which they reside.
- c. Entering the opposite side of the inmate’s assigned living area without permission is prohibited. This includes entering or exiting the unit from the outside recreation area.
- d. Entering the bunk area of another inmate is not permitted. One’s personal bunk area is defined as the area between the bunks in which an inmate’s assigned wall locker is located.
- e. Absolutely no exercising allowed in bunk areas.
- f. Inmates are allowed to play card games with others on either side of their bunk with staff’s permission. Stopping at other inmate’s bunks or loitering in the aisle is not permitted.
- g. Talking loudly within or between quads is prohibited.

2. PROPERTY

The following personal property items will not be allowed in Unit 16 unless the inmate is a unit worker:

- a. Typewriters.
- b. Electronics cardboard packing boxes.
- c. All hobby materials/musical instruments.
- d. Perm kits.

3. DAYROOM USE

- a. Inmates may only use the ice machine and microwave assigned to their dayroom area.
- b. All games provided to inmates by staff must remain in the dayroom to which they are assigned.
- c. From midnight to 6:00 am inmates in A, B and C quads are prohibited from using their electronics. Unit workers in D quad are allowed to use their electronics with headphones throughout the night.

4. OUTDOOR RECREATION ACTIVITIES

Inmates must be within the fenced in area. Inmates are not permitted to walk around the building without staff permission.

5. SHOWERS AND BATHROOM USE / HYGIENE

A maximum of six inmates are allowed to use the shower facilities at one time. The cleaning of personal bowls/dishes is permitted in the bathroom at the sink closest to the unit security staff's desk only.