MILWAUKEE SECURE DETENTION FACILITY
INMATE HANDBOOK
2018 – 2020
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**UNIT MANAGEMENT**

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

- **Unit Manager:** Has responsibility for the overall functioning of the unit. The Unit Manager is both the administrator and supervisor of the unit.
- **Teachers:** These positions are available to address basic educational needs as well as transitional skills classes.
- **Social Worker:** These positions exist for all populations at MSDF. The Social Worker is directly responsible for social service matters within the unit. The Social Workers are generally available in the institution Monday through Friday. If you wish to see your Social Worker, you must submit an interview request. Your requests will only be acted upon by your current unit’s Social Worker. Do not write any other institution Social Worker about your concerns. Any additional concerns may be directed to the Unit Manager.
- **Security Staff:** The Sergeants and Officers are primarily responsible for the security of the unit. They are also involved in the operation of the unit. They 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.

All members of the unit team are able to assist you or give direction with problems, issues or questions you may have. Keep in mind, though, that most issues or problems should be dealt with or resolved at the lowest level possible first. This means, start by asking the Officer or Sergeant at the Officer's station and work your way up the line. Remember, that the Unit Manager is not always on the unit, so issues can be resolved more quickly and efficiently by using this method of problem resolution.

**CALLS**

**ATTORNEY CALLS**

It is your responsibility to add, delete, or update any changes in an attorney's address or phone number by filling out a DOC-1631. Inmate calls to an attorney shall be made "collect". The Unit Manager/designee may permit calls to attorneys for the following reasons:

- When an inmate is unable to write or when an emergency exists
- When a statutory time limit would be missed and the inmate needs to convey information to the attorney
- When it appears to staff that a call to an attorney is in the inmate's best interest.

Attorney calls will be scheduled during normal Institution business hours. Emergency calls will be handled on a case by case basis.

**RED PUBLIC DEFENDER PHONES**

The Public Defender phone hours are Monday – Friday 8:30am to 2:30pm. You may use the red phone during your designated dayroom time only if you have an open or pending revocation or criminal case. You may not sit while using the red phone. This phone is a direct line to the Public Defender’s Office in Milwaukee Only. You may use the phone to: find out which attorney has been assigned to your case, or speak with your assigned SPD attorney. From 2:30 pm to 4:30 pm, the red phone is reserved for incoming calls from the SPD office. They will not accept calls from inmates during that time.

If the public defender’s office asks to speak to another inmate on your pod, please assist them by alerting the unit staff and the inmate that they are requesting to speak to.

The State Public Defenders Office will not be able to assist with questions such as when your next court date is or why you were not brought to court.
TELEPHONE CALLS

- All general population inmates are eligible to make an unlimited number of phone calls each day, unless on restriction. The inmate phone system will give a warning indicating your call is near the 15 minute limit.
- You are required to stand while using the telephone. Do not move chairs to the telephone area.
- Consecutive phone calls are not permitted. If you do not get through within 3 minutes, you must leave the phone area. You must wait at least 15 minutes before placing another call.
- Abuse of the time limit, leaving phones sitting/dangling, may cause you to receive a conduct report and lose your phone privileges.
- Sharing of phone calls with other inmates is NOT allowed.
- Communicating with other inmates on the unit, while using the telephone is not allowed.
- Holding the phone for another inmate is not allowed.
- You may not use another inmate's pin number to place a phone call, make a 3-way call, or call a forwarded number. If you are caught using a pin number other than your own, calling 3-way, or calling a forwarding number, you are subject to disciplinary action.
- Phones are shut off at dayroom closing time.
- All MSDF phones will be shut off during counts and every night at 9:00 p.m.
- No yelling, shouting or derogatory speaking is allowed on the phone. This may cause you to receive a conduct report and lose your phone privileges.
- All calls are monitored and/or recorded, except for pre-approved attorney calls.

Special telephone calls may be permitted with prior approval of your Social Worker, Unit Manager or Chaplain, based upon extraordinary situations (for example the death of a family member). When making such a request, as much information as possible must be provided since verification will be necessary. Your Social Worker should be your primary contact for special calls.

When a “Restricted” message is received after a number is dialed, this may mean that the party that you are attempting to call may have a high bill attached to their phone, a poor payment history or has placed a voluntary restriction on accepting collect calls from a correctional institution. The party must make arrangements with either their local phone company or Securus Billing Service to make arrangements to take care of the situation before the restriction will be removed. The phone number for the Securus Billing Service is 1-800-844-6591. You are encouraged to write to the party that you are having trouble contacting with this information if this is a problem that you are experiencing.

CELLS / STORAGE LOCKERS

CELL INSPECTIONS/CELL SEARCHES

Unit staff will routinely inspect your living quarters to determine if you are properly maintaining your cell area. Any deficiencies that are not corrected may result in disciplinary action and/or payment of restitution. These routine cell inspections are not to be confused with random “cell searches”. You are responsible for the condition of your cell; i.e. graffiti and damaged cell contents. If there is a deficiency during initial assignment, notify the officer on the unit and note it on your cell inspection form. 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.

Neither your presence nor your permission is required when staff is conducting searches. At no time will you be allowed to enter your cell or disrupt the search in any manner while it is being conducted. At no time are you allowed to talk to or interact in any way with staff during the cell search. If you attempt to disrupt or distract staff members during the performance of their duties it may be deemed as cause for disciplinary action.

STORAGE LOCKERS

Unit staff will issue you a footlocker with an attached lock to secure your property. These storage lockers are provided for inmates to keep items of value in. You are not permitted to use empty canteen bags or boxes for storage. Boxes that you receive are only meant to store its original contents. (I.e. you are not permitted to make the saltine cracker box into a
When you assume control of your personal property, you also assume responsibility for it. All medications must be placed in these containers. Footlockers should be stored under the bunk beds unless you are removing or returning an item. You are not to use them to sit or stand on. If you break or damage a footlocker, you will be charged for the cost to replace. When you move into your room, be sure to advise staff of any existing damage to your footlocker or you will be held accountable for the damage.

**DAILY LIFE**

**SHOWERS**
You may shower daily and you have up to 10 minutes to do so. You are expected to maintain good personal hygiene. If not practicing good personal hygiene, you may be directed by staff to do so...

Showers may be taken at any time during dayroom hours. If you are unable to shower during your designated dayroom hours due to a conflict with your work or school 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 room to/from the shower. When you exit the shower area, you are expected to be properly dressed with a Shirt, Pants and Footwear. You are responsible to clean up after yourself when using the shower area; removing your clothing, supplies and garbage.

**BARBERING / GROOMING / HYGIENE**
Barbering services are offered on a scheduled basis. Barbering services are limited to the following:

- Standard haircuts
- Beard removal and mustache removal (clipper only)
- Beard and mustache trim (No styled/lined cuts are allowed)
- Total hair removal from head and face (clipper only)
- Neck lines and forehead grooming

If you are not satisfied with your haircut, you must bring it to the attention of the Unit Sergeant or Officer. You will be permitted freedom in personal grooming as long as your appearance does not conflict with the institution's requirements for safety, identification, and hygiene. The following standards have been established relative to inmate haircuts. If these standards are not adhered to, you will be required to change your hairstyle to meet the standards.

- Inmates are expected to maintain hair cleanliness.
- There may not be more than 2 distinct lengths permitted in ANY style of haircut.
- Only one straight part may be cut into the 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 allowed.
- Fades or taper cuts are allowed from longer to shorter from the top of the head down the sides. Longer hair must come down the side of the head by at least 1/2”.
- Shelf cuts: If the hair at the top, sides and back of the head is one length, a shelf at the base of the neck, not exceeding 1” up the neck is permitted. A shelf is NOT permitted with a shaved head.
- Long hair is permitted unless it presents a security, safety or health hazard.
- Shaved heads may be clipped to the scalp by the barber. All clips to the scalp will be full head, not partial. Inmates may shave their own heads, after clipping by the barber or to maintain the shaved head. Designs and/or multiple lines are not permitted to be shaved in your hair.
- 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 allowed. Straight line braids only.
- Hair braiding cannot be done at the dayroom tables, only in your room or at a chair near the back of the unit.
- Your whole head must be braided to be in the dayroom. Dreadlocks will follow the same policy as braids.
• Ponytails: 1 ponytail is permitted and must be centered in the back. The part must be straight, no designs are allowed.
• New inmates whose hair does not meet MSDF policy will have their hair cut to comply with this policy.
• Only the inmate barber will be allowed to cut another inmate’s hair.
• The Security Director/designee will determine the appropriateness of questionable haircuts and whether the haircut needs to be changed.
• Inmates are not allowed to wear combs, brushes or picks in their hair while outside of their cell.
• Fingernails may not extend past your fingertips. If they do, you will be ordered to cut your nails.
• Braids must be removed if going out to court, out for a medical appointment, or being released. If they are not removed, you may not go out to court, a medical appointment, or be released in a timely manner.

HYGIENE SUPPLIES
You will be offered 1 bar of soap per week. Toothpaste and toothbrushes will be exchanged on a 1 for 1 basis during your dayroom hours only. Toilet tissue may be exchanged as needed during your dayroom hours only. If you need additional items, you must order them from canteen.

CLEANLINESS AND ROOM SANITATION
Cleanliness is expected in the units at all times. You must follow the standards on your unit regarding room cleanliness, housekeeping guidelines and making the bed. Rooms are to be cleaned when you move into a new room, and on a weekly basis. You may clean your cell more frequently during your dayroom if you choose to do so. Staff may inspect the room to verify and document completion.

COUNTS
There are 4 standing counts each day. They are at 6:15 a.m., 12:30 p.m., 5:45 p.m. and 9:15 p.m. Other non-standing or emergency counts may be made throughout the day. Standing count means to be standing still and straight with your arms at your sides and not leaning against the doors or walls. There will be no talking, laughing, gesturing or moving during count. Count time never changes. Please plan your bathroom usage accordingly.

The following announcement will be made prior to count time: "The time is now ____, time for standing count." Once the official call has been made over the all call system, all inmates must be standing in silence in front of their door, dressed in the appropriate dayroom attire while wearing your ID photo facing outward and clearly visible. The Unit Officer staff will walk by to count all inmates. Inmates will remain standing until unit staff announces that the unit count is clear. Inmates will remain in their room until the institution count has been cleared. Plan accordingly. There is no inmate movement 20 minutes before count times, i.e. if you are called for a visit; you must be in the tele-visiting room before no movement is allowed.

There are 2 census counts that are conducted during overnight hours. Those counts are conducted at Midnight and 3 a.m. At these times, inmates are to be in their beds (unless on job duty). Whenever you are in your bed, you must be visible to an Officer. You may not use anything to cover your entire body. Your complete head and face cannot be covered at any time. Officers must be able to see skin at all times for physical verification and wellness checks. Flashlights may be used by Officer Staff to facilitate these counts.

COURT APPEARANCES
Inmates may only wear State-issue clothing when making off-grounds trips. State-issued clothing includes state shoes, socks, underwear, pants and shirts. All items will be subject to the rules in the county where the court is located.

DAYROOM
Units will have differing schedules based on population and need. See your assigned unit for its dayroom times. Staff will make a general announcement prior to the close of dayroom. At that time you should start cleaning up your area, getting your ice and water, and taking care of any other business you may have. You must be in your cell with the door secured by the posted scheduled closing time of the dayroom.
Proper attire must be worn in the dayroom at all times. Proper attire consists of undergarments, pants/shorts, socks, shoes, a minimum of 1 shirt and your ID that must be worn around your neck, photo facing forward. While in the dayroom your outermost shirt must be tucked in.

**DISCIPLINE**
The unit staff, as part of a summary disposition, may impose other penalties as defined in 303.70 for minor rule infractions. The offense and penalty will be recorded on a conduct report. The staff person will notify the Unit Manager or a shift supervisor, who will give approval or disapproval before a final disposition is reached. The report will then be turned in to the shift supervisor and will be placed in your Institution file. The fact that the report was handled on the unit will indicate to those reviewing the file that the incident was minor in nature. You may choose not to accept the summary disposition, in which case Unit Staff will record a statement you may provide and attach it to the conduct report using a DOC9B. Staff will then submit the conduct report and statement to the unit manager or shift supervisor for their determination of guilt. The conduct report will then be returned to the housing unit with the final disposition. All other disciplinary infractions initially deemed as a Major by the Security Director will be handled by a supervisor when they serve the conduct report. The supervisor will offer a disposition which will begin immediately if accepted, or you may choose to proceed with a Full Due Hearing or Waive your right to a Full Due Hearing and have a Waiver Hearing.

**LOSS OF SPECIFIC PRIVILEGES**
If abuse occurs, specific privileges may be lost, including, but not limited to, the use of inmates’ own TV, radio, and fan. Alteration or destruction of tamper proof seals on electronic equipment will also result in loss of privileges.

**DOOR TAGS**
The housing unit Officer will issue you a door tag with your name and picture on it. Door tags must remain in the holder above your door at all times. They may only be removed if an inmate is moving to a different room or unit. You may not alter, deface, mark, or change the door tag in any way. You may only use the name you were incarcerated under on your door tag. 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**
- All inmates are expected to follow standards of decency for apparel and conduct. No exhibitionist behavior will be tolerated.
- State issued yellows/reds/oranges must be worn during all off ground trips, court, transfers to other institutions; this also includes HSU or any other appointment.
- You may not walk around with your hands tucked down your pants.
- All inmates clothing must be appropriately sized and worn as it was intended to be worn. 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.
- Gang colors and/or insignias are not allowed.
- All inmates must be properly dressed while in the dayroom area. Proper dress will consist of underwear, pants/shorts, socks, shoes, shirt, and ID that must be worn around your neck with your photo facing forward per DAI policy 306.00.06. If you lose your ID, there is a replacement charge. No hairnets or other head coverings may be worn in the dayroom.
- While in the dayroom your outermost shirt must be tucked in.
- Thermal shirts may be purchased from approved vendors. Thermal shirts must be worn under another shirt while in the dayroom or off your unit. No Thermals may be worn under shorts while in the dayroom.
- At least 1 shirt (not a thermal) must be on at all times when out of your cell. Men only may be shirtless in their cell or in the recreation room. You must put your shirt back on prior to leaving the recreation room or your cell.
- No clothing or towels may be worn on your head anywhere or at any time.
- Shirt sleeves may not be rolled up. Pants may only be rolled to ankle length, and only if both legs are rolled up the same amount.
- Approved inmates may wear religious head coverings only in their room or during religious ceremonies.
• Socks must be worn with all footwear at all times.
• Pant legs are not to be tucked into socks.
• Clothing may only be used for its intended purpose.
• All assigned kitchen, intake, maintenance, Barbers or restrictive housing workers shall be allowed an extra set of whites, yellows, 1 extra pair of socks each week, and 1 extra pair of shoes (not weekly). Inmate workers may keep the extra set of clothing in their cell.
• Appropriate clothing must be worn at night. You must at least be wearing undergarments while you are sleeping.
• Yellow shorts and thermals may be worn when you leave your unit, except for off unit work assignments.

EDUCATION PROGRAMS
Inmates can achieve their personal goals through training, hard work and a desire to succeed. MSDF offers educational opportunities for inmates who want to improve their future, and further their learning experience. If you want to participate in educational classes, submit an Interview Request to the teacher on your floor.

Once you are in class, you must stay until the end. 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 inmates whenever these emergencies arise:
A. Severe Weather
   • When on the units, you will be notified by unit staff that a severe weather alert has been implemented. All inmates will return to their rooms and sit on the floor with their heads protected by their arms and covered with a blanket or mattress if available, and time permits.
   • All inmates will remain in the designated areas unless otherwise directed by staff.
   • If you are in a program or work area, staff will direct you where to go during the emergency.
B. Fire
   • Upon hearing a fire alarm, wait for instructions from the unit staff. If a fire occurs in your room, exit the room (if possible), shut the door, and notify unit staff immediately.
C. Other Emergencies
   • Upon notification, clear the dayroom immediately and follow the given directions. Failure to do so immediately will result in disciplinary action.
   • Do not leave the designated area for any reason until authorization is given to return to normal activities. An Instruction to clear the dayroom is a direct order; respond immediately and cease all conversations. Drills will be held occasionally so you understand the emergency procedures. This is done to ensure the safety of everyone. All notifications or drills should be taken seriously. Problems will be prevented if everyone follows the emergency procedures (rules) and stays calm. There are visual evacuation plans posted on each pod.

UNIT GENERAL RULES
• Use of call buttons inside of the cells is for medical emergencies, medication pass, or for reasons to advise staff of an urgent need.
• Consider the rights and feelings of others in your unit. Yelling, loud talking, excessive noise or profanity is not allowed.
• Bright lights in your cell will be on from 11:00 am to 11:00 PM. The dim cell lights will be turned on at 6:00am. This is in effect 7 days per week. Full dayroom lights will be on from 6:00 a.m. to 11:00 p.m.
• Visiting between inmates will be in the dayroom only. Only you and your roommate are allowed in your room. At no time are you allowed on the opposite tier to which you are assigned without authorization from staff (i.e. cleaning and Tele-visit room use). Door visiting is not allowed.
• No more than four inmates will be permitted at a table at one time. There will be no spectators standing or sitting next to the tables. All chairs will be square with the tables.
• No food items are allowed to be eaten in the dayroom during dayroom hours. Beverages purchased from canteen (soda, coffee, etc.) along with water and ice is allowed to be consumed in the dayroom area as long as they are in a cup. Soda and juice bottles are not permitted in the dayroom.
• Furniture is to be used as it is intended with no feet on tables, chairs, 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.
• You are responsible for any damage and/or contraband in your room. Therefore, inspect your room as soon as you move in and report damage/contraband immediately to an Officer.
• Nothing but bodily waste and an appropriate amount of toilet paper may be flushed down the toilets.
• Rooms must be made neat and orderly before you leave your room for any purpose.
• Beds are to be neatly made when not occupied.
• Shadow boxing or any other type of martial arts practice is not allowed in the institution.
• Nothing should be hung on cell walls or doors
• Officers have access to inmate rooms at all times.
• Windows, lights and vents are to be kept free of obstructions. You may not cover your vents or lights under any circumstances. Violations of these rules may result in disciplinary actions. You may be charged with restitution for cleaning out vents ($40.00) or for broken air handling equipment.
• Regular DCC Kitchen and Intake workers are allowed extra dayroom privileges before and after shift on days scheduled to work.
• Back up workers will receive extra dayroom time only after returning from work each day.
• You are not allowed to transfer property between inmates. This is in violation of DOC 303.40, unauthorized transfer of property and you may be subject to discipline.
• “Privacy curtains” are not allowed to be affixed to any portion of your cell. (i.e. windows, door, bed frame, desk, locker, bars, ceiling, sprinkler heads, walls or vents). This is not allowed at any time for any reason.
• All inmates are expected to practice good living and work safety at all times. Being safety conscious and knowing the conditions of the environment around you are important ways to prevent accidents. Be aware of the specific work related safety guidelines and procedures:

NEWSPAPERS/MAGAZINES
Do not take state newspapers or magazines back to your room. They are to be read in the dayroom and they are to be returned to the Officers’ station as soon as you are done with them. In addition you are not allowed to alter or cut any items out of any newspaper or magazine regardless if it is the unit’s or your personal copy.

LAUNDRY
Standard clothing issued in Intake are as follows: 2 yellow/red tops, 2 yellow/red bottoms, 2 T-shirt, 2 pairs of undergarments, 2 pairs of socks and 1 pair of institution issued shoes. In addition, at Orientation you will receive your bedroll which consists of 1 blanket, 2 flat sheets, 1 pillowcase and 1 bath towel. If you are in possession of excess laundry items you will receive discipline.

You must have at least one pair of long pants and blue shoes in your possession to be worn when leaving the Facility to attend Court, on Wardens Order, or otherwise directed.

Clothing needs to be inspected immediately upon receiving it. It is your responsibility to report receiving any damaged or altered clothing to Officer Staff. Failure to do so will result in payment of restitution for any damaged or altered clothing found in your possession.

October to April: One (1) additional blanket will be issued to you (in conjunction with the October blanket exchange).

April to October: The extra blanket will be collected.

Undergarments, t-shirts, socks and towels are exchanged on a 1:1 basis two (2) times per week. All other clothing and linen are exchanged on a 1:1 basis one (1) time per week. Please see your unit calendar for your exchange days.
CELL CHANGES
Cell change requests are not granted because you do not get along with your cellmate. You are both adults and are expected to work out your differences as such. Cell changes may only occur with permission of the Unit Manager/designee.

MOVEMENT
You are restricted to your pod area unless you have a specific assignment, or are called by staff to another area. You will be required to sign out if you leave your pod and sign in upon your return. When leaving your unit, you are expected to have on a yellow or red top and bottoms or shorts and shoes (no shower shoes or sandals). The yellow or red top must be tucked in.

RECREATION
Recreation and Leisure time activities are recognized as a key life area as it pertains to criminogenic needs. To aid our inmate population in their successful reentry into the community, it is the procedure for MSDF that structured recreation and leisure time activities will be provided to enhance involvement and satisfaction in pro-social activities. During such times, the pod dayroom will be used solely for the purposes of facilitating the scheduled activity/event. No regular dayroom activities or phone calls will be permitted. There will typically be a table-game type tournament taking place each weekend (i.e. Spades, Dominoes, Chess, Scrabble, etc.) on various pods. Additionally, Rec Leaders will provide programming on most pods multiple times each week. Some sessions will be spent doing various exercise or physical activity (i.e. core, agility, strength training, etc.) while others will be used for leisure activity (i.e. board games, card games, art, music, etc.). Again, during such times, the pod dayroom will be used solely for the purposes of facilitating the scheduled activity/event. Please contact the Recreation Leader with any suggestions or ideas for activities.

INMATE PHOTOGRAPHS
Inmates that would like to request their pictures be taken may contact the Recreation Department.

BOARD GAMES
You are responsible for returning the game in the same condition as it was checked out. You are expected to keep the noise levels down when playing any games. Unit games are to be played in dayroom only. Slapping of dominoes, cards, or dice on tables is not permitted at any time. Covers are permitted and are required to be on the tables when playing games.

RECREATION ROOM
- Inmates are to enter the rec. room in an orderly fashion.
- Up to 7 inmates are allowed in the rec. room at a time for recreation purposes.
- You must be active to stay in the rec. room
- No inmate or group of inmates may control the rec. room area.
- Anyone caught abusing recreational equipment will be sent back to their cell and discipline may occur.
- No horseplay or sparring is permitted.
- No loud noise, foul or abusive language will be tolerated.
- Only water is permitted in the rec. room area. No food products are allowed.
- Head coverings are not permitted in the rec. room.
- No personal electronic items are permitted in the rec. room.
- No personal mail, pictures or non-recreation related items are allowed.
- Supervisors may close the rec. room if any of these rules are violated.
- If a staff member observes an activity they feel is inappropriate behavior, it is that staff member's discretion on how to handle the behavior.
**TRAINING DAYS**
On the first and third Wednesday of each month, MSDF programming, recreation, routine activities and movement may be interrupted for varying periods of time to accommodate training.

No general visits are allowed on Training Days. Attorney and other authorized professional visits will continue. Inmates are responsible for informing their visitors that there will be no visiting on these days, and to take care of personal/business needs prior to these days.

**UNIT BULLETIN BOARDS**
Bulletin boards are located on each unit where information such as rule changes, schedules, announcements, appointments, institution and unit information, will be posted. These boards should be checked daily, as each inmate is responsible for knowing this information. Inmates may not remove any paper or staples from the bulletin boards, nor post any materials without the Unit Manager's approval.

**UNIT LIBRARIES**
Modifying, destroying or altering any book is not allowed. The books provided are a resource to everyone on the unit. An area within each unit will be designated as a unit library. These libraries consist of a variety of books.
- Only 2 inmates are allowed in the unit library at one time. Loitering is not allowed. You are there to pick out a book, not to sit and read it.
- Books and other materials from the unit library may be taken to your cell to read. Reading materials are to be returned to the unit library once you are done with them.
- You may only have two books in your possession at any given time.

**UNIT TELEVISIONS**
Television sets are located in each dayroom and will be controlled by the officer.

**FOOD / DRINK**

**WATER/ICE MACHINE**
Ice is available for use only during dayroom hours and meals. You are limited to 1 cup of ice at a time, nothing larger than 22oz. containers. Ice must be retrieved prior to sitting for your meal. Once you are seated, you may not get up for ice. If you spill something, clean it up, or staff may close down the entire area.

Do not pour anything down the drain of the ice/water machine. Kool-Aid, soda, milk, etc. should be poured in the sink next to the ice machine.

**HOT WATER DISPENSERS**
If your assigned unit is equipped with a hot water dispenser, it is for use only during dayroom times. You are not permitted to use during meal times, except as directed by Staff. If you want to use the dispenser during your dayroom time, the following must be adhered to:
- Only 1 inmate is permitted to use the dispenser at a time
- You are not allowed to make food for other inmates
- You are not allowed to “prepare” your meal at the location of the dispenser. If you want to use the hot water dispenser, you are to take your cup or bowl, fill it with water, and proceed back to your cell to mix or prepare your food. Mixing your food is not permitted in the dayroom.

**CUPS**
Only personal cups 22 ounces or less may be taken into the dayroom area. No altered cups or containers may be used. You may not return to your cell to retrieve your cup during mealtime. If you return to your cell without staff permission, your mealtime will be considered over. Do not throw cups which are issued to you away. You may wash them yourself or exchange 1:1 if needed.

**MEALS**
The only personal canteen items listed under the “Condiments” section of the canteen menu can be brought into the dining area during any scheduled meal, limit of 2.
When your tier is called to eat, this is your opportunity to join the meal line and go through it ONCE. You may eat only when your tier is scheduled to eat unless authorized by staff. While you wait in line, stand single-file and keep conversations at a reasonable level.

- Reserving of seats is prohibited. Once seated at a table, you may not go through the line again or move to another table. If you get up for any reason without permission, your meal is considered over and you must return to your room.
- You are allowed one (1) carton of milk per meal when served.
- You are allowed to bring out to the meal, your personal cup with any beverage you purchased from canteen inside it (no containers).
- No food items from canteen are allowed during the meal.
- 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.
- You are given up to 20 minutes to eat. Once you are done eating, you are to return to your room.
- Loitering is not permitted. It is expected that you respect others and keeping voices and noise levels low.
- Once you have left your table, you are considered finished with your meal.
- To allow unit workers to prepare the area for meals and to complete clean up after the meals, the dayroom area will be closed during specific times.
- **No extra food will be given to unit workers.**
- Inmates who will not be on the unit or who are on a visit during meal times may request that a meal be saved for them. It is the inmate’s responsibility to request that a meal be saved before they leave the unit. The saved meal must be eaten in the dayroom immediately upon the inmate’s return to the unit. Trays may not be taken into the televist booths.
- There are no special meals prepared at MSDF. All meals are considered "self-select" meaning that if you do not like what is served, or cannot eat it there are other options on your tray to choose from.
- Adoption of MOST medical diets will be the responsibility of the inmate, following diet counseling by Health Services staff. Substitute menu items, modified preparation methods or dietetic food will be provided only when deemed medically necessary. The standard menu is high in fiber and low in fat and cholesterol.
- It is expected that you will dump and return your own tray to the cart after you complete your meal. **ONLY** two pieces of bread are allowed per inmate as designated per the menu.
- You are allowed to bring two prepackaged items or 1 prepackaged item and 1 fruit back to your cell from ANY meal. (E.g. raisins, breakfast bar, yogurt any combination of 2 items or 1 prepackaged item and 1 fruit (e.g. banana, apple, pear or an orange). You have 24 hours to consume any fruit items.

**Do NOT pour anything down the drain of the ice/water machine. Kool-Aid, soda, milk, etc. should be poured in the sink next to the ice machine.**

**HEALTH ISSUES**

**CO-PAY**
A co-pay of $7.50 may be charged for inmate requests for medical or dental services that require a face to face contact. If you do not have money in your account, you will still be seen and your account will be charged.

As defined by the Administrative Code Co-payment will NOT be charged for the following:

- A review of a medical record; however, the inmate will be charged for copies of medical records according to department policy and procedures (15 cents per page; 30 cents for a two-sided page)
- 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. Services are prioritized according to needs, so be specific regarding what your dental problems/needs are. If you were on a waiting list at a previous institution, you need to submit another Dental Services Request to get on the waiting list at MSDF.

**HEALTH SERVICES UNIT (HSU)**

While at MSDF, the Health Services staff will be responsible for providing health care to you. They will determine all medications and treatments that are necessary. Outside consultants only make recommendations. You are also expected to participate in your health care.

**MEDICAL SERVICES**

Routine, non-emergency health care is accessed by completing a **BLUE** Health Services Request (HSU) form. Submit requests to the HSU mailbox. When filling out the request form, indicate the reason for the request by checking the appropriate box in the middle section of the form. Also, a brief description must be written in the next section of the form. Staff will provide you with more information regarding your request. HSR’s will be 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. You will first be seen/evaluated by a nurse. There may be $7.50 co-pay. You will be referred to the physician or nurse practitioner if the nurse determines it is necessary. There is no co-pay 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 Officer who will contact the 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 a Health Service Request. However you will need to be seen by the nurse in sick call and co-pay may be charged. Paying a co-pay for HSU assessment does **NOT** guarantee the issuance of an over the counter medication(s).

**MEDICATIONS**

There are 2 types of prescribed medications – controlled and non-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 by sending a white Health Services Request (DOC 3035C) 4 to 7 days before you will be out of medications. Refill requests submitted more than 7 days before you are out of medications will not be processed. If you have not received your medication refill after 5 days, submit a Health Services Request 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 cups with water may not 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 insure 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 tell the nurse in person.**

All staff are instructed that you must refuse in person. If you refuse to tell the nurse in person, and have to be ordered by staff that it is your responsibility to refuse in person, disciplinary action may be taken.

Medication cards with unused, discontinued, or outdated medications must be given to the medication nurse for return to HSU. Non-controlled medications that may be kept on person (KOP) include rescue inhaler, nitroglycerine tablets and glucose tablets. Any loose medication that is not on a labeled medication card will be considered contraband.
COMFORT ITEMS
The medical staff at MSDF has found that as inmates come through our system, they frequently have questions, along with a lot of incorrect assumptions about comfort items. By comfort items we mean such things as shoes, extra blankets and pillows, extra mattresses, and other similar items. If a comfort item is desired, you may formally request that item from the HSU department by submitting a Health Services Request. Requests alone will not guarantee an item. All requests are reviewed by a Special Needs Committee.

The requests for special items, considerations or modifications/restrictions are to be addressed through the Special Needs Committee. To access the Special Needs Committee an inmate needs to fill out a Health Services Request form (DOC-3035) which will start the process of the Special Needs Committee evaluation and review. A licensed health care provider can provide a short term request (up to 90 days) after which it is the responsibility of the inmate to request a review by the Special Needs Committee for renewal of the modifications/restriction, item or consideration. Special needs modification/restrictions, items, or considerations are granted for 1 year and must be requested for renewal by the inmate annually.

The following items are not considered a special needs request and will not be reviewed by the Special Needs Committee or prescribed by medical staff: Any item that is available on canteen or can be purchased from an approved vendor catalogue or any items supplied by the Facility, such as; lanyards, shoes, clothing or hygiene supplies. This also includes requests for “extra” items, such as; blankets, pillows, extra mattresses etc.

The Special Needs/Restrictions approval is not a way to circumvent the DOC property rules.

INJURIES/OFF-SITE MEDICAL APPOINTMENTS and HOSPITALIZATIONS
If a situation occurs that results in an injury, it is your responsibility to immediately notify the staff member 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 unit rules of conduct.

HSU staff members are not allowed to inform you of the date and time of any off-site medical appointments per security regulations.

MEDICAL RECORD ACCESS
If you want to review your protected health care information/medical record or receive photocopies of health care documents, the appropriate request form must be completed (blue HSR for health care; green PSR for psychological services; or yellow DSR for dental) depending on the type of information you wish to access. State and Federal laws permit you to review and/or copy all of your protected health information with a few exceptions. A staff member from HSU, PSU or DSU must respond to your written request within 30 days of receiving the request.

Wisconsin law requires that individuals sign a written authorization form before reviewing and/or receiving copies of health care information about themselves.

The DOC uses form DOC 1163A, Authorization for Use and Disclosure of Protected Health Information (PHI). The form includes an area to indicate which documents or specific information you wish to review and/or copy. The cost of copies is .15 per side. Certain diagnostic test reports and laboratory results can only be obtained free of charge by submitting an HSR to Health Services. These copies are only made available free of charge within 90 days of the testing. After 90 days, the usual .15 will be charged per page. Similarly, results from previous incarcerations will be subject to copy fees as well.

If you wish to review your records in person, an HSU staff member will schedule an appointment within 30 days of your request. There is no medical co-payment charge for reviewing your medical records. You will be allowed to take notes using supplies provided by the staff member overseeing your review. Be aware that if you remove, destroy, write upon,
or in any other way alter any health care document, a staff member may write a conduct report for destruction of state property.

You have the right to sign an Authorization for Use and Disclosure of Protected Health Information (DOC 1163A) to allow another individual or agency to review and/or obtain copies of your health information. On the form, you must indicate the specific information you are authorizing DOC to disclose to the person or agency you name on the form.

**RELEASE FROM MSDF**

If you are released from MSDF and are receiving prescription medications, a 2-week supply of your medications will be provided to you upon release. Over the counter medications are not given upon release. Insulin, syringes and lancets will be supplied upon release as needed.

If you are receiving psychotropic medications, you will also be provided with a written prescription for the psychotropic medications for a period of 30 days in addition to the 2 week supply of medications.

You will also be provided with a Health Summary (DOC 3003) which will list 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)**

Psychological Services Staff are available for inmates at MSDF in a prioritized manner as follows:

1. Crisis intervention;
2. Evaluations required by PRC, Parole Commission, and agents;
3. Brief individual and/or group therapy.

Interviews must be requested via the green Psychological Services Request (PSR) form available on the units. You must specify what psychological problem you are having. Notes without a specific reason listed will be given a low priority for response. PSU staff is available Monday through Friday onsite at MSDF. They are also on-call for emergencies.

There is no co-pay to speak with a PSU staff member about emotional concerns; however any referral regarding medical conditions will be subject to co-pay under the HSU rules.

Please be advised that for sleep related issues, you will be required to track and document your sleep habits for a period of time prior to seeing someone from Psychological services for an evaluation. Medication will not be prescribed for primary sleep problems.

If you are receiving psychotropic medications, an attempt will be made to verify your medications in the community in order to continue them here at MSDF. If that cannot be done, due to our being unable to locate your doctor, no response from the community provider, or your prescription is not current, an appointment will be made with a Psychiatrist.

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 an inmate until it is received by PSU staff. Suicidal thoughts or feelings will be treated seriously by staff.

**RESTRICTIONS / SPECIAL NEEDS**

These are determined by the Nurse/Physician/Nurse Practitioner, using guidelines that have been developed by the Department of Corrections. You will be given a form identifying any restriction or special needs. Be prepared to present this form to the Security staff if requested.
INMATE COMPLAINT REVIEW SYSTEM (ICRS)

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

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

PROCEDURE:

- An inmate shall file a complaint within 14 days after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. An inmate shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- An inmate shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
- Complaints must be typed or written legibly and be filed only under the name by which the inmate was committed to the department or the legal name granted by a court, and include the inmate’s original signature.
- Complaint submissions may not exceed 500 words total and not exceed two pages.
- Inmates must use a DOC-400 Inmate Complaint form. All sections of the form must be completed.
- Inmates must use a DOC-400B form if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. Inmates must print clearly; illegible forms will not be processed.
- The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

RETURNED COMPLAINT:

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

REJECTED COMPLAINT:

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

ACCEPTED COMPLAINT:

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

- An inmate may appeal the reviewing authority’s decision to the CCE within **14 days** after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. 310.12(6)
- Appeals must be typed or written legibly and be filed only under the name by which the inmate was committed to the department or the legal name granted by a court, and include the **inmate’s original signature**.
- Appeal submissions may not exceed **500 words** total and not exceed two pages.
- Inmates must use a DOC-405 Inmate Appeal form. **All sections of the form must be completed.**
- Inmates must use a DOC-405B form if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. **Inmates must print clearly; illegible forms will not be processed.**
- Inmates must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

**REJECTED APPEAL:**

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

**ACCEPTED APPEAL:**

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

**PREA COMPLAINTS:**

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

Due to its uniqueness, MSDF has an internal classification system. The Internal Classification System takes several factors into consideration and then assigns a number (1, 2, 3, or 4) based on those factors. The major factors include (but are not limited to):

1) Criminal History
2) Past or Current Assaultive Felonies
3) Conduct Report history during incarceration
4) Escape History
5) Violent Recidivism Risk (which is the risk your AGENT considers you pose to the community)

All of that information is compiled and a number is assigned.

#1 – Inmates with poor/no institution adjustment; Violent Recidivism: HIGH
#2 – Inmates with poor/no institution adjustment; Violent Recidivism: HIGH or MEDIUM
#3 – Inmates with minimum institution adjustment; Violent Recidivism: MEDIUM
#4 – Inmates with no institution adjustment; Violent Recidivism: LOW

Your classification number determines what housing unit you are assigned to. It also determines what privileges you are afforded (property, canteen, clothing, dayroom time, etc.).

A Unit Manager will automatically conduct a 90 day review of your classification level. If you have not received any conduct reports, your behavior has been positive, and there is open bed space, you may be promoted to the next level.

If during your incarceration you receive a major conduct report disposition, you will be reclassified back to the #1 level and have to earn your way back to where you were. For example, if you are a #4 inmate (with full access to canteen, dayroom time, clothing, etc.) and you get into a fight and receive a 30 day DSEP sanction, you will lose those privileges and be reclassified as #1.

MAIL

GENERAL MAIL
LETTERS TO INMATES should be addressed:
MR. JOHN DOE (#Inmate Number)
MILWAUKEE SECURE DETENTION FACILITY
PO BOX 05911
MILWAUKEE, WI 53205-0911

PACKAGES deliveries should be addressed:
UPS/FEDEX/ETC
MR. JOHN DOE (#Inmate Number)
MILWAUKEE SECURE DETENTION FACILITY
1015 NORTH 10th STREET
MILWAUKEE, WI 53233

MONEY ORDERS TO INMATES
Go through “Access Corrections Secure Deposits”
DOC.WI.gov
Offender Information
Money, Mail, Property

Inmates must advise those they correspond with to only use the inmate mail post office box (PO Box 05911).

(Note: Any items you receive from a retail store must bear the store’s stamp or sticker, and receipt– the return address cannot be hand-written or typed).

On packages you mail via commercial carrier (UPS/FEDEX/ETC), be sure the address you put on the package is correct. Charges may apply if corrections are needed. The amount charged will be taken from your account by the Business Office.

Inmates may correspond with anyone outside MSDF (unless someone is expressly denied), and as long as your correspondence does not violate any institution rules, state or federal laws, or court order.
There is no limit on the number of letters that may be sent out or received. You are only allowed to have 25 personal letters in your possession at any given time. No mail is to go out, or come into the institution through other inmates, staff, visitors or volunteers. In addition, mail to be sent out will be returned to you if there is additional writing on the outside of the envelope 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. The only legal way that mail may come in to the Institution, or leave the Institution, is through the Institution Mailroom. We do not accept “Postage Due” mail, so advice correspondents to have the correct postage on their letters. Institution staff may not open or read for inspection mail sent by an inmate to any of the parties listed below unless the Security Director has reason to believe that the mail contains contraband. Institution staff may open mail received by an inmate from any of these parties in the presence of the inmate. Staff may inspect the document but only to the extent necessary to determine if the mail contains contraband, or if the purpose is misrepresented. Staff may read the mail if they have reason to believe it is something other than a legal document.

This applies to mail clearly identifiable as being from one or more of the following parties:

- An attorney
- The Governor of Wisconsin
- Members of the Wisconsin Legislature
- Members of the United States Congress
- The Secretary of the Department
- The Administrator of the Division
- An investigative agency of the federal government
- The clerk or Judge of any State or Federal court
- The President of the United States
- Division of Hearings and Appeals
- The Attorney General or an Assistant Attorney General of Wisconsin

Any mail that is not sent to the parties above will be opened and inspected by the staff. If mail contains contraband or if the inmate refuses to show the contents of the envelope to staff, staff may take the correspondence. If the inspection reveals contraband or violation of institution rules, prosecution or disciplinary action may be taken and future mail privileges may be withdrawn or suspended. A suspension may last up to six months. If outgoing mail is denied, the inmate will be notified. If incoming mail is denied, the receiver will be notified. Appeals can be made by writing to the Warden.

When there is reason to believe the security of the institution may be impaired, the Security Director/designee may have mail opened for inspection. Outgoing mail (to anyone other than an inmate) may be sealed. You must have your complete name, number, institution name, and return address on the envelope. (Letters without this will not get mailed.) All inmates’ outgoing mail will be stamped per DOC 309, THIS LETTER HAS BEEN MAILED FROM THE WISCONSIN PRISON SYSTEM. Outgoing mail will be picked up in your unit and delivered to the post office the next postal day. In order for inmate mail to go out the following day, mail must be in the pod's mailbox before the close of evening dayroom time. Mail will be distributed and go out Monday through Friday. There is no mail delivery or pick up on Saturdays, Sundays, or holidays.

Envelopes, aside from greeting cards purchased from canteen, may not have stamps on them. If additional postage is necessary, a Disbursement Request payable to MSDF – Postage, may be used in conjunction with the stamp for additional postage. Disbursement Requests may not be used alone for postage, except in cases of certified, registered overseas airmail, packages, or 9 x 12 and 10 x 15 envelopes. If you do not have sufficient funds to cover the additional postage, items will be returned to you.

If you want to send a letter by certified mail, attach a “Disbursement Request” payable to “MSDF – Postage.” 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. Inmates should anticipate additional processing time when sending out certified mail.

MSDF will not deliver incoming or outgoing mail if the mail violates Administrative Code DOC 309.
**INMATE-TO-INMATE MAIL**

- All mail between inmates will be read. If the contents reflect communication concerning joint legal proceedings, the review will cease at once and shall be delivered. Mail with an inmate notation on the envelope or contents indicating "legal mail" will be reviewed by staff to verify the claim of "legal mail" by reading a portion of the correspondence.
- All inmate to inmate mail must be submitted for mailing unsealed. If the envelope is submitted sealed, it will be returned to the sender. In order for staff to properly identify inmate-to-inmate mail, the mailing address on the envelope must contain the receiving inmate's full name, full name of the institution, and the institution address. Envelopes without this information will be returned to the sending inmate. If unidentifiable, the envelope will be destroyed.

**MAIL DISTRIBUTION**

Mail is picked up at the Milwaukee Post Office Monday-Friday. Once received on the unit, Unit staff will process unit mail.

**ACCOUNT DEDUCTIONS:**

Funds received for DAI, ATR and DCC inmates to be deposited into their accounts from any source shall have 10 percent deposited into a release account and shall be subject to required deductions in the listed order by the Department of Corrections DAI policy 309.45.02. Not all deductions apply to all inmates. But if there is an eligible obligation those charges will be deducted from deposited amount of money into the inmate’s account until the obligation is satisfied.

**CANTEEN**

The Canteen Schedule is posted on each unit. Instructions for properly filling out a canteen order form are also posted on the unit. Failure to accurately fill out the form may result in your order being rejected (i.e. do not put a -0- before or after your inmate number and make sure that you sign your order form). If your order is rejected, you will not be able to order until the following week, so pay close attention to the instructions.

You are only allowed to place 1 (one) order weekly up to $42.00 Canteen prices and a menu of items carried are available on the units. Your canteen will be returned if you are OCO/OWO and if you are in TLU when your canteen order is scheduled to be received. Sufficient funds must be in your account to cover the canteen items purchased. MSDF does not give out Canteen Loans. Over drafting your account is not allowed. To receive your Canteen order on your scheduled Canteen day, you must wear and display your DOC picture ID. Failure to do so will result in your order being returned without reimbursement. Moving to a new pod or floor does not require you to fill out a new canteen order form. Your order will follow you. Completing more than 1 (one) order form may result in a loss of canteen.

Items ordered cannot be refused. If you refuse your order or refuse to sign your receipt, you will still be charged for the order. If items are received that were not ordered, these items can be returned for credit by following the guidelines stated in the institution policy and procedure on Inmate Canteen. 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.

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

**DISBURSEMENT REQUESTS FORMS:**

The Disbursement Request Form (DOC 184) must be used for all account transactions. This includes all financial transactions within the institution, requests to order merchandise from outside the institution, and for sending money to private individuals.

1. Disbursement Requests must be filled out completely. If a form isn’t completely filled out it will be returned to you.
2. After processing, Inmate Accounts will return the yellow copy to you. If the request is for a merchandise order you will not receive a yellow copy.
3. The Business Office processes Disbursement Requests once a week. Do not submit duplicate disbursement request. They may be processed if funds are available.

4. Disbursement Requests must adhere to the following guidelines:
   a) 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 or the Mailroom will mail it. Institution staff will not look-up personal addresses for inmates. Orders are mailed in the provided envelopes and addressed by the inmate. Incomplete addresses or illegible writing may result in the mail being returned.
   b) A check cannot be sent to any party who has sent the inmate money within the last 30 days.
   c) Money or gifts may be sent to close family members who are on the visiting list with Unit Manager Approval. (A close family member is defined as an inmate’s natural, adoptive, step and foster parents: spouse, children, grandparents, grandchildren, or brothers/sisters).
   d) No transactions will be permitted which involve a “time payment plan” or credit of any type.
   e) Disbursement Requests for merchandise must be approved by the Unit Manager. Requests for release clothing should contain the release date. A copy of the Disbursement Request is NOT sent to the vendor with the check, therefore inmates should not use the Disbursement Request as a substitute order form.
   f) Disbursement Requests for photocopies should be submitted to the department that is making the copies. The Business Office does not do copying. The “Pay To” box on the request should indicate Milwaukee Secure Detention Facility (MSDF).
   g) 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 and submitted to the Institution Mailroom. The Mailroom staff will determine the charges and forward the Disbursement request to the Business Office for processing. The “Pay To” box on the request should indicate MSDF.
   h) Disbursement requests for replacement ID’s should be forwarded to Intake with the “Pay To” box on the request should indicate MSDF.
   i) HSU staff must approve disbursement Requests for medical co-pays. The “Pay To” is MSDF.
   j) In some cases, the Unit Manager may not immediately approve the Disbursement Request, it will be done as fast as possible. Inmates wishing to appeal the denial of a Disbursement Request may do so through the established inmate complaint procedure.
   k) You may not transfer monies from inmate to inmate, or institution to institution.
   l) Inmates 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 the inmate.

If the transaction has been processed and sent out, there is nothing further the Business Office can do to stop the order.

VOIDING OF CHECKS
Inmates residing at MSDF may request the Business Office to void a check 90 days after issue. Submit an interview request containing the check number, date of issue, amount and payee.

Funds from Family/Friends need to go 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 a county facility (HOC or a county jail), or from an out of state facility, can take up to 30 days to arrive and be placed into your account. If your funds have not been received after 30 days, it is your responsibility to 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.

INMATE COMPENSATION
Inmate payroll is posted BI-weekly. For payroll posting dates refer to Inmate Pay Periods schedule posted on the units. Payroll information is submitted to the Business Office by work supervisors. It is the inmate’s responsibility to have an approved DOC-1408. If an inmate feels he was paid incorrectly, he must contact his work supervisor.
The following is the hourly pay rate schedule:

- VOLUNTARY UNASSIGNED …..00/HOUR
- INVOLUNTARY UNASSIGNED AND SICK CELL (40 HOURS PER WEEK) ..........05/HOUR
- FULL TIME PROGRAM ……..15/HOUR
- PROGRAM PAY is equivalent to 7 hours per day.
- RANGE 2 .................. .19/HOUR
- RANGE 3A (WORK) .......26/HOUR
- RANGE 4 .................... .35/HOUR
- RANGE 5 .................... .42/HOUR

DAI inmates, permanent placement or those who are awaiting transfer to DCI will be paid at the involuntary unassigned rate until proper work assignment paperwork (DOC-1408) is submitted and approved, before workplace pay will take effect. Inmates working weekends and holidays will receive an additional 2 cents per hour with submission of proper notations on timesheets. Inmates may refer to the institution policy and procedure on Inmate Compensation for more information.

Account statements will indicate wages placed in the inmate’s account. Any pay discrepancies should first be discussed with the work/program supervisor or unit staff if unassigned. References to account balances should be addressed to the Business Office. Requests should include specific amounts in disagreement, and reason the inmate believes an error has been made.

INMATE ACCOUNTS

Account Statements: Inmates will receive a statement of account activity a minimum of once per month.

Types of Accounts
1. **Regular**: Receipts, inmate pay, and refunds are deposited to this account. Inmates may request to have regular account funds disbursed for any reason consistent with s. DOC 309.49.
2. **Savings**: Pre-established savings accounts will be maintained and no new accounts will be opened. See Allowable Usages.
3. **Release**: Inmates have to provide funds for release. These funds may not be disbursed for any reason until the inmate is released to field supervision, except to purchase adequate clothing for release and for out-of-state release transportation. For exceptions, see DAI policy 309.45.02, attachment A. Release Funds Allowable Uses.
4. **Release Savings**: An interest bearing account that inmates may establish at a bank designated by the Department. Release account funds may be transferred to this account. Disbursements from this account are same as for the release account, see DAI policy 309.45.02. No new accounts will be opened.
5. **Work Release**: Payroll checks for inmates in work release placements are deposited in this account. Disbursements are for work related expenses. Inmates at MSDF may not request disbursements from the Work Release account. No new accounts will be opened.
6. **Work Release Savings**: An interest bearing account inmates may establish at a bank designated by the Department. Work Release account funds may be transferred to this account. No new accounts will be opened.

RELEASE ACCOUNT

All inmates shall have a release account established. Ten percent (10%) of all money receipts and wages will be diverted into the release account. All deposits into an inmate’s account are subject to the release fund deduction except:
1. Inmate complaint decision settlements.
2. Interest earned on regular savings accounts.

An inmate may request that regular account funds be transferred to his release account up to the release account limit. Release funds usage (see 309.45.02).

RELEASE CHECKS

Inmate’s funds will never be released through the MSDF lobby.

**MR**: DAI inmate account balances for individuals in this status will be dispersed on the day of release, according to the instructions provided by the supervising agent on the DOC-15.

**Discharge**: DAI inmate account balances for individuals in this status will be dispersed to the inmate on the day of discharge.
**DCC Release:** DCC inmate account balances will be forwarded to the inmate's agent of record. This will take approximately 7-10 business days.

**ATR Release:** ATR inmate account balances will be forwarded to the inmates Agent of record. This will take approximately 7-10 business days.

**SAVINGS ACCOUNTS:**
MSDF does not open new savings accounts.

**CERTIFIED/NOTARIZED COPIES OF TRUST ACCOUNT**
If you need a certified/notarized copy of your inmate trust account to submit to a court, you must write to Inmate Accounts. On your written request you must advise of the type of statement needed, the number of copies needed ($0.15 per page) and the time period needed. With your request include a completed disbursement request for copies and any additional postage; postage paid, addressed envelope.

A certified/notarized copy of your account activity will not be sent to you. You will receive the yellow copy of the disbursement request when the statement is mailed. This can take up to ten working days. No institution staff will make photocopies of a certified copy of a trust account statement.

**PROPERTY**

No property may be dropped off by family/friends for inmates housed at MSDF. Also, no property may be picked up from the facility upon an inmate’s release from or who is housed at MSDF.

**PERSONAL ITEMS**
Personal clothing, other than clothing purchased from a DOC approved vendor, is not allowed in the inmate’s possession at MSDF.

MSDF will store the following property for any DCC inmate:

- 1 Coat
- 1 Under shorts
- 1 Pair of Trousers
- 1 Shirt
- 1 Pair Socks
- 1 Pair Shoes

MSDF will not store any additional property other than what is on this list. (I.e. books, magazines, extra letters or photos). Those items must be mailed out at your expense they will be disposed of. Books may be donated to the institution if you choose.

When you arrive at MSDF, Property/ Intake staff will inventory your property prior to the escorting agency leaving MSDF. Your property will be inventoried in your presence. Any items considered contraband will be returned to the escorting agency. If the contraband is in a sealed bag from Milwaukee County Jail, the unopened bag will be returned to MCJ. If need be, MSDF can provide you with the proper paperwork to have the item picked up from MCJ.

When revoked, inmates shall be given an opportunity to either mail out or dispose of any non-allowable personal property. This process will only be done the day that you leave for DCI/TCI, not prior. If you do not have adequate funds to mail out your property at that time, the Business Office will issue an overdraft to your account which will be collected from future incoming funds. Should you not be revoked, the personal property you arrived with will be issued to you upon your release from MSDF.

Administrative and/or facility staff will establish what allowable items and their limits that inmates may have in their rooms. It will be up to the inmate to maintain these limits. Any non-allowable or excessive items must be disposed of, or mailed out at your expense.

DCC inmates who exceed these property limits will have two options to be in compliance with the property limits:
1. Have property disposed of by filling out DOC-237 (Property Receipt/Disposition) for destruction of property.
2. Mail property out at the inmate’s expense. You must have money in your account. Complete a Disbursement Request (DOC 184) w/the name & address of where the items should be sent to. Send the items and the DOC 184 to the property sergeant.

DAI INMATES (DAI DESIGNATED PODS ONLY)
Personal clothing and personal items that are not allowed at MSDF will be inventoried and stored in the property room until the inmate departs the institution and property will follow the inmate to his/her next destination. If non-approved clothing items are ordered from MSDF through a vendor, it will be returned. MSDF is not a storage facility and you are not allowed to order any personal property that does not meet our guidelines.

DAI inmates who exceed the property limits will have two options to conform to the property limits, per administrative code (303.10).
1. Mail property out at the inmate’s expense. You must have money in your account. Complete a Disbursement Request (DOC 184) w/the name & address of where the items should be sent to. Send the items and the DOC 184 to the Property Sgt.
2. Have property disposed of by completing a DOC-237 (Property Receipt/Disposition) for destruction of property.

Inmates who exceed the property limits will not have the option to store the excess property within the institution. Once property has been identified as excess property the inmate must complete DOC-237 (PROPERTY RECEIPT/DISPOSITION). The institution will hold the excess property for 30 days. Excess property left in the institution over 30 days will be destroyed or given to charity.

Only clothing ordered by inmates for their release to the community from MSDF can be ordered and will be stored with your property. These clothing items may be ordered no more than 6 weeks prior to your release date. Release clothing is limited to the following items: pair of pants, pair of socks, pair of shoes, pair of underwear, one coat, one hat, one shirt/sweater/sweatshirt, and may only be received no more than 30 days prior to release. Clothing from family may only be mailed in to the facility (no drop-offs allowed).

PROPERTY
Any inmate property received from a retail outlet must be new. All items must be shipped directly from the vendor where they were purchased. All items received must be accompanied by a printed receipt from the vendor. Property items received, but not approved, may be returned to the retail outlet from which they were received or forwarded in the mail to a person on the inmate’s visiting list (at the inmate’s expense) by completing a DOC-237. Inmates’ must fill out a DOC-184 Disbursement Request. They also have the option to dispose of the not approved property.

1. A record must be kept of all authorized property in your possession utilizing the property form (DOC-236/237).
2. All inmate personal property, excluding electronic equipment, fans, etc., shall be stored in receptacle (s) provided by the institution (i.e., dressers, lockers, footlockers).
3. The cost of individual or combination electronic items may not exceed $350.00 in value (television, radio, headphones, clock, and Walkman).

Personal footwear shall only be permitted with the written medical order from HSU. Further approval from MSDF Security personnel also needed per medical recommendation.
DAI Inmates are allowed to order 1 pair of shoes from the approved vendor catalogs.

HEAD COVERINGS/RELIGIOUS EMBLEMS
Religious Head coverings are permitted. Inmates requesting religious head coverings must submit a request to the Chaplain. In addition, head coverings OR religious emblems ordered off of canteen may be worn in your cell only.

HYGIENE/CANTEEN PROPERTY
Canteen purchase receipts will be required to verify purchase dates and proof of purchase. Inmates’ canteen limits in their rooms must be the same as what is allowed to be purchased of each item from the canteen list, (canteen order limits). At
any given time, inmates may only have in their possession canteen items totaling the allowable amount of items specified on the canteen menu’s limits (i.e. 10 bags of chips can be ordered at one time, so only 10 bags of chips may be in the inmate’s possession at one time).

Envelopes may be purchased through Canteen or approved Vendor Catalogs. A DOC-184 is only allowed for extra postage on embossed envelopes. No metered postage will be affixed to blank envelopes, any disbursement requests for postage on a blank envelope will be returned to the inmate.

No hygiene or other consumable items from any County facility are allowed at MSDF.

Hygiene and other consumable items sent with an inmate upon transfer from another DAI facility are allowable provided that they meet the specifications in DAI 309.20.01.

**ELECTRONICS: DAI Designated Pods and Program Pods ONLY**
Electronics must be purchased through an authorized retail vendor. Inmates who are authorized and reside in rooms which have electrical outlets will be given the opportunity to purchase these allowable items. You are not allowed to order electronics until you are housed on a unit where electronics are allowed. If electronics are ordered prior to you being housed on a unit that allows them, they will be denied and it will be your responsibility to immediately mail those items out of the Facility at your expense. MSDF will not store these items. You may only use your own electronics. You may not use or keep any other inmates electronics. When you are released you must take your electronics with you. You may not leave your electronics for another inmate to use nor are you allowed to throw them away.

**TELEVISIONS: DAI Designated Pods ONLY**
The television set, clear or transparent only, must be the small portable type with a picture tube not larger than 13 inches. All sets will be subject to approval by the institution. The power input of the set must not exceed 2 amps or 200 watts. Remote control devices are not allowed. Televisions that require programming or operation with remote controls are not allowed.

Be advised that approved electronic equipment, including televisions (DAI only) and radio must be used with headphones only (no use of speakers). Violations may result in the confiscation of your electronics as well as other disciplinary sanctions. Also, all TV’s and radios must be turned off during standing count procedures and when you are out of your cell.

**RADIOS: DAI Designated Pods and Program Pods ONLY**
Clear and transparent inmate radios may have AM and/or FM, and AC and/or DC capability. Only AC usage will be allowed in the institution. You must have headphones to use your radio. Police and short-wave bands are not permitted.

**CLOCKS: DAI Designated Pods and Program Pods ONLY**
Clear or transparent alarm clocks and radio/alarm clocks are allowed at MSDF. 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.

**HEADPHONES: DAI Designated Pods and Program Pods ONLY**
1. You may possess one pair of earbuds and one pair of headphones, clear only.
2. The maximum length of the headset cord may not be longer than 12’ fully extended. Detachable cords are not allowed.
3. No volume controls, power boosters or control boxes are allowed.
4. No radio headsets are allowed.
5. You will not receive your electronic item until you have the correct headphones.

**HOBBY ITEMS:**
As listed in DAI Policy # 309.36.01 (for both DAI and DCC inmates)
TAMPER PROOF SEALS
- Tamper proof seals will be affixed to inmate electronic items including; radios, televisions and other items in which contraband can be concealed.
- The number of seals will be determined by the size or shape of the item.
- Destruction or alteration of seals by an inmate may result in disciplinary action and/or removal of the item in question.

WATCHES:
A limit of one (1) clear watch per inmate shall be allowed. Watches with functions other than the time and date will not be permitted (i.e. indigo, lighting, sound generating, etc.) Watchbands shall be single thickness and are limited to a width not to exceed one inch. Watchbands with a single thickness of beads are allowed.
The cost of a watch may not exceed $75.00. The inmates must furnish a receipt from the merchandise supplier. No pocket watch chains or cords allowed. Watches are only allowed on designated DAI/ATR Housing Units.

MEDICAL ALERT MEDALLION OR BRACELET
Medical alert medallion and bracelets will only be allowed if determined to be medically necessary by HSU. They shall not exceed a thickness of 1/8”, an external boundary not to exceed the diameter of a $.50 piece, nor weigh more than (2) ounces. They are not to be hollow or of the locket type.
The chain or other instrument used to attach the medal around the neck shall not exceed 30” in total single strand length when measured from end to end and shall not exceed 1/8” in total diameter. Links shall be no larger than ¼” in length.

The medallion/bracelet must be worn at all times.

EYEGLASSES / CONTACT LENSES / DENTURES / CPAP MACHINES
Prescription eyeglasses that are tinted or light sensitive require medical verification and HSU written approval. Eyeglasses can be mailed in to an inmate via the postal service or other commercial carrier. They may not be dropped off at MSDF.

DAI inmates are not allowed to have contact lenses. Upon intake at MSDF, DCC inmates wearing clear contact lenses will be allowed to retain possession of them. No tinted or colored contact lenses are allowed.

Once contact lenses are no longer viable, DCC inmates may receive replacement pairs only if the lenses are clear and without tint and are shipped to the inmate directly from the vendor or medical provider. If the inmate chooses not to have a replacement pair of lenses shipped in, the pair that is no longer viable will be disposed of as contraband or sent out at the inmates’ expense per DAI policy.

Upon disposing of the contact lenses, the inmate may request to be seen by HSU for eyeglasses. The inmate is subject to the medical co-pay. HSU will issue necessary contact lens solutions per inmate request via HSR (“blue slip”). DCC inmates who are revoked and will be sent to DCI / TCI will not be allowed to take contact lenses with them.

Dentures must be mailed in to the property department.

Inmates with medically ordered CPAP machines may have them dropped off at the Institution lobby. This can be coordinated through the unit social worker.

PHOTOGRAPHS
Polaroid pictures will not be allowed to enter the institution through the mail or via intake property.
1. Nude photos are not permitted. DOC Policy 309.02(14) defines nudity as “showing of genitals, pubic area, or buttocks with less than a fully opaque covering. (no thong underwear)
2. All photos or reproductions of photos shall not exceed 8” x 11” in size (limit of 8 sheets).
3. Photos may not be gang related (displaying gang colors, gang, signing, gang insignia, etc.)
4. Commercially published photos are not allowed.
5. Personal photographs are restricted to a combined limit of fifty (50).
6. Photographs are not allowed to be placed on the walls or windows of your cell.
RECEIPTS
When an item is received, you will be issued a Property Disposition Receipt (DOC-237). It is an inmate’s responsibility to maintain all receipts as proof of ownership including all canteen receipts.

BOOKS / PUBLICATIONS
Publications, including books, magazines, newspapers, Internet materials and pamphlets, must be purchased through approved retail outlets or via the publisher. Private subscriptions for newspapers, periodicals and magazines may be received if they meet established regulations. A list of denied publications can be available for review through your Unit Manager. Inmates may possess a total of 25 publications, to include books, magazines, newspapers, periodicals and all other publications including legal, religious, educational, etc. Hard and soft cover books require a completed Property Disposition Receipt (DOC 237). In addition, all magazines and publications will be hand delivered by the mailroom staff each Friday along with a DOC 237 confirming receipt of the publication.

Newspapers, including Sunday newspapers, must be mailed from the publisher. Deliveries are not accepted. Publications will be marked with the inmate’s number upon receipt. Subscriptions must be paid for in full, prior to receiving any issues. No Credit Purchases. Publications, other than subscriptions, require cash register receipt from retail outlets. Disposable publications such as newspapers, magazines, and pamphlets do not require a property receipt or record.

Inmates may not receive or possess clippings from newspapers or other publications as they are considered altered property. Pornography is not allowed (as defined in DOC 309.02 (16)). Gang related publications are prohibited. Property items, which may be considered to be gang related, will be reviewed by the Security Director or designee, and/or Security Threat Group Coordinator to determine if the item is allowable or not.

INTERNET MATERIALS
1. Internet materials or e-mail from inmate personal web pages are not permitted.
2. Downloaded Internet materials are permitted and must be on standard size paper.
3. Materials received must be in accordance with DOC 309.05 Publications.

PERSONAL PROPERTY - SAFEGUARDING
- MSDF will not be responsible for personal property within an inmate’s possession, which becomes misplaced, lost, or stolen according to DOC 309.20.
- It is advisable to keep all property items locked up.
- Do not loan or give personal property to anyone else.

HOLD FOR INMATE COMPLAINT INVESTIGATION
If an inmate files an inmate complaint on any property item, the item will be held in the property room until the Warden/designee makes a final decision on the complaint.

INMATES PLACED IN RESTRICTIVE HOUSING STATUS
Anytime it becomes necessary to place any inmate in a Restrictive Housing status, all of the inmate’s property, except for state materials, will be inventoried and placed in Restrictive Housing property storage room. When an inmate is released from Restrictive Housing all of their property will be returned as soon as possible, staffing permitted. Inmates who receive packages while in Restrictive Housing will be notified in writing.

NON-ALLOWABLE PROPERTY FOR INMATES GOING TO DCI / TCI (A&E)
- No hygiene items
- No contact lenses
- No writing paper or drawings
- No edible canteen items
- No shower shoes
- No publications
- No yellow envelopes
- No pamphlets
- No metered mail
- No Big envelopes
- No folders
- No pencils/pens
ALLOWABLE PROPERTY FOR INMATES GOING TO DCI/TCI (A&E)

- 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 photos (digital photos permitted)
- 25 embossed envelopes (no stamped envelopes)
- 1 watch (clear, plastic style only)
- 1 Wedding band (stone or gem must be embedded into the surface of the ring and must meet established band thickness/width specifications)
- Personal ID cards/information (i.e. Birth Certificate, DL, SS card, State-issued ID card)
- Personal letters/cards (limit 25)

Property that is not allowable at DCI/TCI will not be sent along with the inmate. Inmates who have been revoked and are going to DCI/TCI will have the option to dispose of or mail out the non-allowable property at their expense.

PROGRAM REVIEW COMMITTEE (DAI Inmates Only)

INITIAL CLASSIFICATION/ PROGRAM REVIEW COMMITTEE:

DAI inmates that have been determined to stay at MSDF by the Records Department will be staffed by an Offender Classification Specialist (OCS) of the Bureau of Offender Classification and Movement (BOCM). The OCS will staff inmates per Administrative Code 302.

INITIAL CLASSIFICATION (IC):

Inmates will be seen within 60 days of being assigned to the OCS at MSDF. Custody level, program needs and institutional placement will be determined at that time. These decisions are based in part upon: 1) nature and seriousness of the offense, 2) criminal record, 3) length of sentence, 4) motivation for the crime, 5) attitude towards the crime, 6) conduct, 7) time served, 8) medical and clinical needs, 9) risk to a victim, witness or the public, 10) program performance, 11) pending legal matters or detainers, 12) decisions by the parole commission, 13) the results of risk rating instruments, and, 14) inmate vulnerability.

PROGRAM REVIEW COMMITTEE (PRC):

Following initial classification, all inmates are reviewed at 12 month intervals (or sooner as needed). During reclassification, custody, placement and program issues are reevaluated utilizing factors highlighted in initial classification and adjusted based upon changes occurring during the inmate’s incarceration.

There are three types of Program Review Hearings. The inmate risk rating will be updated only at the scheduled and early PRC hearings.

- **Scheduled PRC** occurs according to your recall month.
- **Early PRC** when a significant change occurs that affects your custody level. You may request an early PRC review through your Social Worker by submitting a DOC-2212. You must have participated in the initial Classification process to request an early PRC.
- **Program Change PRC** hearings are held in the event of a termination from a program (i.e. disciplinary, administrative or drop out).

Prior to your PRC hearing, the Social Worker will interview you to discuss classification issues. Here, you will have the opportunity to discuss your concerns and requests. Your Social Worker will prepare written documentation for the hearing. You may elect to appear at the hearing or may waive appearance. Following the hearing, you will receive a copy of the DOC 116 and 114 Inmate Classification Review Classification Summary and Risk Rating.
**ADMINISTRATIVE REVIEW:**

If there is erroneous information in your Initial Classification Action or your Reclassification Action, you may request an Administrative Review via a DOC-1292. It must be completed within 10 days of receiving your decision from Initial Classification or Program Review Committee.

You have the right to appeal classification decisions by filling out a DOC 1292 Request for Review of A&E or PRC action. These forms are available from your Social Worker.

You are responsible for communicating your issues with your social worker when changes occur, this can affect your classification. Although classification must take population pressures into consideration, we will work with you to facilitate program involvement, transfer, and custody changes as deemed appropriate.

You may send a DOC-761 Inmate Interview / Information Request form to PRC staff if you have questions regarding classification issues.

**RELIGION**

**ACTIVITIES**

Inmates are invited to participate in services of their religious preference. They are encouraged to take part in the service with scripture readings, prayers, and special music, as arranged by the Chaplain. Communion services are offered for those who desire to participate.

Group religious studies or gatherings are NOT permitted unless lead by MSDF staff member or approved volunteer.

Once you are in the bible study, you must stay until the end. If you leave bible study prior to the conclusion of the session, you must return to your cell until bible study is complete, you may not sit in the dayroom. Once bible study has concluded, and if it is your dayroom time, you may then resume normal dayroom activities.

Services/Studies are held as scheduled and on holy days of obligation as available and announced. Spiritual programs are allowed as arranged by the Chaplain.

Pastoral visits with your home pastor or recognized religious leader may be arranged through the Chaplain’s office, as time and space permits. Special services for religious groups may be arranged as staff time and facilities allow.

Religious books may be requested from the Chaplain’s office. Bibles, Qur’ans and other devotional materials are also available. Requests for religious property items are to be submitted to the Chaplain.

Religious obligatory donations (Tithe, Offerings, and Zakat etc.) may be sent to the faith group of your preference. A stamped envelope, addressed to the Temple, Church, Mosque etc., (left open) and a completed money transmittal should be sent to the Chaplain for verification and approval. Religious preference, designation, and approval are required for possession of religious property items other than books/publications. The Chaplain is available for counseling, institution and sacramental matters, checking out materials, etc. To see the Chaplain, please submit an interview request.

**DIETARY CONCERNS**

Inmates with questions concerning religious dietary needs must discuss them with the Chaplain, who will consult with the food service administrator. Dietary needs can be met by self-selection off the regular menu. No pork is served at MSDF in any meals. Any requests for menu item changes for special religious observances must be made to the Chaplain a minimum of 30 days in advance.

**REQUESTS**

**INFORMATION/INTERVIEW REQUESTS FORMS**

If you need information from a staff member or wish to see a staff member, Interview Request Forms are available on your unit. Interview requests are to be addressed only to the appropriate person for your specific question. You are not allowed to send multiple Interview Request forms to multiple people asking the same question. Please allow 10 working days for a response to your request before submitting another one.

The chart below lists whom you should write to regarding specific questions in each area. Place your Interview Requests into the unit mailbox. Do not give Interview Requests directly to the staff.
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<td>CMSD</td>
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RESOURCES

LAW LIBRARY
MSDF maintains a law library in accordance with Administrative Code 309.27 and DOC Internal Management Procedure #34. For DCC Inmates there are satellite law rooms on each floor that consist of those materials which are most helpful to you as you prepare for your revocation hearing. For DAI Inmates there are satellite law rooms where computer access is available to the entire law library.

Inmates will need to sign up in advance to use the law rooms following the procedures posted on your unit.

When a need arises that you need additional legal materials that are not available to you through the above resources you are to write to the MSDF Librarian for assistance.

You must follow the unit guidelines if you need to utilize the Law Library.

LEGAL SUPPLIES FOR INDIGENT INMATES
An inmate who has a general account balance of zero and is in need of supplies and funds for legal copies and correspondence under DOC 309.51 may apply for a legal loan by writing to the Business Office. The entire legal loan process may take up to 30 days in order to accurately evaluate your account status. Approved inmates will be held to the established institution guidelines for Legal Loans. When an inmate transfers between institutions, the loan balance is forwarded to the receiving institution.

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

Legal Loan Supplies may include the following:
- Yellow legal pad, pen (Note: Pens will not be supplied to inmates housed in R.H.)
- Manila envelope
- Legal #10 envelope
- 50 sheets of paper

To request additional legal loan supplies write directly to the business office.

Legal Loan Postage Request requires the following:
- Placement on the MSDF Legal Loan List.
- Complete and attach a completed DOC 184 to the item to be mailed.
- Send it to the institution Mailroom

NOTARY PUBLIC SERVICES
The institution Unit Managers are Notaries. Inmates wishing to receive this service must submit an Interview Request to the Unit Manager specifying what it is they need to have notarized.

The following is a specific list of documents that will be notarized (if your item does not appear on this list, it will not be notarized):
- Affidavits needed to support or oppose a motion for summary judgment and indigence. Affidavits are not needed to file a standard state or federal "summons and complaint" lawsuit and will not be notarized
- Notice of Claim filed with the Attorney General's Office.
- A petition for a Writ of Habeas Corpus. Petitions for Writs of Mandamus, Certiorari or Prohibition do not have to be sworn or supported by affidavits of any kind other than indigence.
- For other items, you must provide written verification that the item needs to be notarized. This verification must come from an outside, recognized source and will be presented to and reviewed by staff prior to any authorization.
INMATE RECORDS DEPARTMENT

There is a Records Office at MSDF.

**DCC Inmates** – Records will not have your release date nor will it have any type of sentence structure for you. You will have to contact your Agent for that information. Records does not have any of your files, so Records will not be able to make copies from your files nor will you be able to review your files. Records does not know if you have any warrants and/or detainers. If you think you have a warrant/detainer, you must contact the city/county it is in to have it taken care of. Records is not responsible to research, verify, clear up, any warrants and/or detainers. Records does not track court appearances. It is up to you to contact the courts for your next appearance. Records does not track pending charges. If you think you have any pending charges, it is up to you to contact the courts about them.

**Revoked Inmates** – Once Records receives your file from DCI, a sentence computation (calculation) will be completed and sent OFF SITE to Centralized Proofing per the records policy. Records does not have any control on how long it takes to receive the computation back from centralized proofing. Once Records receives the file back from proofing, completed and approved, then MSDF Records will process it. When processing is completed, you will receive a copy of your sentencing dates.

**NOTE:** Records cannot adjust any credit time that is listed on your Revocation Order & Warrant (ROW) or Judgment of Conviction (JOC). If you feel that you are owed more credit than is listed, you must contact your Agent or the sentencing Judge about it. Records can only give the credit that is listed on the ROW or JOC.

**DAI Inmates** – Questions regarding your MR/ES date, maximum discharge date or PED date can be sent to the Records office via an interview/information request. Please allow Records one week to respond. Requests to review your Legal and Social Service files should be directed to the Records office. Once Records receives your request, you will be put down on the list for file reviews. Please remember you are only allowed to see your file(s) once every six (6) months. Records can inform a DAI offender if you are on the list to go to DCI, but Records cannot disclose where an inmate is on the list or give an approximation of when you will go to DCI.

There is a Registrar/Records Office at MSDF.

**DISCIPLINARY SANCTIONS**

**LOSS OF DAYROOM**

Loss of Dayroom begins at 11:00 a.m. each day and ends the next morning at 7:30 a.m. The affected inmate may not engage in any activity with the dayroom at that time. When an inmate is in their room, their door must be secure. An inmate on loss of dayroom may access normal dayroom privileges during the hours of 7:30 a.m. to 11:00 a.m. This means that an inmate who is on loss of dayroom will not be allowed to shower, use the phone, access the law library or rec. room at any other times of the day.

During the hours of 11:00 a.m. to 7:30 a.m., the only reasons to be out of your cell are as follows:

- Mealtimes
- Standing count
- Clothing exchanges
- Canteen delivery
- Visits
- Religious activities
- Work, school, or program activities
- Law library sign up during morning dayroom times only

**LOSS OF RECREATION**

When under this sanction, inmates cannot use the recreation room except to attend religious services or other approved groups.

**ROOM CONFINEMENT**

Room confinement begins at 8:00 a.m. each day and ends the next morning at 7:30 a.m. The affected inmate may not engage in any regular dayroom activities during that time. When an inmate is in their room, they must have their door secure.
An inmate on room confinement is permitted to:

- Come out for mealtimes
- Come out for standing count
- Attend visits
- Attend religious activities
- Attend work, school, or program activities
- Use the law library with approval from the Unit Manager.
- Use the shower between the hours of 7:30 a.m. and 8:00 a.m.

An inmate on room confinement is NOT permitted to:

- Attend recreational or social activities
- Leave their cell door open
- Visit with other inmates
- Haircuts
- Use the Phone

VISITATION

MSDF is a no contact, tele-visiting facility. Inmates are allowed scheduled visits only for persons on their approved visiting list.

- MSDF visitors must be in the door prior to 7:45 PM to conduct a visit. The lobby doors will be secured at 7:45 PM.
- The total number of persons permitted on a visit may not exceed two (2) adults OR one (1) adult with two (2) minor children.
- Every inmate at MSDF is eligible for UP TO 9 hours of visiting each week (limited to 3 visits per week), Monday through Friday, between the hours of 7:00 a.m. and 4:00 p.m. Visits may last up to 3 hours, provided that the visitor arrives in the front lobby of the institution by 12:10 p.m. and that the visit is completed by 4:00 p.m. The MSDF lobby is closed from 12:10 p.m. till 1:00 p.m.
- Visit length during the following times will be limited to 1 hour due to a higher volume of visitors: Monday through Friday from 4:30 p.m. to 8:00 p.m., Saturdays, Sundays and legal holidays.
- Visits may be denied due to unavailability of a tele-visit booth. All tele-visiting booths on the pod must be in use for a visit to be denied. Inmates may not leave the visiting booth during their visit without permission from staff.

Special visits - A special visit request must be submitted to your unit Social Worker for approval. Special visits may be requested for a family member or non-family member not on your visiting list, who is traveling a great distance* to the institution so that frequent visiting is impossible. A special visit may be requested only twice a year for the same visitor. The special visit would also count as one of your allowable visit per week. The procedure for requesting approval of a special visit is as follows:

- The name, address, date of birth, and date of visit of the proposed visitor must be submitted to your Social Worker no fewer than seven (7) working days prior to the date of the visit.
- A background check will be done and then a recommendation will be made to the Unit Manager for approval/disapproval.
- If approved, the proposed visitor(s) must provide the necessary identification or entry will not be allowed.
- Extra visiting time may be requested for a visitor who is traveling a great distance* or for exceptional reasons. Extra visiting time may be requested only twice a year for the same visitor. Extra visiting time will not normally be approved for weekend (Saturday and Sunday) or holiday visiting.

*A great distance is defined as a minimum of 4 hours/200 miles.
VISITING LISTS
Program inmates should refer to the program handbook for information on visiting lists.

DCC Inmates, the process for completing your visiting list is as follows:

You have to fill out the DCC/MSDF Inmate visitor list and send it to the Visiting List Coordinator. Your visiting list must be filled out and approved by your agent before any visit is allowed. The Coordinator will contact your agent for verification and approval / disapproval of your list. You will receive a copy of your list once it is approved. Approval of a visiting list can take up to 30 days. No changes will be made to your visiting list after its’ initial approval.

If you are revoked and receive A&E (assessment and evaluation) to MSDF, you are then considered a DAI inmate. Then you may follow the DAI inmate procedures. This will only apply if you are staffed (A&E) at MSDF. If you are not staffed here, this will not apply to you.

In addition, DCC lists do not follow an inmate to any other institution. You must start over with a new list once you are received at your next institution.

DAI Inmates, the process for adding someone to your visiting list is as follows:

- Mailing out the Visitors Questionnaire.
- The inmate will get the appropriate forms and instructions from his unit.
- The inmate will supply his own envelope and stamp to mail the visiting form and visiting information sheet to the prospective visitor
- The proposed visitor will need to return the properly filled out visitor form directly to the Visiting List Social Worker via U.S. Mail. Questionnaires that are mailed to the inmate will not be accepted
- Inmates will be notified when a visitor has been added to their visiting list by the Social Worker
- You are allowed to have twelve (12) adult visitors on your visit list, regardless of relationship. It is the inmate’s responsibility to contact the Visiting List Social Worker when they wish to remove a visitor.
- You must request that a visitor(s) be added to your approved visitors' list. A prospective visitor must answer a questionnaire before visiting status is granted. Each person placed on the visiting list must remain on that list for six (6) months from the date of approval, before they can be removed by the inmate. Only visitors on your approved list shall be permitted to visit.
- Spouses of immediate family members who are on the visiting list should be listed on the visiting list and WILL be counted towards your twelve (For example: mother and father will count as two visitors)
- Children of the inmate and children of approved visitors who have not attained their 18th birthday may visit and shall not be counted against the limit of 12 visitors. Children must be on the approved visitor list. Any minor who visits must have the written consent of the parent or guardian prior to visiting. Also, any visitor who has not attained their 18th birthday shall be accompanied by an adult who is on the approved visitor list, unless the visitor is the legal spouse of the inmate. A newborn child may be added to a visiting list at any time.
- Upon reaching the age of 18, a child formerly designated as a minor will be counted as one of the 12 approved adult visitors. If there are already 12 visitors on the list, the inmate will be required to remove one to accommodate this addition. It is the inmate's responsibility to make these necessary changes on the visiting list in a timely manner.
- With the approval of the Warden or designee, an inmate may have more than 12 visitors on the visiting list if all visitors are close family members.
- “Close family member” means the inmate’s natural, adoptive, step and foster parents, spouse, children, grandparents, grandchildren, or siblings.
- When you receive notice that a visitor has been approved and added to your visiting list, it is your responsibility to provide visiting regulations to your visitor. A visitor information sheet is available for mailing. These are available at your unit Officer station or from your Social Worker.
APPENDIX A

PRISON RAPE ELIMINATION ACT

YOUR RIGHTS

- To be free from sexual abuse, sexual harassment and report-related retaliation.

- To receive education at 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 may also view a video, with the same title, during intake and on your housing unit each Wednesday during lunch.

- To receive safe housing and bed assignments with access to safe work, education and/or programming.

- Except in an emergency, to know when a staff member of the opposite gender enters your housing unit so that you may perform bodily functions, shower and change clothing without being viewed. At MSDF, a blue light will display in the housing unit to alert.

- 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.

TO REPORT

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

- Tell or send a request to ANY staff person.
- Call the PREA Reporting Hotline. Dial 777 to report to the Department of Corrections PREA Office. Dial 888 to report to an agency outside of the Department of Corrections. Please note, while this call is received by an outside agency they do not respond; your report will be forwarded to this facility for review and action. Your Inmate Pin Number is not required to make either call.
- 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.

FOR SUPPORT

Consider talking with someone. Support may come from a trusted friend, family member, mental health or medical staff member, victim services coordinator or another staff member. Victims may also receive support from an outside sexual assault agency and advocate. Sexual assault service providers are dedicated to helping victims. Their services are free and not connected to DOC. This facility 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 also contact Aurora Healthcare’s The Healing Center/Sexual Assault Treatment Center directly.

Phone: 414-219-5555
Address: 945 North 12th Street, Milwaukee, Wisconsin 53233
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.

For at least 90 days, inmates who report sexual abuse will be monitored for retaliation. In some situations, a victim’s housing may be changed to protect their safety.

After an investigation, the victim will be notified if the outcome is substantiated, unsubstantiated or unfounded.

Every effort will be made to ensure that your communications with the local sexual assault service provider remain confidential. Your pin number is not needed to make this call. These calls are not recorded or monitored. Written correspondence may be opened or inspected and may be read with the written approval of the security director. 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.

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.

Inmates who are 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.

Staff who are found to have violated agency sexual abuse, sexual harassment and retaliation policies are subject to disciplinary sanctions, up to and including termination, in accordance with DOC policy. Violators may be referred to local law enforcement for investigation and prosecution in accordance with Wisconsin criminal statutes.

DEFINITIONS
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 than they have not consented.

Because staff members have authority over inmates, inmates 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 an inmate.

Consensual sexual activity between inmates violates DOC policy and may result in a conduct report.

Sexual Abuse
Sexual abuse by another inmate 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 inmate. These 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.

**CONFIDENTIALITY**

Confidentiality following an experience of sexual abuse is critical. To ensure privacy and safety, only those who “need to know” are part of the response and investigation. Please review the “Support” section for reminders on the extent to which your communications with a sexual assault advocate may be monitored.

These services are also provided if you have been the victim of sexual assault in the past. Contact a staff member for a listing.

**Prevention:** If you feel that your right to be free from sexual misconduct is being violated, staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual misconduct with any staff member. Some staff, like psychologists, are specially trained to help you deal with problems in this area. If you are in an emergency situation, approach any staff member. It is part of their job to ensure your safety. Even if you have not been assaulted or abused, but are in fear for your safety, you should report your concern to staff. You do not have to name other inmates to receive assistance, but specific information may make it easier for staff to help you.

**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 another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing 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 inmates 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.

**REMEMBER:**

**Sexual assault is a serious crime.** The DOC will investigate all reported incidents of sexual assault. If you are a victim of such an assault, REPORT IT IMMEDIATELY. DOC STAFF WILL PROTECT YOU from the assailant.

Any sexual act between inmates and staff (even when no objection is raised) is ALWAYS prohibited and is a violation of law. It is inappropriate and against DOC regulations for an inmate in an institution or on field supervision to approach a staff person for the purpose of sexual activity.
What happens to staff if I agree to the sexual activity?
Although you may agree to the sexual activity, Wisconsin law and the DOC specifically forbid sexual activity between inmates and staff, contractors or volunteers. Staff is subject to discipline and prosecution regardless of whether you consent to such activity. There are no exceptions.

Law enforcement contact information for MSDF
(** New contact numbers will be provided to you at the facility where you are housed outside of MSDF**)

- Milwaukee Police Department
  - Sexual Assault Unit
  - 749 West State Street, Room 529
  - Milwaukee, WI 53233
  - (414) 935-7718

- Milwaukee County Sheriff’s Department
  - Sensitive Crimes Victim Services
  - 821 West State Street, Room 101
  - Milwaukee, WI 53233
  - (414) 278-4617

STAYING HEALTHY IN PRISON

If You Have Suicidal Thoughts
Everyone thinks about their death at some point but thoughts or plans to harm yourself are most likely a sign of depression. Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself. Please contact an officer, psychology staff member, chaplain or social worker so that there is an opportunity to help you. Remember that there are ways to improve nearly any problem or situation. As time passes and circumstances change what is not a big problem may turn into a smaller problem. 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.

Most people who think of suicide do so for a relatively short time. Things can change, feelings can be altered and unexpected solutions found. 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 have to find them again.

Be Your Brothers/Sister’s Keeper
Similarly, if you have reason to believe that another inmate is thinking of harming himself or herself, please contact staff so that we can offer out help. Warning signs could include giving away possessions, saving up medication, saying goodbye or making unexpected apologies, writing a will, sudden depression or withdrawal from others.

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

How to Contact Psychological Services
- Write an interview request for psychological services
- If urgent, contact any DOC staff member

NOTE: Additional policies and procedures affecting inmates are available for review in the Law Libraries
Ronald Malone, Warden

Ione Roman-Guillonta, Deputy Warden

Robert Miller, Security Director