

MILWAUKEE SECURE DETENTION FACILITY



MILWAUKEE SECURE DETENTION FACILITY HANDBOOK

February 2026

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

Una versión en español del manual está disponible a pedido del personal.

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ADMINISTRATIVE RULES Refer to WI Admin. Code 306.22

If an emergency occurs that prevents the normal functioning of an institution, the Warden may suspend the administrative rules of the department or any parts of them, except ss. DOC 306.07 to 306.09 until the emergency or risk to safety has ended and order is restored to the institution.

ACCOUNTS

All funds deposited into your account from any source, shall be subject to deductions for outstanding obligations. Eligible obligations will be deducted according to your status, until the obligation is satisfied. There is a chance that 100% of the deposited amount can be taken for obligations.

CERTIFIED COPIES OF TRUST ACCOUNT

For a certified copy of your trust account for court, write an Interview/Information Request to the Business Office including the dates and type of statement needed and the number of copies needed. Your request must include an addressed envelope and a completed Disbursement Request. The "Pay-To Name" box on the request must state MSDF for copies and any additional postage.

A certified copy of your account activity will not be sent to you. You will receive a copy of the Disbursement Request when the statement is mailed. This can take up to 10 working days. No institution staff will make copies of a certified copy of a trust account statement.

COMPENSATION

Persons in DAI Reception status, will be paid at the involuntary unassigned rate. To be considered for a paid institution job, you must be DAI status and have a GED/HSED or high school diploma. Submit an Offender Work Assignment Application (DOC-2118) to the MSDF Job Coordinator. Payroll is posted bi-weekly. If you are working weekends and holidays, you will receive an additional 2 cents per hour. There will be no paid overtime. You will receive a Trust Account Statement once per month.

Persons in Disciplinary Separation (DSEP) or Voluntary Unassigned (VUNA) status are removed from paid status. After 90 days consecutive in VUNA, you may request to be assigned to involuntary unassigned (INVUNA) status by submitting an Interview/Information Request to the business office.

DISBURSEMENT REQUEST (DOC-184)

Disbursement Requests are used for all financial account transactions.

- If a form isn't completely filled out it will be returned to you.
- Once the disbursement is processed, you will receive the yellow receipt for your records.
- The business office processes Disbursement Requests once a week.
- Do not submit duplicate Disbursement Requests. They will be processed if funds are available.
- A stamped addressed envelope must be submitted with each Disbursement Request that requires mailing. The Disbursement Request should be attached to the envelope or left sticking out of the envelope. Do not fold the Disbursement Request or put it inside the envelope otherwise mailroom staff will close the envelope and mail it. Orders are mailed in the provided envelopes addressed by you. Incomplete addresses or illegible writing may result in the mail being returned.

- A check cannot be sent to any party who has sent you funds within the last 30 days.
- No transactions will be permitted which involve a payment plan or credit of any type
- Disbursement Requests for property must be approved by the IUS.
- Documents you are requesting to have copied, that are in your possession, must be submitted to the unit SW/IUS/CPS with a Disbursement Request. The "Pay-To Name" box on the request must indicate "MSDF".
- Disbursement Requests must be sent to that department for which you are requesting copies. The "Pay-To Name" box on the request must state "MSDF".
- Disbursement Requests for commercial carrier packages, additional postage, express, certified or registered mail are to be approved by a staff member and attached to the envelope when submitted. Staff will determine the charges and forward the Disbursement Request to the business office for processing. "Pay-To Name" box on the request should state "MSDF". Leave the amount blank as the mailroom staff will add on the appropriate postage.
- HSU staff must approve Disbursement Requests for medical co-pays. The "Pay-To Name" is MSDF.
- You may not transfer monies to another incarcerated person, or institution to institution.
- You may request a Disbursement Request to be stopped by writing the business office. If the transaction has not been processed, the business office will return the Disbursement Request to you. If a transaction has been processed and sent out, there is nothing further the business office can do to stop the order.
- Staff will not look-up personal addresses for you.
- Requests to send funds to one close family member may not occur more than once every 30 days.
- Funds from your regular account up to \$25, may be sent to one close family member once every 30 days. It must be approved by the Social Worker/Treatment Specialist. A close family member is defined as your natural, adoptive, step and foster parent: spouse, child, grandparent, grandchild, or sibling.
- Requests to send funds from your regular account between \$25.00 and \$250.00 to one close family member or parent of your child shall be reviewed/investigated by the Social Worker and approved or denied by the unit CPS/IUS.
- Requests to send funds from your regular account over \$250.00 to one close family member or parent of your child shall be reviewed/investigated by the Social Worker and approved or denied the Deputy Warden.

FUNDS

Family/Friends may deposit funds through the website "Access Corrections Secure Deposits." Family/Friends should go online or call the toll-free number (866) 345-1884 to deposit any funds to your account.

Funds being sent from another facility, may take up to 30 days to arrive and be placed into your account. If your funds have not been received after 30 days, contact that facility to track your funds. You may write directly to the county facility that you came from prior to the 30 days if you choose.

LEGAL SUPPLIES

To request a legal loan, write an Interview/Information Request to the business office. The legal loan can be used for legal copies, supplies and correspondence under DOC 309.51(2)(a). The entire legal loan process may take up to 30 days in order to accurately evaluate your account status. If approved for the loan, you will be held to the established institution guidelines

for legal loans. If you transfer between institutions the loan is closed and you will need to re-apply.

Legal loans may be used to copy your own personal legal documents. Copying of legal research materials is prohibited using funds from the legal loan program. You may not give your legal loan supplies to any other person.

Legal loan supplies may include the following:

- Pen, Ballpoint stick, Medium, Black (Limit 1)
- Legal Pad, Yellow (Limit 1)
- Carbon Paper (Limit 2)
- Paper, Typing 8 ½ x 11 (Limit 50)
- Envelope, White #10 (Limit 10)
- Envelope, Brown, 10x13 (Limit)

Legal loan postage requirements:

- Your placement on the MSDF Legal Loan List.
- Attach a completed Disbursement Request (check "legal loan") to the item to be mailed.
- Send it to the institution Mailroom.

TYPES OF ACCOUNTS

- Regular Account: Monies, institution pay, and refunds are deposited to this account.
- Savings Account: Pre-established savings accounts will be maintained; no new accounts will be opened.
- Release Account: These funds may be disbursed for limited reasons. Persons in DAI status shall have a release account established. Ten percent (10%) of all funds received and wages will be diverted into your release account. You may request that regular account funds be transferred to your release account.
- Work Release: Work Release funds are available only while individuals are in work release status and may only be used for job related expenses, court obligations, and court ordered child support.

You will receive your funds at release.

- ES/MR: Account balances for individuals in RECP/DAI status will be dispersed on the day of release, according to the instructions provided by your agent of record.
- Maximum Discharge: Account balances for individuals in RECP/DAI status will be dispersed to you on the day of discharge.
- DCC Release: Account balances for individuals in DCC status may be dispersed to you on the day of release or will be forwarded to your agent of record in approximately 7-10 working days.

VOIDING OF CHECKS

Checks sent out at your request and not cashed after 120 days will be automatically voided and put back into your account. If a void is needed before 120 days, please send an Interview/Information Request to the business office, include the check number, date of issue, amount and payee.

AMERICANS WITH DISABILITIES ACT (ADA)

Accordance with the Americans with Disabilities Act (ADA), the Department of Corrections is committed to assuring fair and equitable treatment of individuals with disabilities who are under its supervision. As outlined in DAI policy 300.00.35 Americans with Disabilities Act, All DOC programs, services and activities shall be readily accessible to all individuals, regardless of ability level. Any person with an identified disability has a right to request a reasonable accommodation to be reviewed by the facility ADA Coordinator(s).

A person with a disability is someone who 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a history or record of such impairment; or 3) is perceived by others as having such an impairment.

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

* The ADA does not require the DOC to make telephone services free for any persons in our care. Individuals with a hearing disability who use relay services, video phones, or TTY for phone calls or video may still be charged the standard per-minute rate, provided it is no more than what hearing residents are charged. Residents will not be charged for the cost of the equipment, auxiliary aids or services necessary to facilitate the communication more than what hearing residents are charged.

BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT (BOCM)

INITIAL CLASSIFICATION (IC):

When your supervision has been revoked you will be staffed by an Offender Classification Specialist (OCS) of BOCM. You will be reviewed for your Initial Classification (IC) in the order that you have been assigned to MSDF. The OCS will determine your custody, programs and placement per Administrative Code 302 and the results of the Instrument for Custody Classification (IFCC).

RECLASSIFICATION (RC) COMMITTEE:

Following your initial classification, you are reviewed at 12-month intervals (or sooner as needed). During RC, your custody, programs and placement are reevaluated utilizing factors highlighted in IC and adjusted based upon changes occurring during your incarceration.

There are two types of reclassification hearings. The IFCC overall recommendation will be updated only at the scheduled and early RC hearings.

- **Scheduled RC** occurs according to your recall month.
- **Early RC:** When a significant change occurs that affects your custody, programs and/or placement you may request an early RC review by submitting an Early Reclassification Hearing Request (DOC-2212) to your SW/TS. You must have participated in the IC process to request an early RC.

Prior to your RC hearing, your SW/TS will interview you and provide you with the opportunity to discuss your concerns and requests. Your SW/TS will prepare written documentation for the hearing. You may elect to appear at the hearing or waive your appearance.

You are responsible for communicating issues that impact your current custody, programs and/or placement by submitting an Interview/Information Request to your SW/TS or OCS. Following the hearing, you will receive a copy of the IC Report or RC Report when the decision is finalized.

ADMINISTRATIVE REVIEW:

If there is erroneous information in your IC Report or RC Report, you may request an Administrative Review of Classification Decision (DOC-1292) from your SW/TS. The document must be submitted within 10 days of receiving your IC or RC decision.

CANTEEN

The canteen schedule is posted. Instructions for properly placing canteen orders via the canteen telephone system are posted. Failure to accurately enter your order via the telephone system may result in your order being rejected. If your order is rejected, you will not be able to order until the following week.

You may only place one order per week up to \$65.00. Canteen prices and a menu of items are available on the units, and is subject to change depending on product availability. If you are out to court or off-site when your canteen order is scheduled, it will be rerouted to you at a later date. If you are placed in TLU after you submitted your order and you are still in TLU upon delivery, it will be returned to the vendor. You will be reimbursed for the returned order. Sufficient funds must be in your account to cover the canteen items purchased. Business office does not give out canteen loans. Over drafting your account is not permitted. To receive your canteen order on your scheduled canteen day, you must wear your photo ID clearly visible, photo facing forward. If you move to a different pod/unit/floor your order will be re-routed after it arrives in the facility.

It is your responsibility to make sure that all items are in your order before you sign for your canteen. Once you sign for it, it is yours and you must accept what is received. If there are items missing or damaged within your order, you must notify the staff delivering canteen immediately. These items are eligible for a refund. Items ordered cannot be refused. If you refuse your order or refuse to sign your receipt, you will not be reimbursed for the order.

Any consumable items must be used up within 90-days of purchase, or the item will be considered contraband. Upon transfer to another institution, the 90-day time limit to consume/use items will still apply.

Canteen purchase receipts are required to verify purchase dates and proof of purchase. At any given time, you may only have in your possession canteen items totaling the allowable number of items specified on the canteen menu's limits (e.g., 10 bags of chips can be ordered at one time, so only 10 bags of chips may be in your possession at one time).

CHAIN OF COMMAND

MSDF operates under the "Unit Management" or "Team Concept" at this institution, which means the institution population, is divided into smaller, more manageable units. These smaller units help

improve control and relationships between you and staff. By employing this concept, we are able to improve the delivery of correctional services to you. Each unit has a team of multi-disciplinary staff assigned to work with you on that unit. Staff assigned to the team may include, but are not limited to:

- **Institution Unit Supervisor (IUS)**: Has responsibility for the overall functioning of the unit. The IUS is both the administrator and supervisor of the unit team.
- **Corrections Program Supervisor (CPS)**: Has the responsibility for the overall primary programming of the institution.
- **Social Worker/Treatment Specialist (SW/TS)**: Is directly responsible for the case management and social service matters within the unit or program.
- **Uniformed Staff**: The sergeants and officers are primarily responsible for the security of the unit. They are also involved in the operation of the unit and are an integral part of the unit team. They should be seen as the first staff person to assist you in resolving any issues or problems you may have.

If you need information from a staff member or wish to see a staff member, submit an Interview/Information Request (DOC-0643) to the appropriate person for your specific question or housing unit. Interview/Information Requests are available on your unit. Please allow 10 working days for a response to your request before submitting another one. Sending multiple Interview/Information Requests to multiple people, asking the same question, may result in disciplinary action.

All members of the unit team are able to assist you or give direction with problems, issues or questions you may have. Issues should be resolved starting at the first level. Start by asking the unit officer or sergeant and work your way up the line. Remember, that the IUS/CPS is not always on the unit, so issues can be resolved more quickly and efficiently by using this method of problem resolution.

The chart below lists who you should write to regarding specific questions in each area. Place your Interview/Information Request into the pod mailbox. Do not give Interview/Information Request to the unit staff for delivery.

Issue/Concern	First Level	Second Level	Third Level	Fourth Level
Accounts	Business Office	Financial Program Supervisor (FPS)	CMSD	Warden
ADA - Accommodations or concerns	ADA Coordinator	IUS/CPS	Deputy Warden	Warden
Advocates	Assigned Advocate	Administrative Captain	Security Director	Deputy Warden
Barber/Haircut Schedule	Barber Officer	Barber Supervisor (Captain)	Security Director	Deputy Warden
Canteen	Canteen Officer	IUS/CPS	Business Office	FPS
Canteen PIN	Unit Officer/Sgt.	IUS/CPS	Business Office	FPS

Classification (BOCM)	SW/TS	MSDF- Classification Specialist	BOCM Sector Chief	-
Comfort Items	HSU	Comfort&Care Committee	HSU Manager	ICE
Complaints (Filed)	ICE	Warden	-	-
Copies (on person documents)	SW/TS	IUS/CPS	-	-
DCC (Programs, Sanctions, Cases)	Agent/Liaison	Corrections Field Supervisor (CFS)	-	-
Dental	DSR	HSU Asst. Manager	HSU Manager	-
Diets - Religious	Chaplain	Chaplin Sup.	Food Serv. Adm.	CMSD
Education (classes/records)	Education Dept.	Education Director	Deputy Warden	-
Food Service	Food Serv. Manager	Food Serv. Adm.	CMSD	Warden
Housing Unit Issues/repairs	Unit Officer	Unit Sergeant	IUS	Deputy Warden
Identification Card (DOC Photo ID)	IUS/CPS	Intake Captain	Security Director	Deputy Warden
Identification Card (SS Card, birth cert.)	SW/TS	IUS/CPS	Deputy Warden	-
Institution Job Placement Discrepancies	Work Area Supervisor	IUS/CPS	Deputy Warden	-
Institution Job Placement (DAI)	Work Coordinator	Work Area Sup.	-	-
Kiosk PIN	Unit Ofc. /Sgt.	IUS/CPS	Kiosk Sup.	Deputy Warden
Laundry/Clothing, state-issued	Laundry Ofc.	IUS/CPS	Laundry Sup.	Deputy Warden
Legal Documents	Librarian	IUS	Education Director	Deputy Warden
Legal Loans	Business Office	FPS	CMSD	Warden
Mail	Mailroom Officer	Mailroom Sup.	IUS/CPS	-
Medical (co-pay)	HSU Asst. Manager	HSU Manager	-	-
Medical File Review	HSU-OPA	HSU Asst. Manager	HSU Manager	-
Medical Needs/Concerns/ Optical	HSR	HSU Asst. Manager	HSU Manager	-
Notary Services	Social Worker	IUS/CPS	Deputy Warden	-

Open Records Requests	Records Sup.	Deputy Warden	-	-
Payroll	IUS/CPS	Business office	FPS	CMSD
Programs (DAI)	SW/TS	CPS	Deputy Warden	-
Property – Intake	Property Officer	Intake Captain	IUS/CPS	Security Director
Property – RHU/DSEP	RH Property Officer	RHU Captain	IUS/CPS	-
Psychological Services	Assigned PSU Clinician	PSU Sup.	Deputy Warden	-
Restrictive Housing	RH Program Captain	Security Director	Deputy Warden	-
Revocation Process	Agent/Liaison	CFS	SW/TS	IUS/CPS
Staff	IUS/CPS	Security Director	Deputy Warden	Warden
Special Placement Needs	IUS/CPS	Security Director	Deputy Warden	-
Telephones PIN	Unit Ofc. /Sgt.	IUS/CPS	Deputy Warden	-
Visiting Lists (DCC)	Records Dept.	Records Sup.	IUS/CPS	Deputy Warden
Visiting Lists (RECP/DAI)	SW/TS	IUS/CPS	Deputy Warden	-
Visits	Unit Ofc. /Sgt.	IUS/CPS	Deputy Warden	-

COMPLAINT SYSTEM

OVERVIEW: The Department of Corrections maintains an Inmate Complaint Review System (ICRS) accessible to everyone. The purpose of the ICRS is to provide you a process by which grievances may be raised, investigated, and decided. Prior to submitting a formal complaint, you are expected to attempt to resolve the issue on your own by following the proper chain-of-command.

The first step is to discuss your concern with a staff member in your immediate area, at the time of the occurrence. If the situation involves a specific staff member, attempt to discuss it with that individual, if appropriate. If the situation is still not resolved, follow the chain of command by contacting the IUS/CPS, Deputy Warden and then Warden, if necessary. It is often more effective and less time consuming to bring a concern to the immediate attention of a staff member involved in the situation. If you have not used the proper chain of command, the Institution Complaint Examiner (ICE) may return your complaint and direct you to do so. You must allow staff adequate time to correct and/or respond to the situation, however if you do not receive a response, state who you attempted to contact and that you did not receive a response on the complaint.

- Complaint submissions must provide relevant supporting documentation including receipt(s) if appropriate. Provide details about who you talked to, when, and what they said. Receipts and all other documentation provided will be scanned, and returned to you.
- The ICE will collect complaints weekly. Complaints will be acknowledged with a receipt, or returned to you for correction within 10 days of receiving your complaint.
- Each complaint may contain only one clearly identified issue and should contain sufficient information for the department to investigate and decide the complaint.
- You may not file more than one complaint per calendar week except for complaints regarding your health and personal safety or complaints made under PREA.
- Incomplete forms will be returned to you.
- If you do not receive a complaint decision by the due date, you may follow up with the ICE by submitting an Interview/Information Request. If your complaint has been resolved prior to receiving a decision, please inform the ICE that the issue has been resolved.

PROCEDURE:

You shall file a complaint within 14 days of the incident. A late complaint may be accepted for good cause. You shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing. It is better to have a complaint returned to you and to re-submit it, than to have it rejected for being submitted too late.

You shall submit a legible, signed, complaint by placing it in the box labeled “Inmate Complaints,” located on each unit.

- You may ask staff for an envelope to maintain confidentiality while in Restrictive Housing and staff will place the envelope/complaint in the complaint box.
- Only the ICE/designee has access to the complaint box.
- Complaint submissions may not exceed two pages and/or 500 words.
- You must use a DOC-400 form to submit a complaint and a DOC-400B if a second page is required. All sections of the form must be completed or it may be returned to you. The ICE will not accept extra pages written on legal pad or scratch paper.
- The ICE may return a complaint within 10 days if it does not meet the filing criteria to allow you to resubmit the complaint after correcting the issues noted by the ICE. You will be given one opportunity to correct and resubmit a returned complaint within 10 days of receiving your returned complaint.
- If you file a complaint on any property item, you must request to the ICE that the item be held.
- You may appeal a rejected complaint within 10 days of receiving the decision by using a DOC-2182.
- The reviewing authority has 15 days following the receipt of the recommendation, or the appeal of a rejected complaint to make a decision.
- An appeal of the Reviewing Authority’s decision can be requested by submitting an Inmate Complaint (DOC-405) (Use DOC-400B if a second page is required), within 14 days of the decision. This form may also be used if no decision has been made 45 days after complaint was entered. This form needs to be mailed at your expense directly to the Corrections Complaint Examiner (CCE) in Madison as noted on the top of the form.
- For all accepted appeals, the CCE shall recommend that the reviewing authority decision be affirmed or dismissed-and send its recommendation to the secretary within 45 days of receipt of the appeal.
- If an extension of time is required to make the recommendation, the CCE will notify the PIOC in writing.

- The Secretary will decide within 45 days following receipt of the CCE's recommendation. The Secretary may extend the time to decide the complaint for good cause with notice provided to the PIOC. The Secretary's decision is final.

COUNT

There are four mandatory standing counts each day at 6:15 a.m., 12:30 p.m., 5:45 p.m. and 9:15 p.m. Other standing counts may be made throughout the day if deemed necessary by the institution. During standing count, all electronics in cells and in the dayroom must be turned off.

Staff will make an announcement, five-minutes prior to mandatory standing counts. During standing count, you are to exit your cell, close your cell door and stand in front of your cell. You are to be dressed in the appropriate dayroom attire while wearing your photo ID clearly visible, photo facing forward and worn around your neck. No leaning against the doors or walls, with your arms down at your sides. There will be no talking, laughing, gesturing or moving during count. Please plan your bathroom usage accordingly.

The institution announcement will be made over the all-call system: "The time is now ____, time for standing count." Once your cell door is unlocked, immediately exit your cell prepared for count. You will remain standing until unit staff announces that the unit count is clear. You will remain in your cell until the institution count has been cleared.

If an institution announcement is made over the all-call system for an in-cell standing count, you are required to stand in your cell and follow the same directions as above.

There are two census counts each day at 12:00 a.m. and 3:00 a.m. At these times, you are to be in your cell unless on a work assignment. You must be visible to staff at all times. Your complete head and face cannot be covered at any time for physical verification and wellness check. Flashlights may be used by staff to facilitate these counts.

DISCIPLINARY DISPOSITIONS

The Rules of the Department of Corrections relating to discipline and disciplinary procedures are outlined in the WI Admin Code DOC-303. This handbook also contains rules and procedures, which you are expected to review and know. Violations of these rules and procedures may result in disciplinary action.

Any violations of MSDF rules, policies, procedures and this handbook may result in the loss of privileges.

LOSS OF DAYROOM

You may:

- Attend visits.
- Attend religious services.
- Attend work, school, health or program services.
- Participate in your A.M. scheduled dayroom to use the shower, request supplies from staff, use recreation room, use dayroom telephones, and clean your cell during your scheduled A.M. cleaning time.
- Receive a haircut, canteen, property and medication.

You are not permitted to:

- Participate in scheduled P.M. dayroom for any reason.
- Leave your cell door open/unlocked during P.M. dayroom.

LOSS OF ELECTRONICS – The conduct report disposition will specify what personal electronic(s) will be removed from your cell. Your electronic(s) will be returned to you at your first scheduled dayroom on the day you are no longer serving the disposition.

LOSS OF TELEPHONE

You may:

- Use the red telephone during your scheduled dayroom.

You are not permitted to:

- Use the telephone in the dayroom or on your tablet.

LOSS OF RECREATION

You may:

- Attend religious services.
- Attend work, school, health or program services.

You are not permitted to:

- Enter the recreation room.
- Participate in any activities that are supervised by the Recreation Leaders.

ROOM CONFINEMENT

You may:

- Attend visits.
- Attend religious services.
- Attend work, school, and health services.
- Be in the dayroom for the first 30-minutes of your first scheduled dayroom of the day to shower, request supplies from staff, clean your cell during your scheduled morning cleaning time, sit quietly at a dayroom table and use the library.
- Receive haircut, canteen, property and medication.

You are not permitted to:

- Attend Recreation Leader activities.
- Use the recreation room.
- Leave your cell door open/unlocked after your first 30-minutes of dayroom.
- Use the kiosk.
- Use the telephone in the dayroom or on your tablet.

EDUCATION

If you would like to participate in educational classes, submit an Interview/Information Request to MSDF Westowne Academy. The education department will screen everyone for appropriateness. Once approved, you will be notified of your teacher and class schedule.

During your scheduled classroom times, you are required to stay until the end of class or are dismissed by the teacher. If you leave prior to the conclusion of the session, you must return to your cell until class is complete. Once class has concluded and if it is your dayroom time, you may resume your normal dayroom activities.

EMERGENCIES

The following actions are to be taken by you whenever these emergencies arise:

- You will need to respond immediately and cease all activities.
- Immediately follow the directions given by staff.
- If you are in a program or work area, staff will direct you where to go during the emergency.
- Occasionally, drills will be conducted so that you understand the emergency procedures. This is done to ensure the safety of everyone at the facility. All notifications or drills should be taken seriously.
- Additional emergencies can be kept to a minimum if everyone follows the direction given by staff and stays calm.
- Staff will provide direction before returning back to normal activities.

A. Severe Weather

You will be notified by staff that a severe weather alert has been implemented. Everyone will be required to return to their cells and sit on the floor with their heads protected by their arms. If available and time permits, it is recommended to also utilize a mattress or pillow to cover you.

B. Fire

Upon hearing a fire alarm, wait for instructions from staff. If a fire occurs in your cell, exit the cell (if possible), shut the door, and notify staff immediately.

C. Other Emergencies

Remain calm and ensure you are following all staff directives.

GENERAL UNIT RULES

CELL CLEANING

Pod custodians will place in the dayroom: a broom, dust pan, wet mop, toilet brush, spray bottle and mop bucket needed for cell cleaning purposes. Only one mop bucket will be created and one spray bottle provided to be shared during the cell cleaning schedule below:

Monday	Tuesday	Thursday	Friday
6:00 p.m. - 9:00 p.m.	7:30 a.m. – 10:45 a.m.	6:00 p.m. - 9:00 p.m.	7:30 a.m. – 10:45 a.m.

Chemicals or supplies are not to be stored in your cell. The blue cleaning towel is provided to you to clean your cell. When transferring to a different cell, you may immediately ask the unit officer to borrow a spray bottle to clean your cell with your blue cleaning towel.

CELL INSPECTIONS/CELL SEARCHES

You are responsible for the condition of your cell (e.g., graffiti and damaged cell contents). There is to be no writing/carving on the walls, doors, windows or furniture. If there is anything broken or damaged during any cell assignment, immediately notify the officer on the unit and send an Interview/Information Request to your IUS/CPS. If you do not report any concerns, you will be held liable for any damages or repairs necessary after the cell inspection. If any items are confiscated from your cell, you will receive notification from the officer in writing.

Your permission is not required for staff to conduct cell searches. At no time will you be permitted to enter your cell or disrupt the search in any manner while it is being conducted. If you attempt to disrupt or distract staff during the performance of their duties you will no longer be permitted to view the search.

You are responsible for any contraband in your cell. If contraband is found in a common area of your cell, everyone assigned to the cell will be subject to discipline for contraband.

DAYROOM

Units will have differing schedules based on unit operations and institutional need. Dayroom schedules will be posted on your assigned unit. You must be in your cell with the door secured by the posted scheduled closing time of the dayroom. All needed items/questions must be requested at least ten minutes prior to dayroom closing.

- Proper attire must be worn in the dayroom at all times. Proper attire consists of undergarments, pants/shorts, socks, footwear, a minimum of 1 shirt and your photo ID clearly visible, photo facing forward and worn around your neck. While in the dayroom your outermost shirt must be tucked in.
- You may only visit in the dayroom with other individuals that share the same scheduled dayroom as you. Door visiting is not permitted. Examples:
 - Standing outside of a cell door
 - Talking to people that are not currently out for dayroom
- If you are assigned to a lower tier cell, you may only be on the upper tier with unit staff permission. Examples:
 - Needing cleaning supplies
 - Attending volunteer services.
- While in the dayroom you must be seated at a table. No more than four people at a table. All chairs will remain squared to the table.
- Furniture is to be used as it is intended with no feet on tables, chairs, railings etc. There is to be no rocking back on the chairs or sitting on tables. Furniture is not to be moved without staff's permission. Chairs are not permitted to be in any cell.
- No food items are permitted to be eaten in the dayroom or outside of your cell. Food that is prepared by the kitchen must be eaten during scheduled mealtimes.
- Beverages are permitted in the dayroom area as long as they are in a cup.
- When the dayroom is closed for an unexpected reason, at staff's discretion, dayroom will re-open, in accordance with the unit schedule.

DOOR NAME TAGS

The housing unit staff will issue you a door tag with your last name and first initial. Door tags must remain in the holder above your cell door at all times. You may not alter, deface, mark, or change the door tag in any way. If a new door tag is needed, staff must be notified immediately. You may not have anything else in the door tag holder at any time.

DRESS CODE

- Any time that you exit your cell you must be properly dressed. Proper attire consists of undergarments, pants/shorts, socks, footwear, a minimum of 1 shirt and your photo ID clearly visible, photo facing forward and worn around your neck.
- While out of your cell, your outermost shirt must be tucked in.
- When wearing a sweatshirt, only the shirts underneath the sweatshirt must be tucked in.
- You must be wearing undergarments at all times.
- Only state issued yellow/red/orange(shirt/pants)/undergarments must be worn during all off-ground trips or transfers to other institutions. You may wear your personal tennis shoes off grounds. You are responsible for any damage that may occur to your personal tennis shoes while off-grounds.
- All of your clothing must be appropriately sized and worn/used for its intended purpose. Baggy, oversized or tight-fitting clothing is not permitted. Pants must be kept at your hips and not below.
- You may not wear 2 pair of yellow shorts or pants or a combination of yellow shorts and yellow pants at any one time.
- Thermal tops must be worn under another shirt while out of your cell.
- Thermal bottoms must be worn under shorts or pants.
- When you exit your cell to enter the dayroom, you are not permitted to wear clothing, towel, hairnet, shower cap, du-rag, comb, pick, or brush on your head.
- Shirt sleeves may not be rolled up or tucked in.
- Both pant legs may be rolled to equal ankle length. Pant legs are not to be tucked into your socks.
- Socks must be worn with all footwear.
- Tennis shoes and clogs are permitted footwear in the dayroom and off the unit. Clogs must always be worn with the heel strap around the back of your foot around your ankle. All other slippers are only permitted to be worn in your cell. Slide sandals are only permitted in your cell, directly to and from the shower and in the shower.
- Yellow/Red shorts may be worn off your unit unless you are going to HSU or off-grounds.
- Piercings, jewelry, removable decorative teeth cover, hair weaves/extensions and artificial nails are not permitted.

LIBRARY

- You are only permitted in the library during your dayroom.
- Up to three people are permitted in the library at one time.
- Books can be borrowed and returned only during your dayroom.
- Modifying, destroying or altering any book is not permitted.
- You are not permitted to sit and read books while in the library. No loitering.
- You may have up to two library books in your cell at any given time.
- Submit an Interview/Information Request to your IUS/CPS if you are requesting additional time in the library for use of the computer for open/active case(s).

MEALS

You may only participate in your scheduled meal times (breakfast/lunch/dinner) unless a schedule change has been authorized by staff. Meals must be consumed in the dayroom unless otherwise directed by staff. You are permitted to use your state issued cup, bowl and/or spork during your mealtime. Beverages you purchased from canteen may only be brought out for mealtime if poured inside of your cup prior to coming out for the meal. Bowls are to be empty when you are returning to your cell after the meal. If you return to your cell during mealtime without staff permission, your mealtime will be considered over.

- No personal plasticware/containers are permitted out of your cell at mealtime.
- You may only bring two canteen items, listed under the “Food-Condiments” section, into the dining area during mealtime.
- To receive your meal tray, you must exit your cell and enter the food line by walking underneath the upper tier and around the stairs.
- You can only go through the serving line once.
- You must wait in line, stand single-file and keep conversations at a reasonable level.
- You are given up to 25 minutes to eat from when the first person receives their meal tray.
- You are only permitted one food tray or the allotted items for the meal.
- You are permitted one carton of milk per meal when served.
- You are permitted two pieces of bread per meal when served.
- You may bring two dried prepackaged food items e.g., raisins, condiment(s) and/or breakfast bar back to your cell after breakfast. These items must be consumed by breakfast meal the next day. No other food is permitted to be taken to your cell, including perishable food items e.g., milk, bread, juice, yogurt, fresh fruit and sealed fruit.
- If you are directed by staff to eat your meal in your cell, all perishable items must be consumed during your allotted 25 minutes to eat.
- Trading of food while in the food line or between tables is not permitted. You may only trade food with those seated at your table.
- Ice must be retrieved prior to sitting down for your meal.
- You may only use hot water dispenser or hot water tap in the dayroom when oatmeal is served by the kitchen.
- Once seated at a table you may not move to another table. If you get up for any reason without permission, your meal is considered over and you must return to your cell.
- Reserving of seats is prohibited.
- Loitering is not permitted.
- Once you have stopped eating, you are expected to clean up your area, dispose of all garbage from your tray, return your tray and return to your cell. You are not to remain at the table socializing.
- No extra food is permitted for anyone, including pod custodians.
- If you are not on your unit during mealtime, a meal will be saved for you to eat upon your return. The saved meal must be eaten in the dayroom immediately upon your return to the unit.
- Meal trays may not be taken into the tele-visit booths.
- The standard menu is high in fiber and low in fat and cholesterol.
- MSDF does not serve any foods that are pork based.
- Other than approved medical or religious diets, there are no special meals prepared at MSDF. All meals are considered self-select. You may choose which items to eat on your tray.

- If a medical diet is ordered for you, after counseling by HSU staff, it is your responsibility to follow the diet. Substitute menu items, modified preparation methods or dietetic food will be provided only when deemed medically necessary.

MISCELLANEOUS

- If a replacement ID/lanyard is needed due to normal wear and tear, submit an Interview Request to the IUS/CPS for replacement. If you lose or damage your ID/lanyard, you are responsible for the cost of a replacement ID/lanyard.
- Cleanliness is expected on the units at all times. Cells are to be neat and orderly and cleaned at least once a week by the occupants during the timeframes posted on the housing unit.
- You are not permitted to request or have latex gloves, paper bags or plastic garbage bags.
- Staff may enter your cell and your permission is not required. You will be directed to exit the cell prior to staff entering, unless it is deemed an emergency.
- Only you and your cellmate(s) are permitted in your cell.
- Use of the intercom button inside of the cell is only for: medical emergencies, medication pass, or to advise staff of an urgent need.
- Yelling, loud talking, banging/knocking/tapping on doors, walls or traps/excessive noise and/or profanity is not permitted. Please consider the rights and feelings of others on your unit.
- Seven days per week, the dim cell lights will be turned on at 6:00 a.m. and will remain on dim until 11:00 a.m. Bright cell lights will be turned on from 11:00 a.m. to 11:00 p.m. Cell lights will be turned off from 11:00 p.m. until 6:00 a.m.
- Nothing but bodily waste and toilet paper may be flushed down the toilets.
- Beds are to be made when not occupied.
- "Privacy curtains" are not permitted.
- Nothing is to be hung on, obstructed or affixed to any portion of your cell. (e.g., windows, lights, door, bed frame, desk, locker, bars, ceiling, sprinkler heads, trap, intercom, walls, or vents). This includes and is not limited to photographs, paper and laundry.
- Boxing, shadow boxing, martial arts, or gymnastics is not permitted.
- You are not permitted to transfer property to anyone else.
- You are only permitted to remove garbage from your cell during your scheduled dayroom.
- Intercom Radio: Once you are done eating your breakfast meal, you must request to the floor staff that your radio be turned on. All requested radios will be turned on at 8:00 a.m. All other requests throughout the day must be made to the floor staff within the first 10-minutes of your dayroom. If you would like your radio turned off, notify the floor staff when they conduct a round. If one individual in the cell wants the radio off, the radio will be turned off. All intercom radios will be turned off each night at midnight.
- Dayroom televisions will be turned off each night at 11:00 p.m. Volume and channel are at the discretion and control of staff. At no time are you to be in possession of the television remote.
- Televisions are only required to be on during dayroom periods so long as dayrooms are quiet and everyone is seated. Closed caption will be on at all times.
- Use of dayroom fans will be at staff's discretion.
- You must be visible to staff at all times in your cell. Your complete head and face cannot be covered at any time. Staff must be able to see skin at all times for physical verification and wellness checks.
- You may not at any time have your hands in your pants while out of your cell.

- Institution and unit information is posted on tablets. You are responsible to regularly check all posted information. Information may also be posted on the unit. You are not permitted to remove any posted items.
- Your plasticware/containers and property are not permitted to be washed in the dayroom sink, showers or janitor closets.
- You are to only obtain water for your foot basin within your cell. Dry cells will obtain their water from the communal bathroom sinks. Foot basins are to only be used in your cell.
- You may only hand wash your laundry in your cell.
- You may only make food for yourself.
- Liquids and ice should be poured into the sink next to the ice machine, not down the drain of the ice/water machine.
- Only cups 22 ounces or less are permitted in the dayroom.

PLASTICWARE

You are issued one cup, one bowl and one spork that you are required to keep in your possession during your incarceration at MSDF. You must keep and wash these items and return them upon release from the institution. Any lost or damaged items, may result in restitution for replacement.

RECREATION ROOM

- Only males may be shirtless in their cell or in the recreation room while working out.
- You must enter the recreation room in an orderly fashion during your dayroom.
- Up to seven people are permitted in the recreation room.
- You must be active while in the recreation room.
- No person or group of people may control the recreation room area.
- All equipment is to be used for its intended purpose only.
- Anyone observed abusing recreational equipment will be sent back to their cell. Misuse of state equipment that results in damage will result in restitution.
- No horseplay, sparring, loud noise, foul or abusive language will be tolerated.
- Only water is permitted in the recreation room in cups 22 ounces or less.
- You are responsible to clean up after yourself.
- No electronics, mail, photos or any other items are permitted in the recreation room.
- Closures of the recreation room will be at the discretion of a Supervisor.
- No chairs are permitted in the recreation room unless the chairs are needed for volunteer lead services, programming, or barbering.

STORAGE

- You are provided a storage option for your belongings.
- All personal property, (excluding electronics, medical, hobby and legal materials) shall be stored in your storage bin/locker.
- Storage bins are to remain on the floor and stored under the beds.
- Storage bin lids are to remain on the bin at all times.
- Storage bins are not to be used for sitting, standing, climbing, as a table or as a food preparation area.
- When leaving the institution for a medical appointment or court, ensure all of your property is packed in your storage bin. You must give your storage bin to the unit officer prior to leaving. Your property will be securely stored until your return.

TELEPHONE PROCEDURES

Telephones on each unit are available during your scheduled dayroom. Each person has a Personal Identification Number (PIN) that you must use in order to operate the telephones.

All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.

- Each telephone call is limited to 20-minutes. Once your call is completed hang up the telephone and exit the telephone area.
- If you do not get through within 3 minutes, you must leave the telephone area.
- When staff announce that the dayroom is closing you must end the call and return to your assigned cell. Calls must be ended by the time dayroom is closed.
- Telephones will be shut off during counts.
- Institution workers are not permitted to use the dayroom telephone on training days.
- Volunteer custodians who are granted extra dayroom, may use the dayroom telephone during their assigned cell's scheduled dayroom. They also may use the dayroom telephones when dayrooms are closed and all cleaning tasks are completed.
- You are not permitted to use another person's pin or give your pin to another person to place a telephone call.
- You are not permitted to make back-to-back phone calls. Once a call is connected, despite the length of the call, the system will wait 20-minutes before another call can be placed.
- You are not permitted to stand in line for the phone.
- You are not permitted to sit while using the telephone. Chairs may not be moved to the telephone area.
- You are not permitted to make three-way phone calls or request the caller place a three-way call.
- You are not permitted to make harassing or nuisance calls.
- You are not permitted to pass or share the telephone.
- You are not permitted to communicate messages to the caller on behalf of another person.
- You are not permitted to engage in other activities while using the telephone (playing cards/game, communicating with others on the unit).
- You are not permitted to hold or reserve a telephone for another person.
- You are not permitted to yell or shout while on the telephone.
- You are not permitted to leave the telephone sitting/dangling/unoccupied while on a call.
- You are not permitted to make third party calls.

ATTORNEY CALLS

It is your responsibility to add, delete, or update any changes in an attorney's address or telephone number by filling out a Telephone Request Attorney Add Delete (DOC-1631A). Your calls to an attorney shall be made utilizing the dayroom or tablet telephone.

RED PUBLIC DEFENDER TELEPHONE

This is a direct line to the Public Defender's Office for Milwaukee County. The hours are Monday-Friday 8:30 am to 2:30 pm. You may use the red telephone during your designated dayroom time and only if you have an open or pending revocation or criminal case. Calls you initiate must end at the close of your dayroom. You may not sit while using the red telephone. You may use the red telephone to find out which attorney has been assigned to your case or speak with your assigned Public Defender. The records office schedules professional

telephone calls between 8:00 am to 4:00 pm, Monday-Friday. Calls scheduled through the records office are transferred to you on the red telephone. All calls scheduled through the records office take precedence over other calls/use of the red telephone. Unscheduled calls will have to hang up and resume at a later time. If the Public Defender's Office asks to speak to another person on your pod, please assist them by alerting the unit staff. Unit staff will locate the person that the attorney is requesting to speak to next. The Public Defender's Office will not be able to assist with questions such as when your next court date is or why you were not produced for court.

WATER/ICE MACHINE

The ice machine is available for use only during your dayroom and meals. During dayroom you are limited to one cup of ice at a time, nothing larger than a 22-ounce cup. Do not pour anything down the drain of the ice/water machine. You are not permitted to store more than 22 ounces of ice in your cell at any given time.

HOT WATER DISPENSER

If your unit is equipped with a hot water dispenser, it is for use only during dayroom. When using the hot water dispenser, you are to use your one cup or bowl, fill it with water, and proceed back to your cell to prepare your food. Food may only be prepared in your cell. Your cup or bowl may not be larger than 22 ounces.

CELL CHANGES

Cell changes may only occur with permission of the IUS/CPS.

MOVEMENT

You are to remain on your assigned housing unit area unless you have a specific assignment, or are called by staff to another area.

PHOTOGRAPHS

- Photographs may not be gang related (e.g., displaying gang colors, gang, signing, gang insignia).
- Photographs are restricted to a combined limit of fifty (50). One page of photographs from the processing center is considered to be one photograph. Photographs will not be cut apart to deliver allowable photographs. If one photograph on the page is denied, the whole page will be denied.
- Photographs which include nudity, and/or sexual behavior are not permitted. The most common reason for denial is "bare buttocks" or persons wearing thong underwear. "Nudity" for purposes of a personal photograph means the showing of the human genitals, pubic area or buttocks with less than a fully opaque covering, or the showing of the female breast with less than a fully opaque covering of the areola or nipple.
- Digitally altered photographs and photographs containing emojis may be denied if they attempt to conceal gang relation or nudity. Photographs with filters or collages are not permitted.

STATE-ISSUED CLOTHING AND LINENS

At Intake, you were issued at 3 uniform tops, 3 bottoms, 3 t-shirts, 3 undergarments, 3 pairs of socks, and one pair of shoes. You must have in your possession at least one set of state issued clothing. In addition, you will have received your bedroll which consists of two blankets, two sheets, one pillowcase, one face towel, two bath towels, and one blue cleaning towel. At no time

are you permitted to have state issued clothing and linens above or beyond what is originally provided to you.

Clothing and linens need to be inspected immediately upon receiving them. It is your responsibility to immediately report receiving any damaged or altered clothing to staff. If you do not report any damage or altered clothing, you will be held liable for any replacement costs incurred. You are responsible for the items issued to you. When releasing or transferring from MSDF, all clothing, towels/rags, and bedding must be returned to intake to avoid money being withheld from your account.

The following state-issued items are exchanged once per week:

- Pillowcase 1:1 exchange
- Sheets are a 2:2 exchange

Blankets are exchanged on a 2:2 on according to the laundry schedule.

The remaining laundry, including personal laundry, is laundered using a mesh laundry bag and according to the laundry schedule. A mesh laundry bag is assigned to each cell/bed and is labeled according to the cell/bed. If you are transferring to another cell/bed, you must leave the laundry bag on the corresponding bed. You will receive a new bag assigned to your new bed once you are moved.

TRAINING DAYS

On the first and third Wednesday of each month unit activities (dayroom, dayroom telephones, recreation, kiosks) will not take place. Programming may be limited. Visits will still take place unless a notice is provided. Training days may change per institution need. Notice will be provided.

HEALTH SERVICES

HEALTH SERVICES UNIT (HSU)

HSU staff are responsible for providing health care to you. They will determine all medications and treatments that are necessary. All outside consultant recommendations are reviewed by HSU staff. It is important for you to participate in your health care.

A QuantiFERON Gold blood test is required by DOC and will be completed as part of the intake process. You will be tested or screened once a year.

MEDICAL SERVICES

Routine, non-emergency health care is accessed by submitting a blue Health Services Request (HSR DOC-3035). Submit requests into the HSU mailbox. You will first be seen/evaluated by a nurse. You will be referred to the physician or nurse practitioner if the nurse determines it is necessary. There is no co-payment for the referral to the physician or nurse practitioner appointment. If you submit an HSR and decide you do not want to be seen or refuse services, you must communicate that in person to the nurse/physician/nurse practitioner and you will be required to sign a Refusal of Recommended Health Care form (DOC-3220).

In the event of a health emergency that cannot wait for sick call rounds, report your needs to the unit staff who will contact HSU. There is a nurse available on-site 24 hours a day for emergency

care. Some over the counter medications are available for purchase through the canteen. Over the counter medications are also available by submitting an HSR. However, you will need to be seen by the nurse in sick call and co-payment may be charged. Paying a co-payment for HSU assessment does not guarantee the issuance of an over-the-counter medication(s).

When filling out an HSR, indicate the reason for the request by checking the appropriate box(s) and include a brief description regarding your request. Requests are collected daily from the housing units and reviewed by health care staff. You will receive a written response to your request within 24-48 hours. A co-payment of \$7.50 may be charged for your requests for medical or dental services that require a face-to-face contact regardless if you have funds in your account. The co-payment charge will remain on your account until paid.

As defined by the Administrative Code a co-payment will not be charged for the following:

- A review of a medical record; however, you will be charged for copies of medical records according to department policy and procedures.
- An actual medical or dental emergency as determined by a physician, dentist or registered nurse.
- Any medical, dental or nursing services needed as a result of an injury from an institution work assignment.
- Written referrals from one health care provider to another health care provider.
- A follow-up medical, dental or nursing appointment that is necessary and scheduled by a health care provider.
- Any other appointment determined and scheduled by a health care provider.

DENTAL SERVICES

Dental services are available Monday through Friday. To request dental services, submit a yellow Dental Services Request (DOC-3392) and include the specific dental problem/need. Submit requests into the HSU mailbox. Services are prioritized according to needs. If you were on a waiting list at a previous institution, you need to submit another Dental Services Request to be added to the waiting list at MSDF.

INJURIES/OFF-SITE MEDICAL APPOINTMENTS and HOSPITALIZATIONS

If you are injured, immediately notify staff supervising the area. Off-site medical appointments and inpatient hospitalizations will be arranged through the HSU as directed by the medical providers. If you are hospitalized, you will be expected to abide by the security rules of conduct.

HSU staff are not permitted to inform you of the date and time of any off-site medical appointments per security regulations. Security will notify HSU of your refusal to attend a scheduled appointment. Only HSU staff can cancel off-site appointments.

MEDICATIONS

There are two types of prescribed medications – non-controlled and controlled. Non-controlled medications have a white prescription label and may be in your possession. You must keep these locked in your own footlocker. You will be responsible for following directions, self-administering the medication and ordering refills. Submit refill requests into the HSU mailbox by completing the white Medication Refill Request (DOC-3035C). Requests should be submitted 4 to 7 days before you will be out of medications. Medication refill requests sent more than 7 days before your medication runs out will not be processed. If you have not received your medication refill after 5 days, submit an HSR indicating that you have not received your medication refill.

Controlled medications have a yellow label and will be administered by a nurse at scheduled times. HSU staff will only administer medications that have been ordered by the physician or nurse practitioner. Personal or state issued clear cups must be used when receiving your medication. The nurse/officer will observe you while you take your medication and may direct you to open your mouth and stick out your tongue to ensure that the medication has been swallowed. If you do not want to take your medication, you will still be required to come to the unit HSU room and refuse to the nurse in person. It is your responsibility to refuse in person.

Any form of diverting or misuse of medication may result in disciplinary action, discontinuation of medications and/or a crush and float order for your medications. You must return all unused, discontinued, or outdated medications to the nurse in order for it to be returned to HSU. Non-controlled medications that can be kept on person (KOP) may include rescue inhaler, nitroglycerine tablets and creams that are four ounces or less. Any loose medication that is not on a labeled medication card will be considered contraband.

MEDICATION/MEDICAL SUPPLIES/PRESCRIPTION FOR RELEASE FROM MSDF

Upon release, you will receive a 2-week supply of prescription medications. Over the counter medications are not given upon release. Insulin, syringes and lancets will be supplied upon release as needed. If you are issued a blood glucose monitoring machine it is yours to keep.

Individuals in RECP/DAI status who receive psychotropic medications, will also be provided with a written prescription for the psychotropic medications for a period of 30 days. You will be provided with a Health Summary (DOC-3003) which lists your current health conditions, medications, future medical/dental appointments, and any other appropriate discharge information. You may share this health summary with your personal physician for your continued care.

PSYCHOLOGICAL SERVICES UNIT (PSU)

PSU is available for you at MSDF in a prioritized manner as follows:

- Mental Health Screens and Crisis Intervention
- Responding to Psychological Request Forms
- Individual and group therapy
- Interdisciplinary work with WRC, other DOC institutions, and departments at MSDF
- Evaluations required by PRC, Parole Commission
- Mental health evaluations for agents

To request an interview, submit a green Psychological Services Request (PSR DOC 3035-B). A brief description must be included to provide staff with more detailed information regarding your requests. Requests without a brief description will be given a low priority for response. PSU staff is onsite Monday through Friday.

There is no co-payment to speak with PSU staff about emotional concerns; however, any referral regarding medical conditions will be subject to co-payment under the HSU guidelines.

Emergency situations involving thoughts or actions that may cause harm to yourself or to another must be reported to unit staff immediately. It is important that you do not wait to tell an officer or other staff member when someone's life is at risk. In this case, a PSR should not be used as there is a delay between the times it is submitted by you until it is received by PSU staff. Suicidal thoughts or feelings will be treated seriously by staff. If you or someone you know is experiencing suicidal thoughts, please let someone know. We need everyone's help to save lives.

HEALTH INFORMATION

COMFORT ITEMS

You may request a special accommodation by submitting an Interview/Information Request to the Comfort and Care Committee, using the HSU mailbox. When special accommodations are due to expire, 30 days from expiration, submit a HSR requesting renewal. Medical accommodations from other institutions may or may not continue and be approved at MSDF.

CONTACT LENSES

Only individuals in DCC status upon intake at MSDF, who are wearing clear, no tint contact lenses will be permitted to retain them. HSU will only provide one contact case and one bottle of solution. Once your contact lenses are no longer viable, they must be disposed of or sent out at your expense. Prior to disposing of your contact lenses, request to be seen by HSU for eyeglasses. If eyeglasses are prescribed, you will receive your initial pair free of charge.

RECP/DAI status individuals are not permitted to have contact lenses unless it is determined to be medically necessary.

CPAP (Continuous Positive Airway Pressure)

Medically ordered CPAP machines may be dropped off at the institution lobby only if it has been coordinated through HSU. An extension cord, for CPAP machine use only, may be provided by unit staff when deemed necessary. If use of your CPAP machine includes an extension cord, you are permitted use of the cord between 9:30 p.m. - 6:00 a.m. Outside of that timeframe you are permitted to request the cord only when you will be sleeping.

DENTURES

Dentures must be mailed in to the property department. HSU will only provide one tube of Fixodent.

EYEGLASSES

Prescription eyeglasses that are tinted or light sensitive require medical verification and HSU written approval. Eyeglasses can be mailed in to you via the postal service or other commercial carrier. They may not be dropped off at MSDF. Eyeglasses may not have any inscription on the frame. If eyeglasses are prescribed, you will receive your initial pair free of charge.

MEDICAL ALERT MEDALLION OR BRACLET

Medical alert medallion and bracelets will only be permitted if determined to be medically necessary by HSU. The medallion/bracelet must be worn at all times.

RECORD REVIEW-MEDICAL/PSYCHOLOGICAL SERVICES

You may request a medical record review by submitting a HSR, DSR or PSR. Appropriate staff will respond to requests within 10 working days. Medical, Dental or Psychological record reviews will be scheduled within 30 days of the request. You will be scheduled for a 30-minute review on the unit, in HSU or in a Restricted Housing no-contact booth. You must bring your own writing utensils and paper to mark pages you want copied. Complete a Disbursement Request to cover the cost of the copies. You will be sent copies within five working days of the review provided there are enough funds in your account to cover the cost. There is no talking to other individuals during medical record reviews. Questions regarding items in the record should be submitted on an Interview/Information Request.

SICK CELL- LAY-IN

If you are sick and feel you are unable to attend group or work, notify unit staff to request a lay-in. You are not paid while on 'lay-in' status. While on lay-in status you are confined to your cell in order to recover from your illness. You are not permitted to participate in dayroom/recreation activities while on lay-in status. You are permitted to eat, shower, and attend scheduled visits. You will release from lay-in status the next morning.

HYGIENE

Fingernails shall not extend past your fingertips. Nail clippers are available on each unit to borrow during your dayroom. You will be offered one bar of soap per week, every Sunday 2nd shift.

- During your scheduled dayroom only, you may 1-for-1 exchange a toothbrush and/or toothpaste.
- Toilet tissue may be exchanged one empty roll for a new roll during your scheduled dayroom only. Each person is permitted one roll of toilet tissue in their cell at a time.
- If you need additional items, you must order them from canteen.

BARBERING

Barbering services are offered once a month on a scheduled basis. Only facial area (beard/moustache) or hair on top of head may be cut during your 15-minute session, but not both. Total hair removal (head/face) may be permitted on designated units that don't allow razors. Barbering services are limited to the following:

Beards

- Beard removal and mustache removal (clipper only)
- Beard and mustache trim (No designs or lined cuts)

Haircuts

- You may only have your hair cut by an institution barber.
- You may shave your own head; the barber is only permitted to utilize the lowest setting on the clipper. All clips to the scalp will be full head, not partial.
- You shall only have two distinct lengths in any style of haircut.
- Only one straight part may be cut into your hair and it must be from front to back on the upper part of the head. Mohawks, punk, rattails, puffs, tufts, designs or gang cuts are not permitted
- Fades or taper cuts are permitted.
- Designs and/or multiple lines are not permitted to be shaved in your hair.
- You are expected to maintain hair cleanliness.
- Long hair is permitted unless it presents a security, safety or health hazard.
- Hair braiding is permitted with the following restrictions: 1 braid centered down the middle of the head and centered at the base of the neck; 2 braids, one on each side of the head and neck. The entire head may be in multiple, evenly distributed braids (totaling 7 or more braids) that run from front to back on the scalp or top to bottom on the scalp in straight lines only. No zigzag parts, side parts or any designs are permitted. Straight line braids only.
- Hair braiding cannot be done at the dayroom tables. Braiding must be done next to the stair railing on the dayroom side, not behind the stairs or by cell doors. You must be in direct line of sight of the officer station.

- If you choose to braid your hair, your whole head must be complete in order to participate in any out of cell activities.
- One ponytail is permitted and must be centered in the back. The part must be straight, no designs are permitted.
- Questionable beard/mustache/haircuts will be addressed by the Security Director.
- Braids must be removed if going out to court, out for a medical appointment, or transfer to another institution.
- Unit staff will notify you as to when it is your turn for a haircut.
- If you deny service, for any reason, you will be marked as a refusal.
- Haircuts will not take more than 15 minutes for each person.
- If you are off the unit, you will only receive a haircut if you return while the barber is still on your pod. There are no rescheduled make-up dates.

SHOWERS

You are expected to maintain good personal hygiene. Showers may be taken daily at any time during your scheduled dayroom. You have up to 10 minutes to shower. If you are unable to shower during your scheduled dayroom due to a conflict with your schedule, you must notify the unit officer prior to the time of the conflict for permission to shower at an alternate time. Unit staff may consider exceptions if extraordinary conditions arise.

You may only use the shower on the tier in which your cell is located. Socks are not required to be worn with shoes if you are going directly to/from your cell and to/from the shower. When you exit the shower area, you are expected to be properly dressed with a shirt, pants/shorts and footwear. You are responsible to clean up after yourself when using the shower area by removing your clothing, supplies and garbage. Laundry shall not be discarded but returned back to your cell in order to complete clean laundry exchange, exceptions may be made for institution workers.

LIMITED ENGLISH PROFICIENCY (LEP)

The Wisconsin Department of Corrections (DOC) shall, within available resource constraints, take reasonable steps to provide meaningful access to vital documents, important information and health services to those who are limited English proficient. This is to ensure no one is precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of confinement or favorable classification. This shall be done at no cost to the individual. The DOC shall not retaliate against any person 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. Si Usted necesita ayuda con el idioma Ingles por favor notifique al miembro de personal más cercano.

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

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

MAIL

Non-privileged Mail – Letters, photos, greeting cards, bills, priority mail, statements of any kind, religious organizations, correspondence schools, higher education, publications or packages addressed to and from family, friends and external vendors generally delivered by the U.S. Postal Service or by other established and authorized carriers.

Privileged Mail -Correspondence identifiably addressed to or from any of the following verified persons or entities with their official business address of a health provider or medical agency, the PREA Office, DOJ PREA Auditor and ICRS.

Legal Mail-Correspondence identifiably addressed from any of the following verified persons or entities with their official business address: attorney, law office, clerk or judge of any state or federal court, court staff, Tribal Court. This shall also include correspondence from state and federal elected/appointed officials to include the Governor of Wisconsin, members of the WI legislature, members of the United States Congress, Attorney General, Secretary of the DOC, DAI Division Administrator, investigative agency of the federal government, Foreign Consular Office and the President of the United States. Have legal mail sent to the facility address and use facility address for the return address.

Non-Privileged Correspondence

FIRST AND LAST NAME & DOC Number
MSDF
P.O. Box 189
Phoenix, MD 21131

RECP/DAI Visiting Forms

MSDF Visitor Processing
PO Box 05911
Milwaukee, WI 53205-0911

Privileged Correspondence & Magazine or Newspaper Subscriptions

FIRST AND LAST NAME & DOC Number
MSDF
PO Box 05911
Milwaukee, WI 53205-0911

PACKAGES: UPS/FEDEX/Amazon/Release Clothing/Books

FIRST AND LAST NAME & DOC Number
MSDF
1015 North 10th St.
Milwaukee, WI 53233

General Mail Rules

- It is your responsibility to correspond using the appropriate address listed above.
- You are only permitted to have 25 personal letters in your possession at any given time.
- You may correspond with anyone outside of MSDF; as long as your correspondence does not violate any institution rules, state or federal laws, court order or request is received from the public to cease correspondence. If you are on a DCC hold you must also adhere to all no-contact orders in place by DCC.

Incoming Mail

- All mail must enter through the institution mailroom.
- There is no mail delivery on Saturdays, Sundays and State holidays.
- If incoming mail from the mail processing center is denied by the MSDF mailroom staff, you will receive a DOC-243 Notice of Non-Delivery.

Outgoing mail

- Outgoing mail will be picked up on your unit Sunday through Thursday, with the exception of holidays, and delivered to the Post Office the next business day. Your outgoing mail will be stamped "This letter has been mailed from the Wisconsin prison system". Unless you are sending mail to another person incarcerated in a DOC facility, outgoing mail may be sealed. You must have your complete name, number, institution name, and return address on the envelope, mail without this will be returned to you. You must place your mail in the pod's mailbox before the close of your evening dayroom. Mail will not be picked up from your cell door. When there is reason to believe the security of the institution may be impaired, the Warden/designee may have mail opened for inspection.
- Only embossed envelopes may be mailed, no standard sized envelopes shall be used unless you are using the free envelopes provided to you. If additional postage is necessary, submit a Disbursement Request payable to MSDF in the "Pay-To Name" box, indicating "Postage". Disbursement Requests are needed for certified, registered overseas airmail, packages and envelope sizes 9 x12 and 10x15. If you do not have sufficient funds to cover the additional postage, items will be returned to you.
- If you send a letter by certified mail, attach a Disbursement Request the "Pay-To Name" box on the request must state MSDF. Place certified mail in a larger size envelope. There is an additional charge for this service through the postal service. Outgoing certified mail may be delayed due to postal regulations. You should anticipate additional processing time when sending out certified mail. Leave amount blank as the mailroom staff will add on the appropriate postage.
- Mail will be returned to you if there is additional writing on the outside of the envelope and/or if your DOC number is missing. Additionally, no items may be glued, taped, stapled or otherwise affixed to the envelope. This will delay the sending out of your correspondence.
- Outgoing mail may not contain correspondence from any individual except the person listed on the return address.
- Outgoing mail must only contain correspondence that is to the addressed party on the front of the envelope. No third-party mail is permitted, consistent with the need to protect the public.
- When sending mail to a person incarcerated in a DOC facility, place the unsealed envelope in the unit mailbox. If the envelope is sealed, it will be opened, searched and returned. The mailing address on the envelope must contain the receiving persons full name, DOC number, full name of the institution, and the institution mailing address. Envelopes without this information will be returned to the sender.

Packages

- Incoming - Any items you receive from a vendor must include a receipt, packing slip or invoice.

- Outgoing - Ensure the mailing address written on the Disbursement Request is correct and legible. You may incur additional charges if the address is incorrect and/or your package is undeliverable.

PRISON RAPE ELIMINATION ACT (PREA)

The Wisconsin Department of Corrections has *zero tolerance* for sexual abuse and sexual harassment within its facilities. Sexual abuse and sexual harassment among people under the care of DOC and among staff and people under the care of DOC is against the law. Violators will be disciplined and may be referred to outside law enforcement for prosecution.

YOUR RIGHTS:

- To be free from sexual abuse, sexual harassment and report-related retaliation.
- To receive education during intake regarding your right to be free from sexual abuse, sexual harassment and report-related retaliation, in addition to DOC policy and procedure for responding to such incidents. Language barriers or disability shall not prevent you from receiving this information. You may access the handbook, Sexual Abuse and Sexual Harassment Intervention and Prevention (POC-0041), from any Rachel device within this facility. You will have the opportunity to also view a video, with the same title, during intake and/or during orientation on your housing unit.
- To receive safe housing and bed assignments with access to safe work, education and/or programming.
- To be notified when a staff member of the opposite gender enters your housing unit to perform daily job duties, MSDF utilizes a blue light display and/or audible tone; except in an emergency when any staff may enter without prior notification.
- To be strip searched, with dignity and in private, by a staff member of the same gender, except during an emergency. Females also have the right to be pat searched by a staff member of the same gender.
- To safely report, in a variety of ways, sexual abuse and sexual harassment, including anonymously if you wish.
- To receive free medical and mental health care and ongoing support following an incident of sexual abuse.
- To know the outcome of a sexual abuse or sexual harassment investigation.

PROTECT YOURSELF AGAINST SEXUAL ASSAULT

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from anyone to be your protector.
- Find a staff member with whom you feel comfortable to discuss your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol. These can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other persons in our care or staff regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.

- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

IF YOU ARE THE VICTIM OF SEXUAL ABUSE

After being sexually abused, it can be difficult to know what to do or feel. It is normal to have a lot of different feelings. It is important to know that this is not your fault and you are not alone. But, there are a few things you can do after being sexually abused to be safe.

- Get to a safe place.
- Even though you may want to clean up immediately after the abuse, consider waiting. It is important to save the evidence. Try not to use the bathroom, shower, wash, drink, brush your teeth, eat or change clothing.
- Report the abuse as soon as safely possible. Deciding to report sexual abuse is never easy. There is no time limit to report sexual abuse, however, sooner is better. You do not need to have evidence.

REPORTING

If you experience, witness or suspect sexual abuse or sexual harassment you can report in ANY of these ways:

- Tell any staff person.
- Send a request / write to any staff person.
- Call the PREA reporting hotline. Dial #777, which will allow you to report to DOC. Your pin is not needed to call. This hotline is a message line and is only monitored during business hours. If you choose not to tell a staff member, there will be a delay in responding to your immediate needs. All hotline reports are sent back to the facility for review and action.
- Tell a family member, friend or outside support person; they may report on your behalf by telling any staff person or submitting a report at www.doc.wi.gov (click on "Prison Rape Elimination Act").
- File a complaint.
- Contact local law enforcement.
- If you choose to remain anonymous, dial #888. Your pin is not needed to make this call. This is also a message line and only monitored during business hours. This hotline is monitored by an agency outside of DOC. However, the report will be sent back to the facility for review and action. The external agency does not respond or investigate. A staff member from your facility will follow-up with you.

WHAT TO EXPECT AFTER REPORTING

- Every report of sexual abuse, sexual harassment or retaliation will be investigated.
- Victims, witnesses, and suspects will be interviewed.
- Law enforcement may be contacted to investigate the allegations.
- Those who experience sexual abuse will be offered emergency medical care.
- Those who experience sexual abuse will be offered confidential outside mental health crisis intervention.
- Those who experience sexual abuse, sexual harassment, and retaliation will be offered mental health counseling at the center.

- Those who experience or report sexual abuse or sexual harassment will be monitored for retaliation.

SUPPORT

Support may come from a trusted friend, family member, mental health or medical staff member, victim services coordinator or another staff member.

- MSDF has a victim services coordinator who can connect a victim to an advocate, HSU, and/or PSU following an experience of sexual abuse.
- You may dial #999 which will allow you to speak with the local advocacy organization. Your telephone PIN is not needed to make this call. Their services are free and not connected to DOC.
- You may write to:

The Healing Center/Sexual Assault Treatment Center
945 North 12th Street
Milwaukee, Wisconsin 53233

In person communication will be arranged in as private and confidential manner as possible. All communications are monitored in accordance with Administrative Code Chapter DOC 309, DOC policy and facility procedure.

INVESTIGATION

After sexual abuse or sexual harassment is reported, the DOC and, when appropriate, law enforcement will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the abuse and, ultimately, hold the perpetrator responsible for their actions. A victim may be asked to give a statement during the investigation. With the victim's consent, the investigation may include a physical exam by a qualified medical professional in a local hospital; this free and confidential exam is conducted to ensure the victim's health and to collect any evidence.

After an investigation, the victim will be notified if the outcome is substantiated, unsubstantiated or unfounded by means of a close out letter from the PREA Office.

CONSEQUENCES

Victims or witnesses will never be punished for reporting sexual abuse or sexual harassment. However, false reports of sexual abuse and sexual harassment constitute a DOC 303 violation. Violators will be subject to corrective action, including discipline.

Anyone who is found to have engaged in sexual abuse, sexual harassment or retaliation are subject to disciplinary procedure and sanctions in accordance with DOC 303, up to and including referral to local law enforcement for investigation and prosecution in accordance with Wisconsin criminal statutes.

DEFINITIONS:

Confidentiality: For the safety of all, information about the identity of a victim who reported sexual abuse or sexual harassment, and the facts of the report itself, are limited to those who "need to know." This information will only be used to make decisions about the victim's well-being and for law enforcement/investigative purposes. Information collected during medical exams is confidential.

Consent: Consent is when someone is willing and able to freely agree to be part of an activity. If someone does not agree or is unable to agree because they are asleep, unconscious, drugged, afraid, feeling threatened or don't understand what's going on, then they have not consented.

Because staff members have authority over you, you can never truly consent to sexual activity with a staff member even if they agree. It is always against the law for a staff member to engage in sexual activity with anyone under the care of DOC.

Consensual sexual activity between people under the care of DOC violates Admin. Code chapter DOC 303.

Retaliation: Harming someone because that person did or said something hurtful to you is considered retaliation. This may include threats of, or actual, physical or verbal harm after a victim (or third-party) reports an incident of sexual abuse or accusing someone of things they have not done. It may also include the limitation or removal of programming by a staff member after a victim (or third-party) reports an incident of sexual abuse.

Sexual Abuse: Sexual abuse by another person under the care of DOC is sexual activity that is not wanted or agreed to. It includes contact between the penis and the vulva or the penis and the anus, including penetration by a body part or object; contact between the mouth and the penis, vulva, or anus; and/or intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks.

Sexual abuse by a staff person includes ANY sexual activity. It includes contact between the penis and the vulva or the penis and the anus, including penetration of the anal or genital opening by a body part or object; contact between the mouth and the penis, vulva, or anus; contact between the mouth and any body part; intentional touching (that is unrelated to official duties) of the genitalia, anus, groin, breast, inner thigh or buttocks; any attempt, threat, or request to engage in the above activity; display of a staff person's genitalia, buttocks or breast; and/or voyeurism.

Sexual Harassment: Sexual harassment is repeated and unwanted sexual comments or gestures by a staff person or another person under the care of DOC. These comments or behaviors may be threatening, insulting, degrading or disrespectful. Sexual harassment may include requests for sexual favors, joking about sexual topics, remarks about someone's private body parts, and/or insults about someone's sexual orientation or gender identity.

PROPERTY

ALLOWABLE ITEMS: UPON INTAKE

When you arrive to MSDF Intake, your property will be inventoried in your presence prior to the escorting agency leaving MSDF. Any items considered contraband will be returned to the escorting agency. Intake staff can provide you with the required Milwaukee County Jail (MCJ)/Community Reintegration Center (CRC) form to have the item picked up from their locations. Property will store any clothing items and shoes that arrive with you. You will not have access to these items while at MSDF.

NON-ALLOWABLE ITEMS: UPON INTAKE

Non-allowable items upon intake (e.g., cellphone, jewelry, credit/ bank card) that arrived with you will be stored in property.

- If you would like your non-allowable property items picked up from the institution, you must write an Interview/Information Request to Property staff. Your designated person can come to the lobby and receive those items Monday through Friday from 8:00 a.m. to 4:00 p.m. The designated person will need to have their photo ID to verify their identity.
- To mail non-allowable items out, you must have funds in your account. Complete a Disbursement Request for shipping with the name & address of where the items should be sent in the "Reason for Request" section and forward to property.
- All non-allowable items will be picked up or mailed out together, Property staff will not split up your items.
- Non-allowable items that were not sent out or picked up will be returned to you upon your release. If you are being released to an outside law enforcement agency, your property will be given to transporting staff. You will have the option to mail out your property prior to transport.
- Hygiene or other consumable items from any law enforcement agencies are not permitted and will be disposed of.

ELECTRONICS

Personal electronics must be purchased through a DOC authorized vendor. You are not permitted to order electronics until you are housed on a unit where electronics are permitted. If electronics are ordered prior to you being housed on a unit that allows them, they will be denied and returned to the vendor at your expense. You may not use or keep any other person's electronics. Upon release, you may not leave your personal electronics for another person to use nor are you permitted to throw them away.

- Headphones must be used at all times with electronics.
- All electronics must be turned off during standing counts and when you are out of your cell.
- You may not be in possession of both a radio/alarm clock and a radio. You may only possess one or the other of the aforementioned items.
- You will not receive your electronic item until you have headphones/earbuds.
- Personal electronics are to remain in your cell.
- Tamper proof seals will be affixed to your electronics. If the seals have been altered your electronic will be considered contraband.

TABLETS

- You are provided one tablet, one set of earbuds/headphones, and one charger, if applicable, at no cost to you. You will only be provided one set of earbuds/headphones and one charger; replacement charger and earbuds/headphones can be purchased through approved vendors. You are permitted to be in possession of only one charger and two earbuds/headphones at a time. Excess items will be considered contraband.
- You are responsible to care for and charge your tablet.
- If you reside on a unit with charging stations, it is your responsibility to charge your tablet. You may access the charging station during your dayroom times. At no time should another person put your tablet on the charger or retrieve the tablet for you.
- You may only use your assigned tablet. You may not use another person's tablet or allow another person to use your tablet.
- Damage to the tablet may result in restitution.
- Tablet use must occur in cell only. Tablets are not permitted to be used out of cell or off of the housing unit.
- Earbuds/headphones must be used when using sound on the tablet.

- Tablets are not permitted on the Restrictive Housing Unit (RHU). Tablets will be packed in your property and returned to you as soon as possible once released from RHU.
- When you transfer or release, you must return the tablet, charger and earbuds to Intake prior to release.
- When transferring to another DAI Institution you must return the tablet to Intake. The charger and earbuds are to be transferred with you and packed in your property.

GENERAL RULES

- If you are in DCC status your clothing will remain at MSDF. They will be returned to you upon your release. If you are in RECP/DAI status, you have the option to either mail out or dispose of any remaining clothing items and non-allowable personal property. RECP/DAI status individuals cannot have clothing items picked up from the lobby.
- If you are in RECP/DAI status, release clothing may be ordered and will be stored with your property in Intake. Release clothing is limited to the following items: pair of pants, pair of socks, pair of shoes, pair of underwear, one coat, one hat, and one shirt/sweater/sweatshirt. Clothing from family/friends may only be mailed in to the facility (no drop-offs permitted) no more than 30 days prior to release.
- Unopened hygiene and other consumable items are permitted for general population transfers from another DAI facility.
- All incoming property shall be new, and shipped directly from the vendor. All items received must be accompanied by a receipt, invoice or packing slip. Property items received, but not approved, will either be returned to the vendor, or shipped out at your expense.
 - You must keep all of your property receipts to prove ownership for the life of the item.
 - The cost of each property item may not exceed \$150.00 in value except for electronic items or musical instruments which shall not exceed \$500.00.
- Rings: Limit one religious or secular ring (but not both). May be constructed of leather, metal, plastic, silicone or wood (ceramic/glass are prohibited). Allowable colors: white, gray, black, natural wood or precious-metal tones (e.g., brass, bronze, copper, gold, pewter, rose gold, silver). Maximum of one gem/stone; shall be recessed with prongs/setting extending no more than 1/16-inch beyond adjacent band surface. Maximum thickness 3/16-inch; maximum band width 3/8-inch.
- You are responsible for your personal property and should secured in the storage provided.
- Do not loan or give personal property to anyone else.

PROPERTY LIMITS, DAMAGED ITEMS AND CONTRABAND

There are property limits as to what you are permitted to have in your cell. It is your responsibility to maintain the limits. Any non-allowable or items in excess will be considered contraband.

- Mail contraband/property out at your expense. You must have funds in your account. Complete a Disbursement Request for shipping with the name & address of where the items should be sent in the "Reason for Request" section to property.
- To dispose of contraband/property, staff will supply and complete a Property Receipt/Disposition (DOC-237) for your signature. Items will then be disposed of.
- Certain items may be donated, contact your IUS/CPS.

RESTRICTIVE HOUSING UNIT (RHU)

Upon placement in RHU, all of your personal property will be inventoried. All your state issued materials will remain with your property but will not be inventoried. All property will be stored in

the RHU property room. In RHU, you will receive your allowable property as soon as possible, time permitting. When you are released from RHU and placed on a GP unit that does not permit electronics, those items will be held for you until you are moved to a unit where they are permitted. All of your other property will be returned to you as soon as possible, time permitting.

SUPERVISION TRANSFER/CENTER SYSTEM TLU

- The Center will provide the allowable TLU property. TLU property will be distributed by the Restrictive Housing Property Officer.
- When your supervision location is changed, the center will then transfer your property and vital documents to MSDF.
- No property will be distributed until you are housed on a DAI Unit. Property Staff will be notified when this takes place. You will be escorted to Intake shortly thereafter to inventory and receive all allowable property. Property that isn't permitted at MSDF, but is considered DAI allowable, may be held at MSDF until you transfer or release. Any property that is damaged or over the allowable limits is considered contraband, these items shall be disposed of or mailed out at your expense.
- Any discrepancies regarding your property should be addressed by the center from which you were transferred. You may address any further issues via the MSDF inmate complaint process which will then direct your complaint to the center.

TAYCHEEDAH CORRECTIONAL INSTITUTION (TCI)

When transferring to TCI you will have the option to dispose of or mail out the non-allowable property at your expense on the day of transfer only.

Allowable property when transferring to TCI:

- 1 Address book
- 1 Bible or Qur'an (not both)
- Dentures w/case
- 1 pair of prescription eye glasses w/case
- Legal and misc. papers
- 50 photographs
- 25 embossed envelopes
- 1 Ring
- Personal ID cards/information (e.g., Birth Certificate, DL, SS card, State-issued ID card)
- Personal letters/cards (limit 25)

PUBLICATIONS

You may have a total of 25 publications in your possession. All publications must remain intact. A list of reviewed publications is available. It is your responsibility to maintain both the retail vendor receipt and Property Disposition Receipt (DOC-237) as proof of ownership. Publications will be marked with your DOC number upon receipt.

BOOKS

- Must be purchased and mailed directly from an approved or verifiable retail vendor or directly from the publisher.
- Must include a receipt, invoice or packing slip upon arrival to the facility. Without one of these, the book will be denied and you will need to mail it out or dispose of it.

DISPOSABLE PUBLICATIONS

- Magazines and newspapers must be purchased and mailed from an approved retail vendor or the publisher and must be accompanied by receipt, invoice or packing slip.
- Annual paid subscriptions do not require a receipt.
- Newspapers must be mailed from the publisher which may cause delays.
- Subscriptions must be paid for in full, prior to receiving any issues.

RECORDS OFFICE

DCC STATUS – Records office does not have any of your files. Records office does not have your release date or any type of sentence structure for you. You must write an Interview/Information Request to your agent or the DCC liaison. Records office is not aware of any open warrants you may have unless a detainer has been filed, to which you will receive a copy. If you believe you have a warrant or pending charges, you must contact the city/county/courts to resolve it. Records office will not research any warrants and/or detainers or track your pending charges or court appearances. It is up to you to contact the courts for your next appearance(s).

RECP A&E STATUS – Once MSDF Records Office receives your file from Dodge Correctional Institution, a sentence computation (calculation) will be completed by MSDF Records Office and then sent off-site to centralized proofing for approval. MSDF Records Office does not have any control of how long it takes to receive your computation back from centralized proofing. Once MSDF Records Office receives your approved file back from centralized proofing, it will be processed. When processing is complete, you will receive a copy of your release date(s) and all other documents relating to your release date(s).

Records office cannot adjust credit and can only apply what is listed on your Revocation Order & Warrant and/or Judgment of Conviction. If you feel that you are owed more credit than what is listed, you must contact your agent or the sentencing judge.

RECP/DAI STATUS – Submit an Interview/Information Request to the records office for any questions regarding your Mandatory Release/Extended Supervision (MR/ES) date, Maximum Discharge date or Parole Eligibility Date (PED). Interview/Information Request must be submitted to review your Legal and Social Service files. Once Records receives your request, you will be placed on the list for file reviews. The records office does not have any information about program availability or when you will be transferring to another institution.

RECREATION DEPARTMENT

Recreation Leaders will provide activities on most pods as scheduled. Some sessions will be spent doing various exercise or physical activity (e.g., core, agility, strength training) while others will be used for leisure activity (e.g., board games, card games, art, music). During such times, the housing unit dayroom will be used solely for the purposes of facilitating the scheduled activity/event, at such times unit telephones and televisions will not be available.

PHOTOGRAPHS

You may purchase up to two personal photos per week. Your Disbursement Request for a photograph(s) must be submitted to your IUS/CPS indicating "PIOC Photos." The "Pay-To Name" box on the request must state "MSDF".

RELIGIOUS BELIEFS AND PRACTICES

ACTIVITIES

When you arrive to MSDF, you must designate a religious preference. You may participate in studies or services consistent with your religious preference. These services will be provided by volunteers. Group religious studies or gatherings will only be permitted when lead by a MSDF staff member or civilian volunteer.

Services will have up to ten participants due to space availability. Once you are in the study or service, you must stay until the end. If you leave prior to the conclusion of the session and it is not your assigned dayroom, you must return to your cell. Once the study or service has concluded and it is your assigned dayroom, you may then resume dayroom activities. Religious activities are scheduled when civilian volunteers are available and arranged by the Chaplain. Pastoral visits with your home pastor or recognized religious leader may be arranged by the Chaplain as time and space permits. The Chaplain is available for counseling, institution and sacramental matters and checking out religious materials. To see the Chaplain, please submit an Interview/Information Request.

You must designate a religious preference prior to ordering or having family/friends order religious property items.

Religious obligatory donations (e.g., Tithe, Offerings, Zakat) may be sent to the faith group of your preference. Send a stamped envelope addressed to your donation location (e.g., Temple, Church, Mosque) and a Disbursement Request to the Chaplain for approval.

DIETARY CONCERNS

Questions concerning religious dietary needs may be directed to the Chaplain. Dietary needs can be met by self-selection off the regular menu. No pork is served at MSDF in any meal. When requesting accommodations for temporary or multi-day religious fasting/dietary changes, submit a Request Accommodation for Temporary/Multi-Day Religious Fasting/Dietary Prohibitions (DOC-2935) to the Chaplain.

HEAD COVERINGS/RELIGIOUS EMBLEMS

Head coverings and religious emblems may only be ordered from an approved vendor. Flat religious head coverings (e.g., kufi or yarmulke) are permitted to be worn outside of your cell. Religious articles may be worn tucked under clothing completely out of view (e.g., emblem/pendant, medicine bag/heart bag, tallit katan). You may wear/display religious articles during congregational religious activities or during individual practice in your cell.

VISITING

Video visits will be provided as resources permit and situations dictate. Memos for updated visiting information will be posted. Visits may be scheduled seven days a week.

DCC STATUS

- Staff will not provide any previous visitor information to you e.g., addresses, telephone numbers and/or DOB.
- Submit a completed DCC Visitor List to the unit mailbox.
- The records office will send the DCC Visitor List to your agent for approval/denial.
- You will receive a copy of your approved list once it is processed. You should expect the process to take at least 45 days.
- You must provide each visitor with their party ID in order for them to schedule a visit.

RECP A&E STATUS

If your community supervision is revoked, your DCC visitors will be removed from your approved visitor list. Once your supervision is revoked, you may request the Visitor Questionnaire (DOC-21AA) from the unit SW/TS. Using your personal envelopes, mail out blank Visitor Questionnaires to your proposed visitors. You are permitted to have up to four immediate family members while in Reception status. Non-adult children do not count against your four immediate family members.

DAI STATUS

Once you are classified, you are permitted to mail out more Visitor Questionnaires for additional family members and non-family members to be added to your list.

WISCONSIN CRISIS LIFELINE AND ADDITIONAL RESOURCES

SUICIDE AND CRISIS LIFELINE

- Tell or send a request to ANY staff person.
- Call the Hotline Dial #988
- Tell a family member, friend or outside support person; they may report on your behalf by telling any staff person or going to www.988lifeline.org

Many suicides are preventable for two simple reasons. First, most people give some type of warning sign prior to their suicide attempt. Second, strong suicidal feelings are almost always temporary. Given enough time, nearly everyone contemplating suicide changes their mind. Situations change, strong feelings calm down, and unexpected solutions can be found.

Remember there are ways to improve nearly any problem or situation. If you cannot think of solutions to your problem, it does not mean that other solutions do not exist. It simply means that you are currently unable to see other solutions by yourself. Emotional pain can sometimes make us disregard family ties, loved ones, religion, love of nature and our dreams. Those reasons to live are still present. You will find them again.

In addition, please note:

- You are not alone - There is help available
- Your painful feelings are normal and temporary - If you are feeling suicidal or know of another PIOC who is, contact staff immediately for help.
- You will feel better over time - If you have questions about how to access services, ask staff about how to do this.
- Take advantage of all opportunities - If you see or know something, say something!
- Make positive changes
- View this as a time-out period for a new life

STAYING HEALTHY IN PRISON

Being incarcerated can be challenging and offers an opportunity for change. Some people go through their incarceration with relatively few emotional problems or hardships. Others may feel emotional stress, grieve losses, or have other mental health struggles. We have both psychology and psychiatry staff who can assist you through difficult emotional times.

There are many activities and positive changes that can help you during your incarceration:

- Stay in contact with family and friends.
- Find those within the institution you can talk to.
- Read as many books as you can.
- Write down your ideas. You can write your family, create fictional short stories, or poetry.
- Obtain your education and/or vocation.
- Take treatment and programming seriously.
- Participate in recreational activities.
- Engage in work opportunities.
- Avoid negative situations.
- Determine to make changes to your life to avoid recidivism.
- Consider how your decisions can impact yourself and others around you.
- Re-evaluate your priorities.
- Set goals for your life.
- Strengthen spiritual and moral beliefs.
- Change the way you relate to a loved one.
- Experience the benefits of being alcohol and drug free.
- Get better control of your moods and behaviors.

FREQUENTLY ASKED QUESTIONS

1. How should we address others?

Staff should be addressed by their last name or title. Incarcerated individuals should be addressed by their last name.

2. How do I get in touch with my Division of Community Corrections (DCC) agent?

You may submit an Interview/Information Request directly to your agent. Put their name and office location on it, drop it in the unit mailbox and it will be forwarded to your agent.

3. Why am I here and what are my allegations/charges?

You must submit an Interview/Information Request to the DCC liaison or your DCC agent. You are not permitted to ask DAI staff for any information pertaining to your DCC hold.

4. I've been here a week and haven't seen my agent. What should I do?

Submit an Interview/Information Request to MSDF (DCC) Field Supervisor.

5. After the DCC Liaison took my statement for my agent, how long does it take before I will hear something back?

You should hear something back from your agent or the liaison within 7-10 working days.

6. Upon being revoked, will I stay here, or will I have to go to DCI?

MSDF is an intake facility. MSDF Classification will determine your institution placement that includes if you will remain at MSDF.

7. If I am revoked to the CRC, when will I leave?

Once your Revocation Order & Warrant is received, it typically takes 1-2 weeks for you to be transferred to CRC. Once there, they will do the calculation and computation of your time and release date. They will also determine which of the County facilities you will do your time in and what programs you are eligible to participate in.

8. I had money at a County Jail or CRC and I still don't have it on my MSDF account. How long does this process take?

Your funds can take 30 to 45 days to arrive at MSDF. At any time, you may write or have a family member contact the facility where you were to inquire about your funds.

9. How long does it take to get my DCC-Status Visitor(s) List approved?

Your requested list of potential visitors will be sent to your agent. MSDF requests a response from your agent within 10 working days. It can take 30-60 days for your list to be fully processed. You will receive an approved copy of your list once it is fully processed.

10. I have an ATR to a half-way house. When will I leave?

These transfers usually occur within 60-90 days, depending on bed availability.

11. Will my funds on the telephone system at the county work on MSDF telephones?

No. They are separate telephone systems. You will need to have your family set up an account through ICSolutions in order to accept collect calls from MSDF.

DAI REFERENCES

Accounts (funds)

28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]

38 USC 5301 – Non-assignability and Exempt Status of Benefits (As it pertains to Deductions from VA Benefits)

WI § 301.30 – Inmate wages, allowances, and release payments

WI § 301.31 – Wages to prisoners

WI § 301.32 – Property of prisoners, residents, and probationers

WI § 301.328 – Judgment for Litigation Loans to Prisoners

WI § 302.13 – Preservation of property an Inmate brings to prison

WI § 303.065(5) – Work Release Deductions

WI § 304.074 – Reimbursement fee for persons on probation/parole/ES

WI § Ch. 767 – Actions Affecting the Family

WI § Ch. 769 – Uniform Interstate Family Support Act

WI § Ch. 814 – Court Costs, Fees, and Surcharges

WI § 973.042 – Child Pornography Surcharge

WI § 973.043 – Drug Inmate Diversion Surcharge

WI § 973.045 – Crime Victim Witness

WI § 973.046 – Deoxyribonucleic Acid Analysis Surcharge

WI § 973.05 – Fines

WI § 973.055 – Domestic Abuse Assessments

WI § 973.06 – Costs

WI § 973.20 – Restitution

1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)

WI Admin Code Ch. DCF 150 – Child Support Percentage of Income Standard

WI Admin Code Ch. DOC 303 – Discipline

WI Admin Code Ch. DOC 309 – Resources for Inmates

WI Admin Code s. DOC 309.45 – Inmate funds and canteen purpose.

WI Admin Code s. DOC 309.465 – Crime victim and witness assistance surcharge

WI Admin Code s. DOC 309.466 – Release Account Funds

WI Admin Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds

WI Admin Code Ch. DOC 310 – Inmate Complaints

WI Admin Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges

WI Admin Code Ch. DOC 324 – Work and Study Release

WI Admin Code s. DOC 328.047 – Collection of supervision/monitoring fee

WI Act 89 (2017) – Act to renumber/amend 302.27; to amend 20.410(1)(ab); and create 302.27(2)

of the statutes; related to work release for inmates in the DOC Contracted facilities.

WI § 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners

WI Admin Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

ADA

Americans with Disabilities Act of 1990, as amended, 42 USC Ch.

126, Subch. II, Public Services ADA Amendments Act of 2008

P.L. 110-235)

Code of Federal Regulations, 28 CFR Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services

Canteen

Wisconsin § 301.27(2) – Vending Stands

WI § 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients

WI Admin Code s. 309.20 – Personal Property

WI Admin Code s. 309.45 – Inmate Funds and Canteen – Purpose

WI Admin Code s. 309.52 – Canteen

WI Admin Code s. 316.04 – Copayment

Classification

WI § 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact

WI § 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners

WI § 302.185 – Transfer to foreign countries under treaty

WI Admin Code Ch. DOC 302 – Inmate Class., Sent. and Rel. Provisions

Compensation (I/M)

WI § Ch. 302 – Prisons; State, County and Municipal

WI Admin Code s. DOC 303.11(6) – Temporary Lockup: use

WI Admin Code s. DOC 308.04(12)(g) – Administrative Confinement

WI Admin Code s. DOC 309.55 – Compensation

WI Admin Code Ch. DOC 313 – Prison Industries

Complaints (I/M)

WI Admin Code 303 – Discipline

WI Admin Code 310 – Complaint Procedures

Contraband

WI Admin Code Ch. DOC 303 - Discipline

Count

WI Admin Code Ch. DOC 306.06 – Inmate Count

Digital Legal Materials

WI § 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)

Discipline (I/M)

WI § 53.11 or 53.12 1981 Stats

WI § 302.113(3) – Release to ES for felony inmates not serving life sentences

WI Admin Code Ch. DOC 303 – Discipline

WI Admin Code Ch. DOC 304 – Inmate Secure Work Program

DNA Collection

WI § 165.76 – Submission of human biological specimen

WI § 973.047 – Deoxyribonucleic acid analysis requirements (DNA)

Education

WI Admin Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment

ERP Programs

WI § 302.045 – Challenge Incarceration Program

WI § 302.05 – Wisconsin Substance Abuse Program

WI § 973.01 – Bifurcated Sent. of Imprisonment and Extended Supervision

HSU Access to Care

WI § 301.03 General Corrections authority

National Commission on Corr. Health Care (HC), Standards for HC in Prisons, P-A-01, 2014

HSU Co-Payments

Wisconsin § 301.03 General Corrections authority

Standards for Health Services in Prisons, National Commission on Corr. HC, 2014, P-A-01 – Access to Care

WI § 227.11(2) – Administrative Procedure and Review
WI § 302.386(3), (4) and (6) – Medical/dental services for prisoners and forensic patients
WI Admin Code Ch. DOC 316 – Medical Dental and Nursing Co-pay Charge

Hygiene/Hair

WI Admin Code s. DOC 309.24 – Personal hygiene
WI Admin Code s. DOC 303.57 – Poor personal hygiene

Interstate Transfers

WI Admin Code s. 303.28 – Disobeying Orders
WI Admin Code s. 303.34 – Unauthorized Forms of Communication

Lay In / Sick Cell

WI Admin Code s. DOC 309.55 – Compensation
WI Admin Code Ch. DOC 316 – Copayment

LEP

Federal Ex. Order 13166 – Improving Access to Services for Persons with LEP Proficiency
Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104

Law Library

WI § 809.19 – Rule (Briefs and appendix)
WI Admin Code s. DOC 303.70 – Minor Penalties
WI Admin Code s. DOC 303.72 – Major Penalties and Schedule of Penalties
WI Admin Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying
WI Admin Code s. DOC 309.155 – Legal Services

Legal Loans

WI § 301.32 – Property of Prisoners, Residents, and Probationers
WI § 301.328 – Judgment and limitations for Litigation Loans to Prisoners
WI § 809.30– Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48,51, 55, 938, and 980 cases)
WI § 809.32– Appellate Claims (Rule-No merit reports)
WI § 809.62 – Rule (Petition for review)
WI § 814.29– Security for costs, service and fees for indigents
WI § 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages
WI § 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect
WI § 973.195 – Appellate Claims (Sentence Adjustment)
WI § 974.06 – Post conviction Procedure
WI § 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence)
WI Admin Code s. DOC 309.04(3) – Inmate Mail
WI Admin Code s. DOC 309.155 – Legal Services
WI Admin Code s. DOC 309.49 – Disbursement of General Account Funds
WI Admin Code s. DOC 309.51 – Funds for Legal Corr. and Copying
WI Admin Code Ch. DOC 310 – Complaint Procedures

Library

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

Mail

- WI § 19.31 Declaration of policy
- WI Admin Code s. DOC 303.09 – Seizure and Disposition of Contraband
- WI Admin Code s. DOC 303.49 – Unauthorized use of the mail
- WI Admin Code s. DOC 303.72 – Major penalties
- WI Admin Code s. DOC 306.02(9) – Emergency definition
- WI Admin Code s. DOC 309.02 – Definitions
- WI Admin Code s. DOC 309.04 – Inmate mail
- WI Admin Code s. DOC 309.05 – Publications
- WI Admin Code s. DOC 309.45 – Inmate funds and canteen – purpose
- WI Admin Code s. DOC 309.51 – Funds for legal correspondence and copying

Marriages

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

Meals

- WI Admin Code s. DOC 309.23 – Food
- WI Admin Code s. DOC 379.16 – Food and Liquids

Medications

- 66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140
- Standards for Health Services in Prisons, National Commission on Correctional Health Care (NCCHC), 2014, P-C-05 -- Medication Administration Training
- Standards for Health Services in Prison, NCCHC, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02

Name Changes (I/M)

- WI Admin Code s. DOC 303.35 – False Names and Titles

Notary Services

- 1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)
- WI § 20.919 – Notary public
- WI § 244.61 – WI statutory power of attorney for finances and property
- WI § 706.07 – Uniform law on notarial acts
- WI § 782.04 – Petition; contents
- WI § 893.82(5) – Claims against state employees; notice of claim; limitation of damages

Obs. Placements

- WI § 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act
- WI Admin Code Ch. DOC 311 – Observation Status

Phone Calls

- WI Admin Code s. DOC 309.39 – Inmate Telephone Calls Incl. Atty and International
- WI Admin Code s. DOC 309.405 – Telephone Calls to Attorneys
- WI Admin Code s. DOC 309.43 – Procedure for Approval

PREA

- 34 U.S.C. Statute 30301 Prison Rape Elimination Act of 2003.
- 28 C.F.R Statute Part 115, *et seq.* National Standards to Prevent, Detect and Respond to Prison Rape

Programming

WI § 301.03 General Corrections authority
WI Admin Code s. 302.13 - Program Need Assignment
WI Admin Code s. 302.14 – Program Enrollment

Property

WI Admin Code s. DOC 309.02(16) – Pornography
WI Admin Code s. DOC 309.04 – Inmate Mail
WI Admin Code s. DOC 309.05 – Publications
WI Admin Code s. DOC 309.20 – Personal Property
WI Admin Code s. DOC 309.40 – Clothing
WI Admin Code s. DOC 309.51 – Funds for Legal Corr. and Copying

PSU Access

Standards for Health Services in Prisons, National Commission on
Correctional Health Care, 2014, P-E-05 – Mental Health
Screening and Evaluation

Religious Practices, Federal Public Law

106-274, Sec. 3–Protection of religious exercise of institutionalized

Property and Diets

WI § 301.32 – Property of prisoners, residents and probationers
WI § 301.33 – Freedom of worship; religious ministrations
WI § 302.375 (2m) – Use of wine in a religious service in a prison, jail, or HOC
WI Admin Code Ch. DOC 303 – Discipline
WI Admin Code s. DOC 303.35 – False names and titles
WI Admin Code s. DOC 309.02 – Definitions
WI Admin Code s. DOC 309.04 – Inmate Mail
WI Admin Code s. DOC 309.05 – Publications
WI Admin Code s. DOC 309.10 – Special Visits
WI Admin Code s. DOC 309.20 – Personal Property
WI Admin Code s. DOC 309.23 – Food
WI Admin Code s. DOC 309.61 – Religious Beliefs and Practice
WI Admin Code s. DOC 309.23 – Food

Room Cleanliness

WI Admin Code s. 303.56 – Dirty Assigned Living Area

Searches

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

Sex Offender Notification

WI § 301.45 – Sex inmate Regulations
WI § 301.46 – Sex Inmate Community Notification Law

Social Media Use (I/M)

WI Admin Code s. 303.28 – Disobeying Orders
WI Admin Code s. 303.34 – Unauthorized Forms of Communication

Urinalysis Testing

Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal
Workplace Drug Testing Programs
Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 –
Revised Mandatory

Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration
(SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs
Criminal Justice Drug Testing Act May 1990
WI Admin Code Ch. DOC 303 – Discipline
WI Admin Code s. DOC 306.17(4) (a) – Search of inmates
WI Admin Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings

Work Assignments

WI Admin Code Ch. DOC 309 – Resources for inmates
WI Admin Code Ch. DOC 313 – Prison Industries

Visiting

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

Voting

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

DAI– Additional References for Restrictive Housing Unit

Controlled Separation

Wisconsin Administrative Code s. 303.72 – Controlled separation

Disciplinary Separation

Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation

Protective Confinement

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and

Release Provisions

Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use
Wisconsin Administrative Code s. DOC 303.73 – Major Penalty: Disciplinary Separation
Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement

Restrictions/Sec Precautions

Wisconsin Administrative Code 303 – Inmate Discipline

RHU Meal Restrictions

Wisconsin Statutes s. 301.33 – Freedom of Worship: religious ministration
Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices

Temporary Lock Up

Wisconsin Administrative Code s.303.10 – Temporary lock up

This handbook is not intended to be all inclusive. You should follow the directions of staff at all times. All individuals should be familiar with all rules, DAI Policies, MSDF Procedures and the DOC Administrative Code.

Steven R. Johnson, Warden

Julie Ustruck Wetzel, Deputy Warden

Brad Everson, Security Director