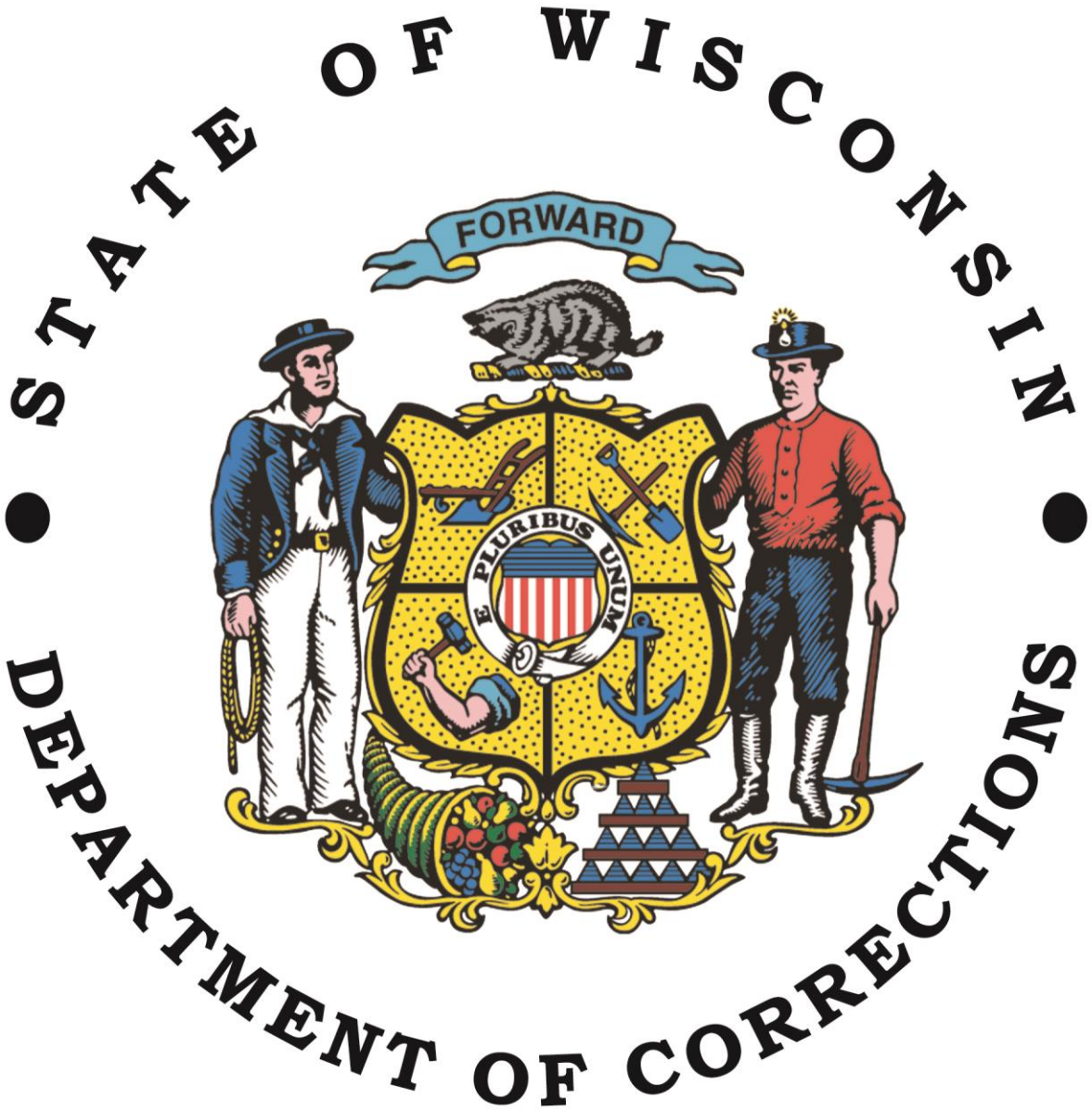

WWCS

MILWAUKEE WOMEN'S CORRECTIONAL CENTER

INMATE HANDBOOK – 2015

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

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

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ORIENTATION TO MWCC

Milwaukee Women's Correctional Center has a standardized orientation/intake process that encompasses center expectations and the code of conduct for inmates. Inmates will be given a preliminary orientation on their day of arrival and a more comprehensive orientation within one week. The Superintendent and staff conduct orientation sessions on a regular basis. Inmates must attend the first scheduled comprehensive session after arrival. **Inmates are to bring the handbook with.**

Special notices, policy changes, memos, etc., are posted on inmate bulletin boards. It is an inmate's responsibility to read inmate bulletin boards on a daily basis.

INMATES ARE EXPECTED TO:

- Treat fellow inmates and the staff with dignity and respect.
- Address treatment needs, participate in center programs and activities.
- Maintain a positive attitude.
- Complete work assignments to the best of their ability, in a timely manner, with a positive or neutral approach.
- Take care of the center buildings, contents and property. Keep the facility clean and in good order.
- Follow the DOC Administrative Rules, center rules, policies and procedures, and staff directions.
- Remember that this handbook does not cover everything. Inmates are to follow staff directives and orders

Center Address

Milwaukee Women's Correctional Center

615 W. Keefe Ave.

Milwaukee, WI 53212

(414) 267-6101

MWCC ADMINISTRATIVE AND SECURITY STAFF

WISCONSIN WOMEN'S CENTER SYSTEM

WARDEN
Deanne Schaub

DEPUTY WARDEN
Mark Wildman

MILWAUKEE WOMEN'S CORRECTIONAL CENTER

SUPERINTENDENT
Ms. Zank

ASSISTANT SUPERINTENDENT
Captain Miller

CORRECTIONAL PROGRAMS SUPERVISOR
Ms. McRae

SOCIAL WORKERS
Ms. Grutza, GP
Ms. Syrrakos, ERP

EMPLOYMENT SERVICES SPECIALIST
Ms. Reid

FACILITIES MAINTENANCE SPECIALIST
Mr. Rouleau

CORRECTIONS FOOD SERVICE LEADER
Mr. Burczyk

OFFICE SUPPORT
Ms. Kemp
Ms. Meyer

HEALTH SERVICES
Ms. Berkley, HSM
Nurse Roese, NP
Ms. McGinty, MPA

PSYCHOLOGICAL SERVICES
Dr. Thomas
Dr. Lillich

WORK RELEASE COORDINATOR
Sergeant Scapardine

PROPERTY / CANTEEN
Sergeant Keenan

SHIFT SERGEANTS

Sgt Cain	**Sgt Hobson**	**Sgt Johnson**
Sgt Lemberger	**Sgt Mitchell**	**Sgt Moore**
Sgt Moyer	**Sgt Reilley**	**Sgt Terry**
Sgt Wiggins	**Sgt Muehleisen**	**Sgt Kirkendoll**

All non-security staff will be addressed by: "Mr., Mrs., or Ms." All Security staff shall be addressed by their title, either Sergeant or Captain. Inmates are not allowed to address staff by their first names.

INTRODUCTION

Welcome to the Milwaukee Women's Correctional Center (MWCC), a minimum security work release / treatment facility. The programming at the Milwaukee Women's Correctional Facility is intended to assist you to become a responsible member of your community. In order to achieve this goal, you must identify and acknowledge the traits, actions and association that lead you to a criminal lifestyle. You must develop a positive attitude in order to profit from the opportunities that are available to you here at MWCC. Maximum participation in all programming is expected. At MWCC we place a great emphasis on personal responsibility, trust and maturity. We foster a community environment and expect everyone to co-exist in a respectful and orderly manner.

While residing at this facility you are expected to conduct yourself like an adult. Courtesy, respect and cooperation with staff and other inmates are the keys to a successful stay at MWCC. MWCC is committed to ensuring that each inmate is aware of the Prison Rape Elimination Act (PREA) and will continually provide updates as they become available. Throughout the center you will see PREA posters in English and Spanish. These posters are for your benefit so please take the time to familiarize yourself with them.

The rules set forth in this handbook are necessary to ensure a smooth, orderly operation as well as help protect the public, while providing a safe and secure environment for both staff and inmates. We expect that you will follow the rules just as we expect staff to enforce them. We trust that you will be motivated to work hard in your program or work assignments and that you will do your utmost to ensure that your stay with us will be worthwhile and productive.

We urge you to take the time to carefully read and study this handbook. Many of the questions that you have about this facility will be answered by doing so. If you need clarification, please ask the security staff. Please also check bulletin boards for updates or amendments to the rules contained in this book.

The DOC remains committed to facilitating each inmate's successful reintegration into the community through the delivery of comprehensive Pre Release Curriculum.

Best wishes for a successful stay at MWCC.

-Superintendent Zank

ADA Compliance

The Americans with Disabilities Act (ADA) Coordinators are listed on the Contact List which is posted. To request consideration for accommodation under the Americans with Disabilities Act, please complete the top portion of the DOC-643 Interview/Information Request form and forward the request to an ADA Coordinator.

ADMINISTRATIVE STAFF DUTIES

SUPERINTENDENT

The Superintendent has overall responsibility for the center and directly supervises the following staff:

- Captain
- Program Supervisor
- GP Social Workers
- Work Release Coordinator
- Food Service Leader
- Facilities Maintenance Specialist
- Office Support staff
- Psychological Services staff
- Employment Services Specialist

In addition, the Superintendent is the reviewing authority for all inmate complaints.

CAPTAIN

The Captain is responsible for the center in the absence of the Superintendent and has the following duties:

- Overall security issues including the physical plant
- Supervision of security staff (Sergeants)
- Inmate Complaint Examiner

SUPERINTENDENT AND CAPTAIN:

- Review and decide disbursement requests
- Review and decide special visits (out-of-state or emergency)
- Review and decide requests for funeral and death bed visits
- Serve as due process hearing examiner
- Serve as Reclassification Hearing participant

PROGRAM SUPERVISOR

The Program Supervisor is responsible for the following staff and areas:

- Substance Abuse Program staff
- Oversees the Earned Release Program.
- Approves all volunteers and pastoral visits.

- Notary Services
- Other programming
- Limited English Proficiency Coordinator

HEALTH SERVICES MANAGER

The HSM is responsible for the following staff and areas:

- Nursing staff
- Medical program assistant
- Oversees Health Services, Dental Services and Psychological Services.

WORK RELEASE COORDINATOR

The Work Release Coordinator will assist inmates in work-related activities, including:

- Obtaining employment
- Securing proper identification documents (social security, birth certificate, driver's license / ID card)
- Transportation to and from the work site
- Securing proper identification documents (social security, birth certificate, driver's license)

EMPLOYMENT SERVICES SPECIALIST

The Employment Services Specialist will assist Inmates in work-related activities, including:

- Facilitate completion of the Employability Skills Module of the Pre-Release Curriculum
- Obtain clothing/tools necessary for employment

SOCIAL WORKER

Social workers will assist Inmates in the following activities:

- Visiting lists
- Coordinating parole planning
- Interstate Compact
- Preparation of Reclassification Hearing recommendations
- Facilitating inmate assessments / programs / activities

OFFICE SUPPORT STAFF

Center office support staff are responsible for the following duties:

- Various business office duties
- Copies

CORRECTIONAL FOOD SERVICE LEADER

Center food service staff is responsible for the following duties:

- Responsibilities include the kitchen, dining, and food storage areas
- Training and supervision of inmate kitchen workers
- Garden
- Facility supplies

MAINTENANCE STAFF

Center maintenance staff is responsible for the following duties:

- Overall maintenance of the center
- Supervise inmate maintenance work crews

HEALTH SERVICES STAFF

Center health service staff are responsible for the following duties:

- Review and coordinate health services and dental requests
- Provide health care
- Psychological services referrals

SERGEANTS

Center Sergeants are responsible for the following duties:

- Sergeants are responsible for the secure operation of the facility
- Monitoring inmate activities inside and outside the institution
- Searches, including persons or room, randomly or for cause.
- Conducting urinalysis and breathalyzer tests.
- Job checks, supervising inmate center work, and evaluating their work.
- Writing conduct reports for violation of rules documenting inmate behavior, and providing them with direction.
- Medication distribution and inmate inquiries done on 1st and 2nd shifts at posted times
- Processing of canteen and property as needed.

CANTEEN

Every two weeks Inmates are allowed to order canteen. Canteen ordering will be done on the Keefe kiosk located in the inmate computer room. The kiosk is an easy to use touch screen system.

Inmates will log on to the kiosk using their inmate number and a password they create. Inmates are not to share their password with anyone else.

If an inmate forgets her password she may write the Property Sergeant and request it be reset.

The kiosk will be updated with the inmate's current account balance each day. Inmates may modify their orders as often as they wish during the two week ordering period.

The canteen orders are downloaded by the Property Sergeant every other Monday. Once the order has been downloaded inmates will not be able to modify that week's order, any new changes will be on the next order. The Monday that the order is downloaded the canteen will be delivered to the center the next day.

Check bulletin boards for allowable item limits**.** The maximum amount inmates may spend in two weeks is $84.00. A menu is posted on the bulletin board as well as the information handbook in inmate rooms. There will be no substitutions for items.

The Property Sergeant will pass out the canteen. If there is a problem when inmates receive their order, they need to notify the Sergeant right away prior to opening the bag. The Property Sergeant will notify the vendor and the Business Office to correct the problem. Once an inmate leaves the area, concerns regarding the inmate's canteen order will not be honored.

Inmates are not to talk while waiting in line to pick up canteen items.

CENTER JOB ASSIGNMENTS

Center jobs are necessary to maintain center operations. Center staff determine, hire and schedule inmates for job assignments.

1. All inmates, including those on work release, may be assigned to a center job assignment or asked to help as needed.
2. Work is supervised and inspected by staff.
3. Be sure to read the job description and ask staff if there are any questions.

CHAIN OF COMMAND

If an inmate wishes to see a staff member or has a question for a staff member, fill out a request form which are available in the file cabinet by Control. Inmates must state exactly why they need to see the staff person or state the question exactly. Inmate requests will be answered as soon as time permits.

Do not send the same request to more than one staff member at any one time. Wait for a reply. Follow the chain of command. Do not write to the Superintendent or Captain unless an attempt to resolve their issue with the appropriate staff has already been made. Do not stop and confront staff about issues. We encourage inmates to ask questions of our staff, but do so in an appropriate manner via an interview request form. Simply fold the interview request form, do not staple, clip, tape or adhere the form in any way.

COMMUNITY SERVICE

Center community service projects are a way for inmates to help the community.

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

Chain of Command for Problem Solving

CONCERN	1ST LEVEL	2ND LEVEL	3RD LEVEL
Accounts	Office Operations Associate	Captain	WWCS Inmate Accounts
Americans with Disabilities Act	Program Supervisor	Superintendent	WWCS HR Director
AODA & Other Programs	Social Worker / Treatment Specialist	Program Supervisor	Superintendent
Canteen	Property Sergeant	Captain	Superintendent
Dental	Nurse	Health Services Manager	Superintendent
Emergency Contact Forms	Social Worker	Program Supervisor	Superintendent
Education	Social Worker	Program Supervisor	Superintendent
Food Services	Food Service Leader	Captain	Superintendent
Health Services	Nurse	Health Services Manager	Superintendent
Hobbies	Property Sergeant	Captain	Superintendent
Housing Unit Issues	Sergeant	Captain	Superintendent
Interstate Compact	Social Worker	Superintendent	WWCS Warden
Jobs – (Center)	Individual Work Supervisor	Captain	Superintendent
Laundry	Property Sergeant	Captain	Superintendent
Legal Loans	Captain	Superintendent	WWCS CMSD
Limited English Proficiency	Program Supervisor	Superintendent	N/A
Mail	Sergeant	Captain	Superintendent
Medical Co-Pay	Nurse	Health Services Manager	Superintendent
Notary Services	Program Supervisor	Superintendent	N/A
Open Records Request	Superintendent	N/A	N/A
Parole	Social Worker	Captain	Superintendent
Program Review Committee	Social Worker	Captain	Superintendent
Property / UPS	Property Sergeant	Captain	Superintendent
Psychological Services	Nurse	Health Services Manager	Superintendent
Records	Social Worker	Captain	Superintendent
Recreation	Sergeant	Captain	Superintendent
Reentry	Social Worker	Program Supervisor	Superintendent
Religious Issues	Captain	Superintendent	Deputy Warden
Sentencing Information	Social Worker	WWCS Records Office	Deputy Warden
Social Security Card	Work Release Coordinator / Employment Services Specialist / Social Worker	Captain	Superintendent
Veterans Affairs	Social Worker	Captain	Superintendent
Visiting Information	Social Worker	Captain	Superintendent
Work Release	Work Release Coordinator	Captain	Superintendent

COMPLAINT PROCEDURE

The Inmate Complaint Review System (ICRS) provides inmates with a formal grievance process regarding rules, living conditions, and staff actions. Inmates should attempt to resolve the issue using the chain of command before filing a formal complaint. Inmate Complaint forms are available at the file cabinet in front of the Control Center.

The ICRS may be used to seek a change of any center policy or practice except:

- A finding of guilt or a disposition imposed by an Adjustment Committee or a disciplinary hearing officer as the result of a disciplinary hearing.
- A Program Review Committee's or Staffing Committee's decision;
- A decision of the Parole Commission acting in any capacity;
- The denial of a request for an authorized leave as provided in Administrative Code DOC-326; or
- A decision on a challenge to an offender's record.

All of the above exceptions have an appeal process which must be utilized rather than going through the ICRS.

The ICRS may be used to challenge the procedures used by the Adjustment Committee or hearing officer, by a Program Review or Staffing Committee, or by a decision maker acting on a request for authorized leave, but not the decision itself.

Section 801.02(7), Stats., requires that inmates exhaust the complaint process prior to filing suit in state court against the DOC or a DOC employee.

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

If an inmate disagrees with the Superintendent's decision, they may file an appeal with the Corrections Complaint Examiner (CCE). The directions to file an appeal are on the Request for Review form, available from Officer Control or from the ICE.

CONTRABAND

Inmates are prohibited from possessing any personal information concerning staff and/or other family members of staff. Such information includes, but is not limited to: address, phone number, driver's license, school records, financial records, divorce, adoption, or arrest records, and any other unique identifiers. If an inmate possess such information, she will be subject to discipline.

Inmates are not to have contraband in their possession at any time, including their rooms, center work location, project crew site, and/or work release site. Any item not listed on an inmate's property inventory or not authorized by staff is contraband.

When returning from any off-grounds activities or events, inmates are not permitted to bring any items back to the center. Additionally, inmates are not allowed to take any personal items from the center to their worksite without prior approval of the Work Release Sergeant.

COUNTS

During all counts inmates are expected to be quiet and not interrupt the Sergeant conducting the count. MWCC has 6 Formal Counts throughout the day which are conducted at 6:15 AM, 10:45 AM, 3:45 PM, 9:15 PM, 10:30 PM and 3:00 AM. During Formal Counts Inmates are expected to stay in their rooms until the count is cleared, emergency bathroom breaks must be approved by the Sergeant.

- 10:45 a.m. and 3:45 PM are Formal Standing Counts. Inmates are to be standing in their rooms while the officer conducts the count.

Inmates are to remain in their rooms after the count is cleared until they are called for the lunch or dinner meal respectively. All electronics are to be turned off.

- 6:15 AM, 9:15 PM, 10:30 PM and 3:00 AM counts are Formal Counts. Inmates are to be in their room and quiet, however do not have to be standing.
- Census Counts are conducted by staff throughout the day.
- Out-counts may be conducted by staff for emergency work that is in progress, authorized kitchen work or necessary meetings/appointments with staff or outside agencies. In such cases the staff member supervising the inmate will report their location to the control center. Inmates must remain with that staff person until count is cleared.
- Kitchen workers are to remain in the kitchen and stand while staff count them. When Formal Counts are called all kitchen workers should be together and quiet until the Sergeant has counted them.

Everyone is expected to be at count on time. The only exception for missing count is for inmates on work release that return to the center between 12:00 am and 8:00 am and are asleep.

Work Release inmates are expected to attend counts if they have been in the center for 8 hours. Inmates are not exempt that elect to stay awake after returning from 3rd shift.

Formal Count is announced via the “all call” system, except on 3rd shift. All inmates must return to their rooms or the designated area until it is announced that count is "clear". This includes all inmates in group or working on institution grounds unless otherwise directed by a supervisor or a Sergeant.

EMERGENCY COUNTS

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

When an emergency count is announced, all inmates are expected to report to their room, immediately close the door and turn on the lights. Inmates are not to come out of their room for any reason until the Sergeant announces the count is clear.

DRESS AND GROOMING STANDARDS

All state issued clothing and personal clothing will be worn in the manner for which it was designed and intended. Form fitting / overly tight or oversized clothing is not permitted.

Inmates will wear their state issued ID around their neck at all times except: in the shower, in cell, actively engaged in exercise activity, at off grounds work or at court or as directed by a staff member.

State or personal T-shirts may be worn by themselves for recreation purposes only. State or personal T-shirts or long underwear must be worn under state green shirts. All undershirts / long underwear shirts will be worn tucked into the pants.

Inmates must be fully clothed when outside of their room, including undergarments, socks and shoes. When going to the shower or to receive medication, appropriate attire must be worn. No pajamas or robes outside of inmate’s room.

Inmates may not lounge naked in room. A bra and panties only are not considered proper attire. A gown must be worn.

Gang insignias, colors, or materials and paraphernalia identified as gang related are prohibited in all areas of the institution.

Hair combs and picks are not to be worn in inmate’s hair.

Shower caps, curlers, and durags may only be worn in an inmate’s room and when moving from the hair care room or bathroom.

Winter long underwear may only be worn under pants and shirts.

Shoes will be worn with socks on, the foot entirely in the shoe, and the shoe tied or velcroed.

Shower shoes are to be worn to and from the shower only.

Slippers are to be worn inside inmate's room only.

Coats, mittens, gloves, hats, caps and scarves may be worn inside only when entering and leaving.

Sunglasses may not be worn indoors.

GROOMING

Inmates are expected to maintain thier personal hygiene. This includes personal cleanliness, grooming, and regular exchange of state-issued clothing, bedding, and the laundering of personal clothing. Inmates are responsible to follow all policies, procedures, and staff directives to meet personal hygiene standards.

1. Upon arrival at the center, if an inmate does not have basic hygiene items and does not have sufficient funds in their account, the inmate may obtain a basic hygiene kit from the Sergeant. The basic hygiene kit includes: razor, comb (small), toothpaste, deodorant, soap and shampoo.
2. Inmates must shower at least once per week, unless medically excused. Staff may direct inmates to shower any time it is determined that there is issue.
3. Fingernail length will not exceed the tip of the finger.

HAIR CARE – Hair care is to be done in the hair care room in the A wing.

1. Braids – French, plait (pigtail/ponytail), twist are permitted. Partial braids (French or twist) are allowed.
2. Random, individual twist, braids, plaits, locks, and ponytails/pigtails are permitted. BE ADVISED INMATES MAY BE DIRECTED TO TAKE HAIR DOWN, due to strip/pat searches.
3. No hair extensions.
4. No gang related haircuts or designs. No lines, numbers, letters or symbols will be permitted.
5. Perms can be completed in the hair care room by the inmate and the assistance of one other cooperative inmate as long as staff permission is obtained. Inmates must wash their own hair.
6. No dying or bleaching of the hair.
7. Any shaving of the head must be of the entire scalp.
8. Inmates are not permitted to drastically change hair styles to the point that a new photo ID must be taken- this will result in disciplinary action and the inmate will pay for a new ID.
9. The Superintendent or the Captain will determine the appropriateness of questionable haircuts.

DUTY TO REPORT ILLEGAL ACTIVITY

WWCS wants to provide inmates with a safe place to live. We also want to provide a safe place for the staff and the public. It is everyone's responsibility to help provide a safe environment.

If an inmate sees or hears of any illegal activity, they are required to report what they saw or heard to staff. If the inmate does not report the illegal activity, they could receive a Conduct Report and/or be referred for prosecution.

EMERGENCY CONTACTS

Inmate Emergency: In an emergency, we may need to talk with a designated emergency contact.

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

Family Emergency: If an inmate or center staff are notified of a serious illness or death in an inmate's family, information to verify the emergency should be reported to their assigned social worker for any referrals or follow-up needed.

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

EMERGENCY PROCEDURES

FIRE ALARMS

1. If the fire alarm goes off, inmates are to immediately leave the building by the nearest exit.
2. Exit locations are posted throughout the center.
3. Inmates are to assemble outside as follows:
   - Report to posted areas and remain in neat orderly lines.
   - Remain in this position until there are further instructions from staff
   - Keep noise levels to a minimum so that everyone can hear staff instructions
4. Follow all staff instructions.
5. An emergency count will be taken.
6. Do NOT go back into the building until directed to do so by staff.

POWER FAILURE

1. In the case of a power failure, some operations will continue.
2. During nighttime hours, inmates are to report to their room and remain there until they receive direction from staff.

TORNADO PROCEDURE

1. When a tornado warning is announced by staff, IMMEDIATELY take shelter. Inmates will report to the basement. Staff will give further instruction as needed. Do not leave the assigned area until directed to do so by staff.
2. When a tornado warning is issued while driving/riding in a center vehicle, take cover when safe to do so. The driver should attempt to contact the center with the assigned cell phone.
3. If at work release, follow the directions of the worksite's emergency procedures.

OTHER EMERGENCIES

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

DRILLS

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

ESCAPE PRECAUTIONS

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

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

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

ACCESS TO MEDICAL, MENTAL, DENTAL SERVICES AND SICK CELL / LAY-IN

The Health service unit at MWCC employs a Nurse Manager, Medical Program Assistant, Physician, Psychiatrist and Registered Nurses.

Upon arrival at MWCC the Health service staff will review medical records/health transfer summaries and medications. Medications that are sent to MWCC with an inmate will be checked by the nurses to verify that the medication is current and correct. Once checked the medications will be sent to the security staff for the Sergeant to distribute to the inmate or if controlled, to the locked medication cart. Per DOC policy Health Service Staff have 12 hours to review the medical record and medications.

All appointments in the HSU will be scheduled. Inmates will be called by HSU or security staff to report for appointments. Failure to do so could result in disciplinary action. If an inmate does not want to be seen, they need to report to HSU, inform staff that they do not want to be seen and sign a refusal. Inmates needing to change their appointment will need to contact HSU before the appointment.

1. To access Health Care, inmates must submit a Health Services Request slip (form). These slips

are stocked in front of Control. All HSU requests must have the required information filled out. Once completed the slip shall be placed in the locked box marked HSU requests/disbursements. The HSU staff will pick up the request forms every morning. The request slip will be reviewed and inmates will be scheduled based on a priority basis.

2. Per DOC policy, all Health Service requests that result in a face to face contact with health service staff are subject to the $7.50 co-pay. The co-pay disbursement form will be signed at the time of the service. A inmate's refusal to sign the DOC-184 form will not avoid the co-payment charge. HSU staff will complete the form and write "Refuses to Sign". Inmate will not be denied medical care due to the inability to pay.
3. Co-pay does not apply to work-related injuries, chronic care clinics or scheduled follow up appointments scheduled by the medical staff.
4. Medical/Dental emergencies should be reported to security staff immediately.

MEDICAL RECORDS

1. Inmates wishing to view their medical records or receive photocopies of their medical record must submit a health service request for a record review.
2. Inmates will need to complete a confidential release of information authorization before they can review or receive copies of their medical record. Copies will be $0.15 per page.
3. Inmates may take notes while they review the medical record.
4. Inmates are not allowed to remove any paper from the medical record or write anything in the medical record.

DENTAL SERVICES

1. Dental services are provided at REECC. To request an appointment fill out a yellow health service request, a disbursement for $7.50 and submit it to the locked box labeled HSU-requests/disbursements.
2. An appointment will be scheduled based on the priority of the inmate's condition.
3. The co-pay of $ 7.50 will be charged for all dental services.

PSYCHOLOGICAL SERVICES

The Psychologist's role is to address inmate's psychological issues to include: crisis consultation, psychological evaluations and providing individual inmate assistance through an interview or written response. Inmates may submit a green DOC-3035B Psychological Service Request form to request assistance and consultation, specifying the nature of their concern. This form should then be dropped into the HSU mailbox which is by the Officer's station.

REPORTING INJURIES

Inmates are required to report injuries immediately to staff. We must ensure that inmates receive proper medical attention in the event of an accident.

MEDICATIONS

Non-controlled medications prescribed by the nurse or doctor, are to be taken as directed. Inmates are not allowed to share any medications with anyone for any reason. Security staff handout all controlled medications.

Over-the-counter medications/vitamins are available for purchase through canteen.

Controlled medication times are as follows:

Morning (AM) meds at 06:30 AM

Noon time meds at 11:00 AM

Afternoon (PM) meds at 4:00 PM

Evening (HS) meds at 8:00 PM

MEDICATION DISTRIBUTION

1. Staff will observe inmates taking their medication and will tell the inmate to open their mouth following consumption. Medication must be taken with a clear cup of water only. The cup must be shown to staff after swallowing the medication.
2. Non-controlled medication will be distributed to inmates to retain in their rooms. This medication will always be maintained in a locked locker, and in the original container or packaging.

3. Expired medications must be turned into the security office to be returned to HSU. Inmates are required to take their medications only as prescribed.
4. Inmates are expected to bring concerns about their medication to the attention of the Health Service Staff.
5. Inmates are responsible for reordering all of their medications using a Medication/Medical Supply Refill Request (DOC-3035C) 7 days before their pills run out.
6. The inmate will report for every prescribed medication dose. They can refuse the medication, but they must report in person to do so.
7. There will be no talking in the medication lines.
8. Inmates must use the med cups that are provided or a clear personal cup.

INHALERS / NITROGLYCERIN / EPI-PENS

Inmates who have inhalers and nitroglycerin tablets or severe reactions requiring the need for an EPI-PEN are to carry them on their person at all times. This includes during work, school, recreation and transportation.

SICK CELL/LAY-IN

Lay-In – a **non-paid** status indicating the inmate has been excused from his or her work or program assignment until the next work or program day at the discretion of the assignment supervisor. Inmates on lay-in will be on room confinement until the start of next work or program assignment.

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

Any illness that prevents an inmate from reporting to their work or program assignment must be reported to the Control Sergeant at least 30 minutes prior to the normal reporting time**.**

Inmates on work release must notify security staff a minimum of 1 ½ hours prior to the scheduled start of their shift. In the event an inmate becomes ill less than 1 ½ hours prior to the start of their shift, he or she will notify a security staff member immediately to ensure the employer is provided adequate notice.

Inmates in a Sick Cell/Lay-In status will be required to adhere to the following rules:

1. The on-call nurse will be contacted if the inmate's health appears to have deteriorated and she/he is in need of immediate medical assistance. Contact with the on-call nurse shall also be made in the event staff has any concerns or questions about the inmate's health/needs.
2. Inmates will remain in their room/bed assignments.
3. The inmate's door will remain closed at all times.
4. The inmate will be required to turn in all of his/her electronics.
5. Unless excused by Health Services, staff will determine who will report to the dining room or receive an in-room tray.
6. Inmates will only be allowed to leave their room to use the washroom, shower, attend meals, in the event of an emergency, or due to change in medical status.
7. Inmates will participate in the formal counts unless medically excused by HSU personnel.
8. All recreational activities, including visits, will be suspended for inmates in sick cell/lay-in status.
9. Inmates requesting placement into a sick cell/lay-in status on a Friday will remain in that status until the following Monday or until cleared by Health Services.
10. Inmates in sick cell status as a result of an injury sustained in a job related accident shall be compensated at the rate he or she was earning in his or her prior center job.

HOUSING RULES AND GUIDELINES

FLOOR CLOSURE TIMES

The officer stations and inmate hallways are closed for the first 15 minutes of each shift (6:00 AM, 2:00 PM and 10:00 PM) (except for bathroom use), and

during formal counts. The floors will re-open when staff makes the announcement.

INSIDE THE CENTER

1. The Control Center is off limits to inmates.
2. Only staff may identify persons and authorize entry into the building.
3. Do NOT loiter in front of Control for any reason.
4. Do NOT remain in/enter the dining room, visiting room, or kitchen at any time without permission.
5. Except in an emergency, if an inmate needs to speak to a staff member they must write an interview request stating their exact question. The staff member will determine if he/she needs to see the inmate and will approve/disapprove the request.
6. Do NOT loiter in the halls.
7. Inmates may only enter the hallway of their assigned room.
8. Inmates may not enter another inmate's room or knock on the door.
9. Do NOT prop open any door without staff permission.
10. All socializing is to be done in the dayspace or outside.
11. No personal cups or mugs are allowed in the dining room.
12. Running in the center is not allowed. Inmates are expected to walk at a normal pace.
13. Notify staff of any items that are broken or in need of repair.
14. Inmates may request a clothes iron via a Sergeant.

DAYSPACE

1. The only allowable personal items in the dayspace are as follows: Paper, writing utensils, book, magazine/catalog, game/cards, drink in a cup, mug or bottle.
2. Inmates are allowed to work on approved hobby crafts, however only bring the minimum amount of supplies they need to work on the project.
3. Inmates may not bring in basins, bags or other containers of any kind.
4. Inmates must be properly dressed, no robes or house shoes allowed.

HAIRCARE ROOM

1. The hair care room is open from 8AM to 8PM with these exceptions: during visiting, during intake and while canteen is being passed. Inmates must sign up before 1:45 PM the day before they wish to use the room.
2. GP inmates may sign up for one 1 hour block per week. Inmates on work release may sign up for two 1 hour blocks per week.
3. Only two inmates are allowed in the hair care room at a time. Inmates on room confinement or loss of dayroom may not use the hair care room or its equipment.
4. No loitering in the hair care room is allowed. Only inmates signed up may be in the room at their assigned time.
5. Inmates must have a hairstyle they can maintain themselves. Inmates may only get help for perms and braiding.
6. No other room will be used for hair care.
7. Inmates are to clean up after themselves when done using the room. Inform the floor Sergeant when done so they can inspect the room.
8. Curling iron, flat iron and scissors, when available, must be checked out from the Sergeant in control.
9. Haircuts are allowed at the discretion of the Sergeant, based on the availability of a trained hairdresser.
10. No food or drink is allowed in the hair care room.

OUTSIDE THE CENTER

1. There is absolutely NO contact with the public; this includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object.
2. The waist line of pants and shorts will be worn at or above the waist.
3. Inmates are to stay on the walking track.

4. Inmates are to sit at picnic tables in a normal fashion, no sitting on top of the tables, lying on top of the tables, or straddling the bench of the table.
5. The walking track and outdoor recreation area are closed for the night when the outside lights come on.
6. Inmates are NOT allowed in or around the garage area without approval.
7. Do NOT hang clothes or other articles on any fence.
8. Do NOT leave the center grounds for any reason without permission.
9. The front parking lot, rear dock / parking lot and garden are off limits, unless specifically authorized by staff.

ARRIVAL/INTAKE PROCEDURES

1. A Sergeant will assign inmates to a room and bed and provide inmates with a room key upon their arrival.
2. Inmates are responsible for any damage and/or contraband in their room. Therefore, inspect the room as soon as possible and report damage/contraband to a Sergeant immediately. If not reported the inmate will be held responsible.
3. One locker will be provided to each inmate. A padlock, if requested, will be provided for the footlocker. Inmates will be charged $10 for replacement of a lost or damaged padlock.
4. Room Keys
   - Inmates will be issued one key.
   - Inmates will be charged $5.00 for a replacement key if their key is lost, broken or taken.
   - Inspect the key frequently for damage or cracks.
   - If a damaged key is brought to the attention of a staff member before it breaks, the key will be replaced at no charge.
   - Inmates must turn their key in to the Control Sergeant when leaving the center and pick it up upon returning.
5. Inmates assigned a new room are responsible for fully cleaning the room before moving. Inmates must take all bedding with, including sheets, blankets, pillowcases, and towels – leave the pillow and mattress.

LIVING QUARTERS

Inmates are assigned a room upon arrival at the center. Inmates are not permitted to select their own roommate.

ROOM REGULATIONS

1. Staff must have a clear and unobstructed view of inmate rooms at all times. No items may be placed in the window of the door.
2. Room/furniture layouts are standardized. Inmates may not rearrange the furniture in the room.
3. Televisions are to be kept on the desk at all times.
4. Rooms are to be kept clean at all times.
5. Beds must be made when they are not being slept in.
6. Do NOT place anything in front, behind or near the door that would interfere with opening and closing of the door.
7. The room door must be locked at all times, whether the inmates inside or outside of the room.
8. Inmates may not tamper with the door lock. Do NOT put any object in the door to hold it open or keep it from closing completely.
9. Do NOT tamper with the smoke detector for any reason. Covering the smoke detector's sensors is prohibited and will result in a major conduct report.
10. The bulletin boards in the room are used to hang photos of family and friends, cards, calendar and schedules. Items on bulletin boards must be completely on the board and may not hang past the frame of the board.
11. Posters, cutouts and perfume strips from magazines are contraband and will be removed by staff.
12. Sexually explicit material and pornography is contraband and will result in a conduct report.

13. Do NOT attach or hang anything to/on the air vents, walls, ceiling, doors, light fixtures, windows, bed, footlockers, wall lockers, or blinds, by any method.
14. Cords, string or other material may not be strung across the ceiling, floors, or walls.
15. Talking to someone outside of the room window is not allowed.
16. Do NOT engage in loud, disruptive activities or horseplay.
17. Do NOT store food on the windowsill.
18. Inmates will be charged for any damage to their room or its contents.
19. Room garbage cans are to only be emptied into the large garbage in front of the control center.

BULLETIN BOARDS

1. Information such as rule changes, schedules, restrictions, announcements, appointments, and center information will be posted. Inmates should look for and read new postings daily. Inmates are responsible for knowing this information.
2. Bulletin boards are located at the following locations: A Wing, B Wing, C Wing and the dayspace.
3. Inmates may not post, remove or alter any material on the bulletin boards.

STORAGE

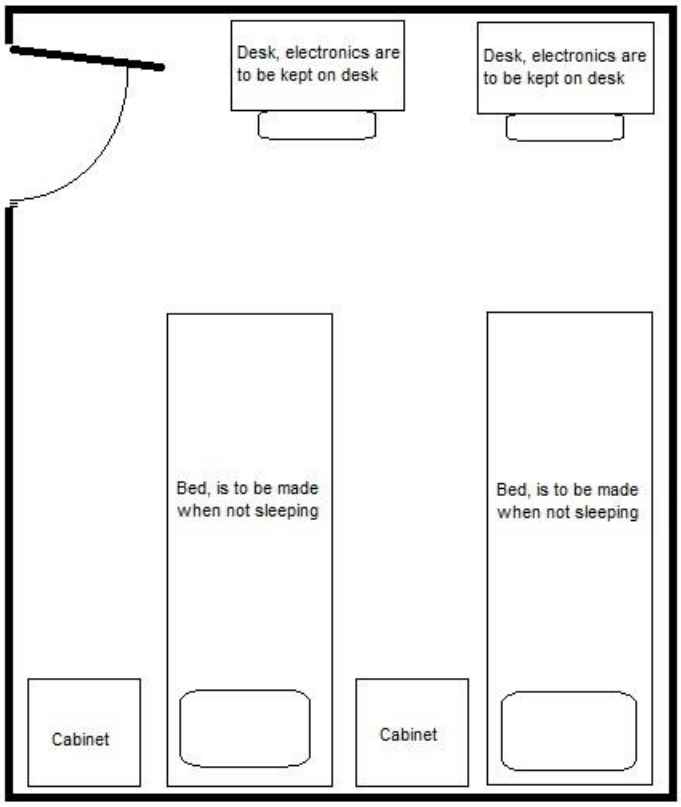
1. Shoes are to be stored under the bottom bunk or in the footlocker.
2. All property, state or personal, must be stored in the storage cabinet or footlocker other than a personal radio, alarm clock, fan, or TV.
3. Locker doors are to be closed at all times when not in use.
4. Footlockers may not be lined with any material, (newspaper, towels, etc.).
5. Padlocks must be secured to lockers or drawers at all times.

ROOM INSPECTIONS

1. Room inspections may be conducted at any time.
2. Following a room inspection, inmates may be provided with a notice that indicates what needs to be cleaned or corrected.
3. If inmates fail a room inspection, they will be given a written warning for the first incident.
4. Repeated infractions will result in progressive disciplinary action.

ROOM LAYOUT

Room/furniture layouts are standardized. Inmates may not rearrange the furniture in the room. All rooms must remain the same as this diagram. Cell 83, 84, 85 and 86 are slightly changed do to the room size.



These photos show how all rooms should look:

CLEANING SUPPLIES

1. Cleaning supplies may be obtained from the janitor's closet.
2. Cleaning supplies may not be kept in inmate rooms.

PERSONAL ELECTRONICS

1. Headphones or earbuds are to be on used on ears at all times when electronics are in use. Staff will direct inmates to reduce the volume if the sound is excessive. Inmates are subject to disciplinary action if they fail to follow this order.
2. All personal electronic equipment must remain in inmate rooms.
3. All lights, lamps, and electronics (radio, television, fans), must be turned off when inmates are not in their room. Failure to do so may result in a conduct report. Progressive discipline will be imposed for additional offenses and may result in the permanent loss of that item.

NOTARY SERVICES

1. To request notary service, complete an interview request slip and send to the Notary.
2. The Notary will schedule an appointment to review the documents and determine if the service will be provided.
3. There is no charge for this service.
4. Do not sign documents prior to the appointment with the Notary.

INMATE ACCOUNTS

Inmate institution number and business office account number is the same. Inmate will need to complete a Disbursement Request Form (DOC-184) for all account transactions. Cashier Checks and Money Orders received for inmates must be made out to inmate's name and DOC number as stated on the judgment of conviction which inmate is incarcerated under. Receipts will be issued for cashier checks or money orders received through the mail only. Cash and personal checks are not accepted.

DISBURSEMENTS OF REGULAR ACCOUNT

Requests for disbursements to relatives or donations may be made only with the written permission of unit social worker.

Inmates may use general account funds to pay creditor's claims acknowledged in writing by inmate and claims reduced to judgment. Such disbursements require approval of unit social worker. These claims may be investigated and verified. Payment will be made directly to the verified creditor.

TRUST ACCOUNT WITHHOLDINGS

If inmate trust account has any withholdings charged against it, such as: Court Costs, Restitution, Victim Witness Surcharge, Child Support, DNA Surcharges, Institution Restitution, loans, etc., these will also be deducted from inmate's incoming money and state inmate payroll. **All withholdings start while in A&E**

status, except for Victim Witness and DNA surcharge and release funds. Questions about court ordered obligations should be directed to the issuing court.

RELEASE ACCOUNT

Every inmate must have a **"Release Account"**. The money from the Release Account is used for costs related to release, such as buying bus tickets or clothes. **10%** of all money received or earned will go into the release account, until this account reaches **$5000.00**. The institution does not start taking money out for the release account until after inmates have been transferred from A&E status. If inmates get a refund from something paid for from inmate account or money is transferred to inmates from another state institution, the 10% is not taken out.

Inmates may also make deposits to their own Release Account. Use Disbursement Request Form (DOC-184) for these transactions.

Inmate may submit a signed disbursement to unit social worker within 3 months of release on MR or parole to spend money from the release account for clothing or transportation. Disbursements should be attached to a self-addressed envelope. If inmates have personal clothes/shoes, this request will be denied. Unnecessary expenditures will be disapproved. Orders will be no more than $150.00 for a set of clothes or $200.00 if a coat is needed.

RELEASE SAVINGS ACCOUNT

Inmates may ask that the money that gets put in the Release Account be put in a **Release Savings Account**, where it will earn interest. All interest is paid to the inmate. Interest is posted quarterly to inmate's savings and will show on Bi-weekly Canteen statement when applied. To open a Release Savings Account, send a Disbursement Request Form (DOC-184) to the Business Office. Inmates must have at least $50.00 in the Release Account before a Release Savings Account can be opened. After opening the account, inmate may make deposits once a month when attaining at least $20.00 in the Release Account. Use Disbursement Request Form (DOC-184).

REGULAR SAVINGS ACCOUNT

Inmates may have a **Regular Savings Account**. This is an interest bearing account. Follow the same procedures as for Release Savings Account. Once money has been placed into a regular savings account, it is not available for use for canteen, catalog orders, etc.

WORK RELEASE ACCOUNT

Withdrawals from inmate **Work Release Account** are not allowed while at TCI.

BI-WEEKLY CANTEEN STATEMENTS

Every other week inmates will get a statement showing how much money is in inmate's account. The amount shown as **REGULAR ACCOUNT** balance may be spent at Canteen, up to a maximum of $75.00. **Inmates should save all canteen statements until products are used.**

Orders will be denied for not enough funds. Inmates are responsible to keep track of regular account balance.

FUNDS FOR LEGAL CORRESPONDENCE (Legal Loans)

The Division of Adult Institutions shall loan up to $100 annually to indigent inmates for supplies, photocopies, and postage to allow them access to the courts for litigation related to their own cases. Legal loans may not be used to pay for legal services, open records requests, federal or state filing fees, or personal use. Inmates must apply for a loan and sign a DOC-1290 form for each case for which a loan is requested. Inmates shall reapply for each legal loan at the beginning of each calendar year and also if transferred to another facility.

The institution will loan money to inmates who have none, to cover legal correspondence costs. These loans are made only to inmates who do not have money in their Regular Account. Inmates may not use envelopes obtained for legal purposes for any other type of correspondence.

Submit a Disbursement Request Form (DOC-184) for postage, photocopying, paper, etc. to the Financial Program Supervisor. The form should clearly specify it is for **legal** purposes.

LEGAL LOAN SUPPLIES

Requests for legal loan supplies should be sent to the Superintendent prior to the first day of the month. Requests will be filled during the first full week of canteen for the month. Inmates may request: Yellow Legal Pad, Pens, Manila Envelopes, and Legal #10 Envelopes by completing a Disbursement Request (DOC-184), listing the items requested.

LEGAL LOAN POSTAGE REQUEST

1. Complete a Disbursement Request (DOC-184)
2. Attach the item to be mailed
3. Send to the Superintendent

Item mailed will be verified that it is going to attorney or court.

In compliance with Section 309.51 Wis. Administrative. Code, the following shall apply:

1. Correspondence to Courts, attorneys, parties in litigation, the Inmate Complaint Review System (Under Chapter DOC 310), or the Parole Commission may not be denied due to lack of funds, except as limited in 309.51.
2. Inmates without sufficient funds in their general account to pay for paper, photocopy work, or postage, may receive a loan from the institution where they reside to pay for such expenses related only to their own cases. The loan of such funds is not intended to pay for actual legal services.
3. The maximum debt balances during a calendar year shall not exceed $100.00 under this procedure, except that any amount of the debt the inmate repays during the year may be advanced to the inmate again without counting against the $100.00 limit.
4. The $100.00 loan limit may be exceeded with the approval of the Warden/designee only if the inmate demonstrates an extraordinary need, such as a Court Order requiring submission of specified documents.
5. The institution shall charge any amount advanced under this procedure to the inmate's regular account for future repayment.
6. An inmate shall not be permitted to retain any amount of money in her account that is not subject to repayment of the loan.
7. Inmates requesting a loan under this procedure shall apply pursuant to disbursement of funds procedures established by the institution.
8. Requests for loans under this procedure are subject to approval by the institution CMSD or designee.
9. Upon initial approval of a loan, the inmate will be required to sign the Loan Repayment Agreement DOC-1290. The form will be filed in the inmate's legal file in the Records Office. If an inmate refuses to sign the DOC-1290, staff should write, "Refused to sign" on the form, initial the form, and process the loan.
   - There will be a standard fee for photocopy and paper.
   - Actual postage costs for first class mailing or certified mail only.
10. Inmate loans will be repaid as follows:
    - All funds and wages received for an inmate will be used to repay the outstanding loan balance after any required deductions such as the victim/witness surcharge, court ordered restitution, and Release Account Funds are made. Exceptions for inmate canteen use are subject to approval of the Warden/designee. Receipts will be used to pay off the oldest debt first.
    - Before releasing an inmate to field supervision, the Institution shall inform the parole agent of the balances in the inmate's accounts. The agent shall instruct the Superintendent as to where these balances shall be transferred.
11. The DOC-1290 shall be marked "paid" when the loan has been repaid in full.

REQUEST FOR PHOTOCOPIES

Inmates may request photocopies through the area in which the record is kept. Requests should be submitted well in advance of any deadlines. Submit Disbursement Request (DOC-184) and information of copies needed the specific area.

ROOM AND BOARD

Room, Board and Transportation fees for inmates on work release will be deducted as work release compensation is posted to the inmate's trust account by the WWCS Business Office. Deductions are based on the percentages and limits provided in DAI Policy 309.45.02 Inmate Trust System Deductions. Occasional delays in posting of work release compensation may occur due to incomplete information submitted by the employer or due to workload in the Business Office.

RELEASE INFORMATION

7-14 working days prior to release from MWCC an inmate's account will be closed. The Probation/Parole agent determines the amount of money an inmate receives when leaving. Inmates will also receive further closeout information from the Office Support Staff upon the closing of their accounts.

It is the inmate's responsibility to notify an employer of a new address so that they may mail tax statements at the end of the year. All checks including funds while on work release must be sent to the WWCS Business Office for processing.

BUS TICKETS

At least 45 days prior to scheduled release, submit an interview request and submit to the social worker, stating when the release date is and where transport is needed. If an inmate is being released to an out-of state placement, information will be sent back to regarding the amount of the ticket and the procedure for submitting a disbursement request.

INMATE PHOTO SERVICE

Milwaukee Women's Correctional Center allows inmates to purchase photos for family, friends or themselves. This service will be closely monitored and regulated by staff. All center rules and regulations regarding appearance and visitation will be followed.

Inmates may have photos taken of self and/or visitors while on a visit.

- Cost $2.00 per photo. Limit 3 per visit.
- Request photos at beginning of visit.
- Inmates may pay for photos with DOC-184, Disbursement Request.
- Photos will be taken in designated area only.
- Inappropriate poses that are sexually suggestive or that represent any affiliation with a disruptive group are not allowed.
- Additional rules for photographs are posted in the visiting room.
- Inmates may only wear make-up sold on canteen.
- Once printed, retakes may be authorized for poor quality only, not "disliked" expressions.
- Photos will be stamped on back "Milwaukee Women's Correctional Center", inmate's name and number will be printed.
- Inmates may keep photos or give to visitor.

LAUNDRY

INSTITUTION LAUNDRY

1. The institution laundry is used for laundering and distribution of state issued clothing and linens.
2. Inmates are not allowed to use the institution laundry for personal use.
3. Inmates are not allowed in the institution laundry room unless the inmate laundry worker or a staff member is present.
4. Inmates are responsible for all clothing issued to them.
5. State-issued clothing and laundry is exchanged on a one-for-one basis. Inmates must turn in an item to receive the same item.
6. All knots must be removed prior to turning in sheets
7. Upon release from the center, inmates are to return all state issued clothing and laundry items to the institution laundry.
8. Laundry Exchange: Laundry is exchanged Saturdays at 8:30 AM

INMATE LAUNDRY ROOM

Washers and dryers are available for the laundering of personal clothing.

1. Intentional damage to washers and dryers will result in a conduct report and possible restitution for necessary repairs.
2. Inmates are not required to wait in the laundry room, however if clothing is left in the washer or dryer after the cycle is completed the next person in line may remove it and place it on a table in the laundry room.
3. Loitering is NOT allowed in the laundry room.
4. Personal radios/electronics are not allowed in the laundry room.
5. Only laundry detergent is to be used as a cleaning agent in the washers. Use of dish soap, shampoo, or hand soap is not allowed.
6. Do NOT add water to the washer for any reason.
7. Do NOT wash or dry footwear. (shoes/boots/slippers).
8. All dried clothing must be removed from the dryer immediately.
9. Make sure equipment is off after use.
10. Leave the laundry room clean and orderly; inmates are expected to clean up after themselves.
11. Report all equipment problems to security staff

LAW LIBRARY

Inmates have access to an electronic law library, a Legal Assistance to Institutionalized Persons (LAIP)/ Remington Center Desk Reference is also available.

Library materials will be accessible to all inmates in accordance with DAI and center guidelines. Use of the computer lab is available whenever the dayspace is open.

Intentional damage to computer lab equipment will result in a conduct report and possible restitution for necessary repairs.

No food or drink is allowed in the computer lab.

Computers may be available for use while at the center.

LIMITED ENGLISH PROFICIENCY

Limited English Proficiency (LEP) population guidelines of the U.S. Department of Justice require translation of written forms, signs, notices and publications to meet the needs of LEP individuals. Currently, only Spanish-speaking inmates meet the five percent threshold within the DOC. Center staff will request inmates identify their primary language at different times while at the center consistent with DAI 300.00.61 Limited English Proficiency (LEP) Inmates policy.

Inmates may request LEP services by one of the following methods (regardless of primary language and/or skills).

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

MAIL REGULATIONS

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

With the exception of the parties listed in Administrative Code Ch. DOC-309, staff may open and inspect all mail received at the center.

Staff may confiscate any correspondence believed to contain contraband. If contraband is found or if there is any other violation of rules, disciplinary action may be taken, up to and including suspension of mail privileges and/or referral for prosecution. Staff may inspect legal mail, if inmates refuse to show staff the contents of the envelope or package.

INCOMING MAIL

1. To avoid delays in the delivery and processing of incoming mail, all correspondence inmates receive should include their complete incarcerated name and DOC number as part of the address. Inmates should inform those who write them to include this information when addressing any correspondence.
2. Mail will be delivered by the Sergeants after it is processed**.** An announcement will be made when it is ready for distribution.
3. If an inmate transfers to another institution, mail received at the center will be forwarded.
4. Prior to release, inmates must provide a forwarding address if they wish to have their mail forwarded. It is the inmate's responsibility to notify magazine or newspaper publishers of the new address.
5. If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.

OUTGOING MAIL

1. The return address on the items being mailed must include the complete incarcerated name, DOC#, center name, street address, city, state and zip code. Items without this information will not be mailed.
2. Mail addressed to another inmate may not be sealed. Any other outgoing mail may be sealed.
3. Outgoing mail may be opened and inspected for contraband.
4. As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system.
5. No drawings are allowed on the envelope or package.
6. Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to State Collections may be used in conjunction with the stamp for additional postage.
7. When sending certified, registered, overseas, airmail or other packages inmates may submit a DOC-184 for the total amount of postage due.
8. If inmates do not have sufficient funds to cover the additional postage, the item will be returned.
9. If outgoing correspondence is denied the inmate will be notified.
10. To send a letter by certified mail, attach a DOC-184 payable to State Collections. There is an additional charge for certified mail. Inmates should anticipate additional processing time when sending out certified mail.
11. All outgoing mail is to be placed in the center inmate mail box.

Incoming or outgoing mail will NOT be delivered if it does any of the following:

1. Threatens criminal activity or harm to any person.
2. Threatens blackmail or extortion.
3. Concerns sending contraband in or out of the center.
4. Concerns plans to escape.
5. Concerns activity that, if completed, would violate the laws of Wisconsin or the United States, or DOC Administrative rules.
6. Is written in code (which includes nicknames).
7. Solicits gifts from a person other than a family member or a person on the visiting list.
8. Is "injurious", meaning material that:
   - Is, in whole or in part, pornography.
   - Poses a threat to the security, orderly operation, or safety of the center.

- Is inconsistent with or poses a threat to the safety or rehabilitative goals of an inmate.
- Facilitates criminal activity.

9. Contains information that, if communicated, would create a clear danger of physical or mental harm to any person.
10. Teaches or advocates illegal activity, disruption, or behavior consistent with a gang or a violent ritualistic group.
11. Determined by the Warden, on a case-by-case basis, to interfere with an inmate's penological interests, goals, or needs.
12. Is determined by the Warden, for reasons other than those listed in this paragraph, to be inappropriate for distribution throughout the institution.

INMATE-TO-INMATE MAIL

1. Inmate-to-inmate mail will be submitted unsealed.
2. Staff will scan incoming and outgoing inmate-to-inmate mail.
3. In order to properly identify inmate-to-inmate mail, the return address on the envelope must contain the complete incarcerated name, DOC#, name of the center, street address, and city, state and zip code. Envelopes without this information will be returned.
4. If the envelope does not identify the sending inmate, it will be destroyed.

PARCELS

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

MEALS & DINING ROOM REGULATIONS

MEAL TIMES

Early Breakfast

WORK RELEASE INMATES ONLY – on the hour from 2:00 a.m. through 5:00 a.m. (limit of 20 minutes) Cold breakfast only.

Eat the closest time to scheduled departure.

Announcement will be made for early breakfast

Breakfast	6:30 AM
Lunch	11:00 AM
Dinner	4:30 PM, 5:00 PM (Weekends)

MEAL REGULATIONS

1. Inmates will be dressed in full greens for meals.
2. Inmates must be in a quiet single file line. Do not loiter or talk when lining up for meals.
3. Inmates have 20 minutes to eat.
4. Do NOT ask for extra food.
5. Inmates cannot give away or trade food items while in the serving line. If an inmate chooses to exchange, it must be done **only at their table**.
6. Complaints should be reported to the Sergeant. Do not direct complaints to the inmate food service workers.
7. When finished eating, push in the chair, place the tray in the dish room access window, put the utensils in the bucket provided and leave the dining room.
8. Nothing is to be taken from the dining area back to the room, except one piece of fruit when it is on the menu (must be eaten the same day).
9. Inmates are not to enter the dining area at any time between meals without permission from staff.
10. No food is provided between meals.

RELIGIOUS DIETS

Inmates must complete and submit a DOC-2167 Religious Diet Request to the Superintendent to be considered for a religious diet. All sections of the request form must be completed in sufficient detail to ensure the request is clear and complete. After approved the Food Services Leader will let the inmate know when the diet starts.

MEDICAL DIETS

Inmates must receive authorization from Health Services staff for a medical diet. In general, many dietary concerns may be met by self-selection from the standard menu. After approved the Food Services Leader will let the inmate know when the diet starts.

EARLY MEAL TIMES

Early meals are approved by the Superintendent or Captain.

SAVED TRAYS

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

Inmates must sign up in advance on the posted signup sheet to receive a save tray. Saved tray guidelines are posted on the bag lunch cooler near control.

BAG LUNCHES

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

PREA

Inmates have the right to be safe from sexual violence.

The Federal government passed the Prison Rape Elimination Act (PREA) in 2003 to help prevent, reduce and eliminate any sexual misconduct between inmates and between inmates and staff. This policy affects all of DOC, including every employee and every person under correctional supervision. Report any assaults or misconduct that are sexual in nature to a staff member. Please refer to the PREA handbook and any postings in the center.

Both male and female staff work at this facility, and routinely work all shifts. They will not purposely intrude on your privacy while performing bodily functions, showering or while you are dressing. However, they are required to maintain constant vigilance in all areas of the center. Therefore, you should be aware that staff of an opposite gender may unexpectedly appear in your area, and you should cover yourself at all times.

PROPERTY

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

PROPERTY REGULATIONS

1. All personal property must be recorded on the inmate's property inventory form prior to possession.
2. Inmates may not exchange, trade, sell, loan, or give away any article of personal property.
3. Alteration of state-owned or personal property is not permitted.
4. All property items must be purchased from a DOC approved vendor.
5. Clothing or property cannot be dropped off by family/friends.
6. Inmates may not purchase property via disbursement and have it sent to another location.
7. In the event an inmate is transferred from the center to another institution, personal property must be in compliance with the receiving institution's property regulations. Disallowed items may be mailed out at the inmate's expense or be destroyed upon request. Only allowed property items will be transferred to the receiving institution.
8. The Property Sergeant will process all packages received from the US Mail and UPS.
9. The Property Sergeant will contact inmates when property is ready for pick-up.

ITEMS RECEIVED THAT ARE NOT APPROVED

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

DAMAGED OR ALTERED PROPERTY

1. The Property Sergeant controls all records of personal property.
2. If an inmate chooses to dispose of or destroy any of personal property, they must have staff permission and complete a DOC-237.
3. Lost or stolen property must be reported to staff. Staff will write an incident report and update the property inventory form.
4. Inmates must wait 90 days from the date the item was reported lost or stolen before being allowed to receive replacement items.

MONETARY SPENDING LIMITS

1. The cost of all individual or combination electronic items may not exceed $350 in value.
2. The cost of all other individual items may not exceed $75 in value.

RECREATION

INSIDE RECREATION – DAYSPACE AND WORKOUT ROOM

1. The lights must remain on in the room at all times when occupied.
2. Sleeping is NOT allowed.
3. Inmates are NOT allowed to put their feet on furniture or walls.
4. Eating is not allowed.
5. Do NOT lie or sit on game tables.
6. Do NOT slap dominos unless using a towel or sheet to absorb the noise.
7. Inmates may use the equipment, subject to any medical restrictions they may have.

OUTDOOR RECREATION

CLOTHING

Inmates must wear the proper attire while participating in outdoor recreation. Inmates must wear a shirt and pants or shorts. Being shirtless is not permitted.

RULES

1. Outside recreation will be permitted only when weather allows and staffing levels permit.
2. Outside recreation is restricted to certain areas of the grounds. Inmates are not to go beyond the fence that surrounds the recreation field / walking track.
3. Recreation may be limited by personal medical restrictions an inmate has.
4. When using the track, inmates must keep moving forward at all times; there is no loitering on the track.
5. Inmates must stay on the paved track, there is no "cutting across" the track.
6. Contact with civilians while outside for recreation is strictly prohibited. This includes talking, motioning, or communicating with civilians in any manner, inmates will be subject to disciplinary action.
7. Inmates must wear a shirt when outdoors, sunbathing is not allowed. Additionally; pants, shorts or shirts may not be rolled up to accommodate sunbathing.
8. Inmates are to sit at the picnic table in a normal fashion, no sitting on top of the tables, lying on top of the tables or straddling the bench of the table
9. All trash is to be discarded onto trash cans, DO NOT leave trash lying around on the recreation field
10. No contact sports are allowed, only volleyball is available to play.

HOBBY

1. Inmates must register with designated staff to participate in music or a hobby.
2. Inmates can only be registered for two hobbies at one time.
3. The volume of musical instruments must not be high enough that it can be heard in the hallway.

4. Craft items must all fit inside the craft box and finished craft items must be sent out through the Property Sergeant
5. All hobby items must be ordered from the approved DOC hobby catalog.

REENTRY

The public is best served if inmates are not only held accountable for their actions, but also have the opportunity to become a law abiding and successful member of the community when released. The goals of reentry are crime reduction, fewer new crime victims, reduced state and local criminal justice costs, and safer families and communities. To accomplish these goals, reentry programs at the center are made available to inmates for participation such as; the pre-release curriculum modules, attaining an ID, parole planning, and JobNet searching.

RELEASE PROCEDURES

The Social Worker will coordinate authorized release with the Division of Community Corrections Agent and an inmate.

Prior to release the following will occur:

1. Inmates will need to provide release plan information to their Social Worker.
2. Inmates must sign their Rules of Supervision.
3. Inmates will be informed of the date of their release.
4. Inmate's accounts will be closed about 14 days prior to their release.
5. If an inmate wants to order canteen or release clothing, they must order before the account is closed.
6. Release clothing must be purchased at least 30 days before release.
7. If an inmate does not have any clothing to wear upon release, they may be permitted to have a set of clothes brought in to wear on the morning of their release. This must be approved by the Superintendent or Captain.
8. Inmates taking a bus home are only allowed to bring one box with on the bus.
9. Inmates will need to mail out remaining property before their account is closed.
   a. Sergeants will help inmates pack and mail property.
   b. Sergeants will pack the remaining property the night before release.
10. Inmates will have their picture taken prior to release.
11. Inmates will be asked to provide a forwarding address.
12. On the day of release staff will give an inmate their release check and personal property (if applicable: ID, driver's license, birth certificate).
13. Inmates will be given a ride to the bus on the day of release (if needed).

RELIGIOUS PROGRAMMING

Religious practices must comply with DAI 309.61.01 Religious Beliefs and Practices.

WWCS does not employ Chaplains. Inmates may contact the Captain or Superintendent with their questions. Volunteers assist with a variety of services and studies. Check the center bulletin boards for religious services and times.

Inmates are not allowed to lead or conduct a religious service or study group.

ROOM & BUILDING CONFINEMENT

1. Room & building confinement are 12 hour or 24 hour dispositions at the discretion of the hearing officer.
2. Personal electronics must be turned in to Control during the hours of room confinement.
3. During the hours of confinement inmates must remain in their room or the building as directed. Exiting their room without staff permission will result in a conduct report for violating the sanction.
4. For 12 hour Room Confinement; personal business such as phone calls, request forms, mail, showers, etc., must

be conducted prior to the beginning of the confinement or with specific approval from security staff.

5. Inmates will be called for meals, mail, laundry and medications by staff. Once called inmates are to report to control.
6. Meals will be eaten in the inmate's room.
7. Inmates will continue to perform their center job duties and work release assignment as assigned.
8. No recreation is permitted.
9. Inmates may not participate in off grounds activities.
10. Inmates must notify staff prior to using the bathroom.
11. Inmates may attend authorized visits, religious services and group activities on grounds. No other recreation activities are allowed during the hours of confinement.
12. Inmates will be allowed one phone call per week if on 24 hour room confinement.

SECURITY MONITORING

SURVEILLANCE OF INMATE ACTIVITIES

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

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

SEARCHES

1. Strip Searches
   - A full strip search of an inmate can be conducted at any time, either randomly or for cause.
   - Refusal will result in the inmate being placed in TLU.
   - A strip search is done for the security of the center, NOT to embarrass or ridicule inmates.
2. Pat Searches
   - A pat search may be conducted at any time, either randomly or for cause.
   - Refusal will result in the inmate being placed in TLU.
3. Room Searches
   - A room search may be conducted at any time, either randomly or for cause.
   - Any contraband found will be removed from the room.
   - Inmates will receive written notification of any confiscated items.

URINALYSIS (UA) / BREATHALYZER

1. Urine and breath tests will be conducted at any time, on a random or for cause basis.
2. If an inmate is unable to submit a urine sample they will be provided water and a limited amount of time to produce a urine sample. Inmates will be required to wait in a designated area during this time.
3. Refusal to provide a sample will result in the inmate being placed in TLU.
4. Inmates may request a confirmation test if UA results are positive.

SECURITY THREAT GROUPS

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

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

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

SMOKING/USE OF TOBACCO PRODUCTS

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

TELEPHONE PROCEDURES

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

A Social Worker may authorize special or emergency calls. A flat fee of $5 per call will be charged based on the specific circumstances.

Inmate Phones are provided for use and are subject to the following rules:

1. All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
2. Collect calls are charged to the party inmates contact.
3. Correctional Billing Services administers the pre-paid accounts for family and friends for the phone service provider, SECURUS.
   a. Family or friends must set up the account.
   b. Inmates must submit a DOC-184 Disbursement Request form including the name of the person the account is set up in and the account number or telephone number the monies will be applied to.
   c. A check may be only applied to a single account.
   d. Disbursement requests that do not meet the requirements will not be process by Correctional Billing Service and will be returned.
4. Call length is limited to 15 minutes each.
5. Inmates must receive permission from a security staff to use the phone during peak times.
6. During peak times, if an inmate does not reach their party, hang up immediately and notify the Sergeant on duty, or it will be considered a completed call.
7. Phones will be open for use when the floor is open. When staff announce that the floor is closed inmates must terminate the call and return to their assigned area.

RESTRICTIONS

1. Inmates are NOT allowed to make three-way phone calls.
2. Inmates are NOT allowed to make calls during mealtimes.
3. Inmates are NOT allowed to make harassing or nuisance calls.
4. Inmates are NOT allowed to have a calling card or to have calling card numbers in their possession.

MESSAGES

Phone messages will be taken for family related emergencies.

ATTORNEY TELEPHONE CALLS

Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded.

All attorney calls not placed through the collect call system must be coordinated through the Social Worker.

TELEPHONE PROBLEMS

If an inmate's friend or family member is experiencing problems receiving phone calls, please have them contact Securus Correctional Billing Services at 1-800-844-6591, email them at: customerservice@securustech.net, or visit their website at: www.securustech.net. Representatives are available 24 hours a day, 7 days a week.

VISITING REGULATIONS

The Department of Corrections encourages visitation of an inmate's family and loved ones to maintain close and constructive family and personal relationships and support. Inmate visiting lists and visiting procedures are regulated by the Administrative Code 309.12 and DAI 309.06.01 Visiting.

VISITING HOURS

6:00 PM to 9:00 PM – Tuesday and Thursday

1:00 PM to 4:30 PM – Saturday and Sunday

Note: Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours

VISITING RULES

1. All visitors must complete the DOC-176 Request to Visit Offender form and be put on the inmate's visiting list prior to visiting.
2. Visitors entering must successfully clear through the metal detector before being allowed access into the visiting area. A visitor will only be given 3 attempts to pass the metal detector.
3. Visitors age 16 and older must have photo identification. Visitor's name on their ID card must match the name on the inmate's visiting list.
4. All visitors must arrive at the same time, additional visitors will not be allowed to join a visit already in progress.
5. Only one visit is allowed per weekend (Saturday and Sunday).
6. Inmates are required to wear full greens to a visit (both pants and top). Undershirts must be tucked in.
7. Inmates are not permitted to pass or receive items during a visit without authorization from staff.
8. Inmates will be allowed to embrace and kiss their visitors once at the beginning and once at the end of the visit.
9. Inmates are required to sit directly across the table from their significant other or visiting adult. Inmates and visitors must keep both hands above the table and feet off the chairs at all times.
10. Visitors leaving the visiting areas are not allowed to re-enter the building on that given day.
11. Inmates are not allowed to go back to their room without permission from the Sergeant on duty.
12. No personal mugs, cups or bowls are allowed on a visit.
13. Parents are responsible for supervising their children during visits. If an inmate has children or their family brings children, the inmate is required to keep the children under control at all times. If staff feels that the inmate is not keeping minor children under control, the visit will be terminated and/or those children may be temporarily suspended from visiting again.
14. An adult must accompany any visitor under the age of 18.
15. Visiting with another inmate's visitor is not allowed.
16. Visitors are required to use the designated bathroom facilities. Inmates are not to enter those bathrooms for any reason.
17. Inmates are to use designated inmate bathrooms with permission of staff.
18. Packages, paperwork and containers will not be allowed during visits without prior authorization from the Captain/Superintendent and, when authorized, will be inspected by security staff.
19. Purses, wallets and diaper bags are not permitted inside the center. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a paper or plastic bag.
20. No property items for inmates may be brought in on visits.

21. No money orders or certified checks are to be brought in on visits.
22. Visitors are not allowed to bring in any food, beverages or smoking materials.
23. All food items from the vending machine must be consumed during the visit as it is not to be brought back to an inmate's room.
24. Only the items provided by the vending company are available for use. The center does not provide plates, utensils or condiments.
25. Inmates are not allowed to go to the vending machines, only visitors.
26. No personal property (including cellular phones, pagers, PDA's, electronic devices or cameras) are allowed in the center except for baby supplies and a maximum of $15 in cash (for the vending machines)
27. Changing of infant diapers is only allowed in the designated visitor bathroom.
28. Inmates are responsible for cleaning off the table and disposing of garbage after the visit ends.
29. The use of offensive, loud, or vulgar language will result in the termination of the visit.
30. Inmates are to remain at the table at the end of a visit until the visitor has exited and the Sergeant calls the inmate.

HOLIDAY VISITING

1. All inmates will be allowed one visit on recognized holidays.
2. Hours for holiday visiting will be posted at least one week prior to the holiday.
3. Due to limited space, should the visiting room fill up, the first visit started will also be the first visit terminated.
4. WWCS recognizes the following holidays for visiting purposes:

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

SPECIAL VISITS

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

DIRECTIONS TO THE CENTER

South of Milwaukee: Take Interstate 94 W/U.S. 41 N, Continue onto I-43 N. Take exit 75 toward Keefe Ave/Atkinson Ave. Merge onto Access Rd. Turn right onto W Keefe Ave

West of Milwaukee: Take Interstate 94 East to exit 310B for Interstate 43 N toward Green Bay. Take exit 73A on the left toward Wisconsin 145/Fond du Lac Ave/McKinley Ave and merge onto I-43 N. Take exit 75 toward Keefe Ave/Atkinson Ave and merge onto Access Rd. Turn right onto W Keefe Ave

North of Milwaukee: Take I-43 S and take exit 75 toward Atkinson Ave/Keefe Ave. Merge onto N 8th St then turn left onto W Keefe Ave.

VOLUNTARY PROGRAMS

1. Only center approved volunteers may facilitate groups, meetings or services.
2. Participation in religious and therapeutic activities is voluntary.
3. Off ground requests must be directed to the Captain or Superintendent.
4. Inmates are not to engage in any contact with family or friends during these activities.
5. Inmates are not allowed to make any phone calls at these activities.
6. Inmates may not request to add a person that they meet at these activities to their visiting list.
7. Inmates must be seated together.
8. Inmates pending approval for off grounds activities are expected to continue to participate in the center meetings. If they do

not, the inmate will not receive approval for off-ground activities.

WORK RELEASE

The primary goal of the Wisconsin Women's Correctional Center is to prepare inmates for release to the community. The objective for centers with work release is to help inmates gain employment that will allow them to develop good work habits, pay their obligations, and save money for release. A monitoring period is required prior to obtaining approval for work release. This allows us to monitor work habits and behavior to make an evaluation when placing an inmate on work release. Remember, work release is a privilege. Amongst other criteria, the center staff evaluate the risk for placement in the community by considering the following: offense history, risk assessment, conduct history, length of sentence, and victim issues. The local job market, individual work skills, and willingness to work also play a vital role in an inmate's placement on work release.

WORK RELEASE AGREEMENT

To participate in work release the work release coordinator will require an inmate to sign the following:

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

WORK RELEASE GUIDELINES

1. Inmates must have a community custody classification to be eligible for work release.
2. The Superintendent must grant final approval for participation unless an inmate's case requires Warden approval.
3. Inmates may not terminate their employment (quit their job), without the prior approval of the Work Release Coordinator.
4. Inmates must sign and obey all work rules of the employer. If an inmate is terminated from their job for just cause the inmate will receive a conduct report.
5. Being approved for the work release program does not guarantee a work release job.
6. To the degree possible, the Work Release Coordinator will attempt to match an inmate's skills to available jobs.
7. The Work Release Coordinator will assist inmates in arranging job interviews; inmates may not make appointments without the consent of the Work Release Coordinator.
8. Inmates on work release are responsible to get their schedules to the Work Release Sergeant.
9. Going off grounds for interviews is subject to center staff and transportation availability.
10. Inmates must sign in and out whenever leaving for work or returning from it.
11. Inmates are required to show up at the inmate entrance door, ready to leave, five minutes before their scheduled departure time.

REQUIRED IDENTIFICATION FOR WORK

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

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

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

WORK RELEASE CLOTHING/EQUIPMENT

1. Inmates must provide their own clothing for work release.
2. The work release coordinator may assist inmates in ordering clothing.
3. Inmates have 60 days from the date they start working to order work-related clothing.
4. State issued clothing, jackets, and boots are not authorized for work release once an inmate is given the opportunity to purchase clothing.

Equipment purchased for work release must be kept at the job site.

MWCC PREA ADENDUM

YOU HAVE THE RIGHT TO BE SAFE FROM SEXUAL VIOLENCE.

While you are under the supervision of the Division of Adult Institutions in the Wisconsin Department of Corrections**, no inmate or staff has the right to pressure you into any sexual acts.** Regardless of your gender, age, size, race, ethnicity or sexual orientation, **you have the right to be safe from any sexual advances and acts.**

The Federal government passed the **Prison Rape Elimination Act (PREA**) in 2003 to help prevent, reduce and eliminate any sexual misconduct between inmates and between inmates and staff.
Under Wisconsin law or the Division of Adult Institutions rules:

- Sexual intercourse, contact or conduct between inmates and between inmates & staff is prohibited.
- Sexual assault of an inmate or staff member will be investigated and referred for prosecution pursuant to the laws of Wisconsin.

WHAT IS SEXUAL MISCONDUCT?

- **Sexual Assault or Sexual Contact -** when one or more inmates tries to force or convince another inmate to participate in a sexual act through manipulation or through the use of threats, intimidation, inappropriate touching, or other actions.

> YOU NEED TO RESPECT OTHERS. IT IS NEVER RIGHT TO PRESSURE SOMEONE TO ENGAGE IN A BEHAVIOR HE/SHE DOES NOT WANT TO DO. YOU DO NOT HAVE THE RIGHT TO FORCE ANY TYPE OF SEXUAL BEHAVIOR ON A PERSON. THERE SHOULD BE NO JOKING OR TEASING OF ANY KIND OF A SEXUAL NATURE. THESE BEHAVIORS WILL NOT BE TOLERATED.

- **Sexual Conduct -** any type of sexual activity between inmates which includes asking for, paying for, promising, threatening or communicating with another person in any manner, including orally or in writing, to have sexual intercourse. It also includes exposing, touching or gesturing to the inmate's own intimate parts to attract the attention of another person or using sexually explicit language.

> SEXUAL ACTS OR CONTACTS BETWEEN INMATES, (LIKE HOLDING HANDS, KISSING, ETC.) EVEN WHEN BOTH PEOPLE WANT TO, **ARE NOT ALLOWED**. BOTH INMATES INVOLVED IN SEXUAL CONDUCT WILL BE HELD ACCOUNTABLE.

- **Sexual Assault of a Staff Member BY AN INMATE -** you may be charged with the crime of 1st, 2nd, 3rd, or 4th degree sexual assault and prosecuted.

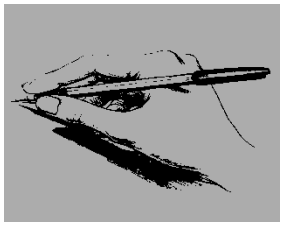
- **Sexual Assault or Sexual Conduct BY A STAFF MEMBER -** when a staff member engages in, or attempts to engage in, a sexual act with any inmate. This includes the staff member intentionally touching the inmate's intimate parts with the intent to abuse, humiliate, harass, or degrade the inmate, or arouse or gratify the sexual desire of any person.

> IT IS NEVER APPROPRIATE FOR A STAFF MEMBER TO MAKE SEXUAL ADVANCES OR COMMENTS, OR TO ENGAGE IN SEXUAL CONTACT WITH AN INMATE. EVEN IF THE INMATE WANTS TO BE INVOLVED WITH A STAFF MEMBER, THE STAFF MEMBER IS NOT ALLOWED TO PARTICIPATE. WISCONSIN LAW AND THE WI-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.

Sexual behavior can include, but is not limited to, indecent, profane or abusive language or gestures of a sexual nature, inappropriate visual surveillance of inmates, making sexually offensive comments or gestures, solicitation of sexual activity through promises of favors, or threatening an inmate for refusing sexual advances. A properly conducted pat search does not constitute staff sexual misconduct and is not the basis for a complaint.

HOW TO REPORT AN INCIDENT OF SEXUAL MISCONDUCT OR SEXUAL ASSAULT

It is important that you tell a staff member as soon as possible if you have been sexually assaulted, have been threatened or are being asked to do something sexually. You can tell the Social Worker, Psychologist, Chaplain, Warden, Shift Supervisor, Sergeant, Officer, Health Service Unit (HSU) staff, or any other staff member. DOC staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials that have a need to know in order to perform their duties.



There are other ways to report sexual misconduct or an assault if you are not comfortable talking with staff. You can:

- **File a Complaint.** Form # DOC-400 (inmate complaint) if you are in an institution or center. Complaint forms are available on housing units in the institutions and centers. This is a confidential process.

OR

- **Write directly to the Warden, Superintendent, Division of Adult Institutions (DAI) or WI-DOC Secretary.** You can send the Warden or Superintendent an Interview Request reporting sexual misconduct. You may also send a letter to the DAI Administrator or Secretary of the WI-DOC. To ensure confidentiality, place in a sealed envelope.

OR

- **Contact the local law enforcement agency.** You can report a sexual assault by contacting local law enforcement directly, or through a third party.

WHAT TO DO IF YOU ARE ASSAULTED

If you are sexually assaulted, **you should report it immediately to staff** who will offer you immediate assistance and protection if needed. Staff will also refer you for a medical examination and clinical assessment.

Even though you may want to clean up after the assault, **it is important NOT TO shower, wash yourself, drink or eat anything, change your clothing, or use the bathroom before you see medical staff.**

Medical staff will gather any physical evidence of the assault, examine you for injuries

(some may not be visible to you) and check for sexually transmitted infections. Please remember that by reporting the crime of a sexual assault or sexual misconduct right away, you are assisting in helping stop this harmful behavior and sending a message to the perpetrator that this behavior will not be tolerated.