

2025

# PIOC Handbook



New Lisbon Correctional Institution  
Wisconsin Department of Corrections  
Revised 12/2024

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## Chain of Command

The Chain of Command, outlined below, spells out who PIOC should contact first if they have a question or concern. After waiting five working days for a response or resolution, PIOC may then contact the next level as needed, informing them of the steps which they have already taken and what they have been told so far. Failing to follow this Chain of Command, sending requests to multiple staff or failing to wait five working days will only cause delays. At any time in this process an PIOC may file a complaint in accordance with DOC Administrative Code 310. Note: complaints must be filed within 14 days from the occurrence giving rise to the complaint regardless of the Chain of Command step in which an PIOC is involved.

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>
<b>ACCOUNTS</b>	PIOC ACCOUNTS	FINANCIAL PROGRAM SUPV
<b>CANTEEN</b>	INVENTORY CONTROL COORDINATOR	FINANCIAL PROGRAM SUPV
<b>EARNED RELEASE</b>	SOCIAL WORKER	CLASSIFICATION
<b>EDUCATION</b>	TEACHER/GUIDANCE COUNSELOR	EDUCATION DIRECTOR
<b>INTERSTATE COMPACTS</b>	UNIT SOCIAL WORKER	UNIT MANAGER
<b>KIOSKS</b>	UNIT SERGEANT	UNIT MANAGER
<b>LAUNDRY</b>	LAUNDRY SERGEANT	LAUNDRY SECURITY LIAISON
<b>LIBRARY</b>	LIBRARIAN	EDUCATION DIRECTOR
<b>MAIL/PROPERTY</b>	MAIL/PROPERTY SERGEANT	MAIL/PROPERTY SECURITY LIAISON
<b>MEDICAL</b>	HSU NURSE	HSU MANAGER
<b>MEDICAL FILE REVIEWS</b>	HSU PROGRAM ASSISTANT	HSU MANAGER
<b>PAROLE</b>	UNIT SOCIAL WORKER	UNIT MANAGER
<b>PAYROLL</b>	WORK/PROGRAM SUPERVISOR	PIOC PAYROLL
<b>RECLASSIFICATION</b>	UNIT SOCIAL WORKER	OFFENDER CLASSIFICATION SPECIALIST
<b>PSYCHOLOGICAL SERVICES</b>	UNIT PSYCHOLOGIST	PSYCHOLOGICAL SUPERVISOR
<b>RECREATION/HOBBY</b>	REC LEADER	PROGRAM DIRECTOR
<b>RELEASES</b>	UNIT SOCIAL WORKER	UNIT MANAGER
<b>RELIGIOUS ISSUES</b>	CHAPLAIN	PROGRAM DIRECTOR
<b>SENTENCING INFORMATION</b>	CORRECTIONS SENTENCING ASSOCIATE	RECORDS SUPERVISOR
<b>SS/LEGAL FILE REVIEWS</b>	RECORDS ASSISTANT	RECORDS SUPERVISOR
<b>TLU PLACEMENT</b>	RESTRICTIVE HOUSING SERGEANT	RESTRICTIVE HOUSING SUPERVISOR
<b>UNIT ISSUES OR PROBLEMS</b>	UNIT OFFICER	UNIT SERGEANT
<b>VISITING AREA</b>	VISITING ROOM SERGEANT	VISITING ROOM SECURITY LIAISON
<b>VISITING LIST</b>	UNIT SOCIAL WORKER/VISITING CLERK	UNIT MANAGER
<b>WORK PROBLEM</b>	WORK SUPERVISOR	DEPARTMENT HEAD

### **Americans with Disabilities Act (ADA)**

NLCI is committed to assuring compliance with the ADA and will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations and equal access to services as required affording equal opportunities to disabled individuals. All requests for accommodations are to be directed to the NLCI ADA coordinator. Requests should be made on form DOC-2530 – Reasonable Modification Accommodation Request. Refer to DAI Policy 300.00.35 – Americans with Disabilities Act for more information.

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

### **Legal Assistance for Institutionalized Persons (LAIP)**

LAIP is a service provided directly to PIOC by the University of Wisconsin Law School. Information about LAIP is available in the library. Interested PIOC may mail an application to the program. You may be seen at the convenience of the LAIP program.

### **Prison Rape Elimination Act (PREA)**

PREA was enacted by Congress to address the problem of sexual abuse by persons in the custody of U.S. correctional agencies. PREA addresses all types of sexual abuse in prisons. The Wisconsin Department of Corrections maintains a zero tolerance for any type of sexual conduct and sexual harassment involving PIOC, volunteers, contractors or staff, and all allegations of sexual abuse of PIOC will be treated seriously.

PIOC who experience any form of sexual harassment or sexual abuse have several means to immediately report these incidents. The methods of reporting are as follows:

- PIOC can dial #777 on the unit dayroom phones. This number is a direct PREA reporting line. The hotline is only monitored during business hours.
- PIOC can dial #888 on the unit dayroom phones. This number will connect to an outside entity that is not part of the DOC. The hotline is only monitored during business hours.
- PIOC can dial #999 on the unit dayroom phones. This number will connect to ASTOP.
- PIOC can inform a staff member, either in person or in writing.
- PIOC can file an Inmate Complaint.
- PIOC can write directly to the Warden, DAI Administrator, or DOC Secretary. The envelope should be sealed for confidentiality.
- PIOC can contact local law enforcement via written correspondence or through a third party, such as, with a friend or family member.
- Tell a family member, friend or outside support person; they may report on your behalf by telling any staff person or submitting a report at [www.doc.wi.gov](http://www.doc.wi.gov) and click on "Prison Rape Elimination Act".
- You have the right to be free from sexual abuse, sexual harassment, and to report-related retaliation.

### **Inmate Complaint Review System (ICRS)**

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

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

### **Procedure**

- PIOC shall file a complaint within 14 days after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. PIOC shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- PIOC shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
- Complaints must be typed or written legibly and be filed only under the name by which the PIOC was committed to the department or the legal name granted by a court, and include the PIOC original signature.
- Complaint submissions may not exceed 500 words total and not exceed two pages.
- PIOC must use a DOC-400 Inmate Complaint form. All sections of the form must be completed.
- PIOC must use a DOC-400B Inmate Complaint/Appeal (Continued) form if additional space is needed. PIOC may not use a highlighter or marker on the forms, nor staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. PIOC must print clearly; illegible forms will not be processed.
- The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

### **Returned complaint**

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

### **Rejected complaint**

- The ICE will assign a file number and classification code and give written notice to the PIOC within ten days of collection that the complaint has been received.
- The ICE will reject a complaint within 30 days from the date of receipt.

- PIOC may appeal a rejected complaint within ten days to the appropriate reviewing authority who shall only review the basis for the rejection of the complaint.
- The reviewing authority shall make a decision pertaining to the complaint within 15 days following receipt of the recommendation or appeal of rejection.
- The reviewing authority's decision is final.

#### **Accepted complaint**

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

#### **Appeal**

- PIOC may appeal the reviewing authority's decision to the CCE within 14 days after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. 310.12(6).
- Appeals must be typed or written legibly and be filed only under the name by which the PIOC was committed to the department or the legal name granted by a court, and include the PIOC original signature.
- Appeal submissions may not exceed 500 words total and not exceed two pages.
- PIOC must use a DOC-405 Inmate Appeal form. All sections of the form must be completed.
- PIOC must use a DOC-400B Inmate Complaint/Appeal (Continued) if additional space is needed. PIOC may not use a highlighter or marker on the forms, nor staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. PIOC must print clearly; illegible forms will not be processed.
- PIOC must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

#### **Rejected appeal**

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

#### **Accepted appeal**

- The CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part.

- The CCE shall send the recommendation to the Secretary within 45 days of receipt of the appeal. The CCE may extend the time for submitting a recommendation with notice provided to the PIOC.
- The Secretary shall make a decision to the complaint within 45 days following receipt of the CCE's recommendation.
- The Secretary may extend the time before a decision is made for good cause and with notice provided to the PIOC.
- The Secretary shall affirm or dismiss the CCE's recommendation, in whole or in part, or return the appeal to the CCE for further investigation.
- If the PIOC does not receive the Secretary's written decision within 90 days of the date of receipt of the appeal in the CCE's office, PIOC shall consider the administrative remedies to be exhausted, unless the time has been extended. The Secretary's decision is final.

### **PREA complaints**

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

The rules contained in this handbook are not meant to be all-inclusive. The directives of staff are to be followed at all times. The following rules are applicable to all situations and areas:

- Any language offensive to others is inappropriate and will not be tolerated.
- No running anywhere inside buildings (except indoor recreation).
- Loitering and horseplay are not allowed anywhere or at any time.

## Basic Institution Schedule

Activity Periods		
Period	Unit Sign Out	Activity Time
1st Period	7:45 a.m.	7:50 - 8:40 a.m.
2nd Period	8:40 a.m.	8:45 - 9:35 a.m.
3rd Period	9:35 a.m.	9:40 - 10:30 a.m.
4th Period	10:30a.m.	10:35 - 11:25 a.m.
5th Period	12:40 p.m.	12:45 - 1:35 p.m.
6th Period	1:35 p.m.	1:40 - 2:30 p.m.
7th Period	2:30 p.m.	2:35 - 3:25 p.m.
8th Period	3:25 p.m.	3:30 - 4:20 p.m.
9th Period	6:05 p.m.	6:10 - 7:00 p.m.
10th Period	7:00 p.m.	7:05 - 7:55 p.m.
11th Period	7:55 p.m.	8:00 - 8:50 p.m.
You may not sign out or leave your assigned areas for the activity prior to the listed sign out time. Violations of this policy may result in disciplinary action.		

## Movement

- Movement in the institution is authorized by a printed schedule of activities and/or under staff escort.
- You may not attend any unscheduled activity without direct authorization from staff.
- You must sign out legibly any time you leave the unit. When leaving the unit, you will report directly to the activity or assignment to which you have signed out for.
- You are permitted 5 minutes to move from one area to another. Being tardy, absent or leaving early will be documented and may result in discipline.
- You are expected to remain at the activity or assignment for its duration.
- At the end of the activity or assignment, you will immediately return to your assigned housing unit and must sign back in upon return.
- Movement Observation Station (MOS) will notify the units when movement should occur for other events such as RC, Parole, Attorney calls, etc.
- Loitering, hugging, embracing or touching (to include handshakes and fist bumps) are not allowed in any areas of the institution with the exception of Visits and Chapel as authorized.
- You must utilize the paved sidewalks, staying to the right of the yellow line no more than two abreast. You must walk at a normal pace, following a normal route and without delay when going to and from activities.
- You must have a scheduled appointment or activity to meet with a staff member not on your assigned housing unit.
- You must only sign out and in for yourself. No skipping lines on the DOC-660.
- Running is not permitted in buildings, on sidewalks or on Main Street.
- No movement is permitted 10 minutes prior to count.



- When entering K Building you are required to wear a state-issued green shirt and pants. Your green shirt must be tucked in from the time you leave your housing unit until the time you return. The only exception to this is garden workers and food service workers. Garden workers may wear their green t-shirt and green pants during work assignments only. Food service workers may wear their white work clothing to HSU when receiving medication.
- Any interference with staff will not be permitted. This includes but is not limited to: remarks, gestures, yelling, failing to move out of the way or other overt behavior. When directed, you will immediately proceed to your cell when disturbances or medical emergencies occur on your housing unit.

### Counts

- Standing counts will take place at the following times: 7:25 am, 12:25 pm, 4:45 pm, 9:15 pm. An announcement will be made prior to standing counts.
- Once the advanced warning is provided, you will proceed to your assigned cell to prepare for count. Bathroom use will not be permitted during institution standing count unless it is an emergency. Formal counts are done each day at the same time. Plan accordingly or violations may result in a conduct report.
- When count is announced you will stand in front of your closed cell door with your back to the wall on the unit tiers. Talking is not permitted during count times.
- You must be fully dressed in proper dayroom attire for standing counts. You may wear shower shoes or slippers during count time.
- All personal items must be left in your cell.
- Unit staff will announce the completion of count. You will return to your cell, closing the door behind you and remain there until institution count has officially cleared via the “all call” system.
- When standing count has officially cleared, you will be allowed to access the bathroom for personal hygiene during normal dayroom hours and prior to breakfast.
- If you are called for a visit, you must leave the unit 10 minutes prior to count time. If less time remains, you may not leave the unit until after the count clears.
- Non-standing counts are held at 12:45 and 3:30 am. You are required to remain in the area in which you are when the count was initiated until the count clears.
- Emergency counts may be called at times other than those scheduled above. Follow the directives of staff during emergency counts.
- Movement is prohibited during count times unless under direct staff escort.

### Cells

- Requests for cell/unit moves should be directed to the unit supervisor for further consideration and may be honored at their discretion. If you have concerns about the need for separation from another individual, please submit a DOC-1803 Inmate Request for Separation form to unit staff. You should contact unit staff immediately if the concern is urgent.
- You must inspect your cell by completing the Cell Inspection Card DOC-1455 as soon as you move in and immediately report any damage or contraband present to unit staff. Failure to complete the cell inspection card or return it to unit staff will constitute acceptance of the cell and responsibility for its condition, including the cost of any repairs for damage not reported.

- If you are moving to another cell you must take personal and state-issued property and clothing, your bedding (sheets, blankets and pillowcase), but not the mattress, wastebasket or pillow. Your assigned areas of the cell must be cleaned for the next occupant.
- All furniture is to be used as intended. No furniture items may be built using makeshift items. Lampshades are not allowed nor is oil to be placed on lightbulbs.
- Dipole antennas may be taped to the wall.
- Items are prohibited on the windowsill. Windows may not be obstructed at any time. Makeshift clotheslines are prohibited.
- Items are prohibited in front of the cell doors.
- No items may be hung on or cover electrical fixtures, outlets, sprinkler heads, smoke detectors or vents.
- Nothing can obstruct the view of the bed from outside of the cell.
- Lights and electronics must be turned off when the cell is not occupied.
- Cell doors must be secured at all times. Obstructing the lock, latch or hinges is prohibited.
- You may only enter your assigned cell. Any part of the body which breaks the plane of the door frame constitutes entry into a cell.
- The upper tier is accessible only to those with upper tier assigned cells or those who are required in this area to complete their assigned job duties.
- You are required to keep your cell to an acceptable standard of cleanliness. This includes: dust mop and clean the floor, emptying wastebaskets and removing garbage as needed, keeping surfaces clean of dust, cleaning mirrors and windows, and keeping wardrobes organized. Beds shall be properly made while not in use.
- General cell cleaning can be completed during dayroom hours, but not after the 9:15 pm standing count.
- Cells will be searched and inspected on a regular basis. If you are in your cell when a search or inspection takes place, you will be asked to leave your cell and sit quietly in the dayroom.
- Door cards will be issued and placed in the door slot to identify your cell. These cards may be removed only if you are moved to a different cell.
- Defacing, marking or changing any name card is prohibited. Staff must be notified if a new door card is needed.

### **Personal Electronics**

- All electronics must be stored in your cell.
- Electronics will not be used without working headphones or earbuds. Electronics will not be delivered without proof of headphones or earbuds. Headphones or earbuds shall be worn at all times while using electronics.
- Dipole antennas may be used provided they do not create a safety or security hazard.
- Security seals must be present and non-tampered on all electronics. Contact property staff regarding replacement of worn or damaged seals.
- All electronic items must be turned off when not in use or when you are outside of your cell.
- Electric typewriters may not be used after 9:15 pm until dayrooms open the next day.
- Tablets shall only be used in cell.

## **Keys and ID Cards**

- Keys are issued for secure storage of personal property upon admission to NLCI.
- You will be issued a key to your cell, and you are responsible for maintaining possession of it at all times.
- If the cell key is lost or broken, you must notify unit staff immediately. A \$5 fee may be charged to replace the key.
- If your lock is not functioning properly, notify unit staff.
- You will be provided a lanyard for your ID and key. No other items may be worn on the lanyard.
- When you vacate your cell, state-issued keys must be given to the unit sergeant.
- Your personal ID card must be worn around the neck, outside the outer-most garment at all times when out of cell. The photo must be displayed.
- You may be required to pay for the replacement of lost, damaged or stolen ID cards and/or lanyards.

## **Restroom Use**

- You are expected to maintain basic hygiene standards.
- You are limited to using the bathroom and shower area on the side of the unit in which you are housed.
- Use of bathrooms during non-dayroom hours will be limited to toilet use and subsequent hand washing. You will be allowed access to the bathroom for personal hygiene once the institution standing count has cleared via the “all call,” during normal dayroom hours, and prior to breakfast. No teeth brushing is allowed after 11:00 pm (Sun-Thurs) or 12:00 am (Fri, Sat and evening before holidays).
- No loud or disruptive talk is permitted in the bathroom.
- Feet are not to be placed in or on sinks. Religious practices regarding foot washing are to be carried out by using a washcloth, foot basin or the shower.
- Braiding of hair in the bathroom area and courtyards may be authorized by unit staff. Hair braiding on C unit is to be done in the back dayroom.
- Dishes, utensils and sports equipment may be cleaned in the stainless-steel sink in the restrooms.
- During non-dayroom hours, only 10 individuals are allowed in a bathroom at one time. The only exception may be from 5:00 am – 7:15 am with staff authorization. This exception is to allow adequate time to prepare for work assignments.

## **Shower Use**

- Showers are available during dayroom hours. The exception are the following times for authorized PIOC:
  - 5:00 a.m. – 5:30 a.m.
  - 5:30 p.m. – 6:00 p.m.
  - 9:30 p.m. – 10:00 p.m.
- Showers shall be completed at least 15 minutes prior to the end of dayroom hours.
- Use of showers will not interfere with janitorial duties.
- You must clean up after yourself after use of the shower facilities.

- Showering is limited to 10 minutes in length.

### **Dayrooms**

- You are limited to only the dayroom on the side of the unit which you are housed.
- The Officer Station will be closed for questions or concerns 15 minutes before and after shift change, except for emergencies.
- Visiting is permitted in the dayroom and courtyard only.
- Tossing items is not permitted.
- Loud talking, loud noises, rapping or tapping on tables, yelling clapping, slapping, slamming of game pieces or cards, singing, dancing and profane language are prohibited in all areas.
- Tables, chairs and group room furniture may not be moved without staff permission.
- You are not permitted to put your feet on any furniture. Chairs are to remain on all four legs.
- Sleeping is not permitted in dayrooms.
- A maximum of 6 individuals are permitted at each table.
- You must remain seated in the dayroom unless mailing letters, using the microwave, going to the bathroom or viewing the bulletin board.
- Drinks are allowed in the dayroom.
- Personal cups are allowed in the dayroom and courtyard excluding the lunch and dinner meal.
- You are not permitted in the unit laundry exchange room or side rooms unless approved by staff.
- Dayrooms may be closed as necessary to facilitate institution operations. You must clear the dayroom in a quiet and orderly manner, and return directly to your assigned cell. You are expected to stay in your cell until staff authorization is given to return to the dayroom.
- Only the following materials are allowed in unit dayrooms: Hobby craft items (limit 1 project), Books (4), Magazines (2), Newspapers (2), Personal Game (1).
- Board games are available on each wing. Games are provided for use in the front dayrooms and courtyards only.
- No games are allowed in cells unless they are the property of the occupant.
- Games must be completed and returned 5 minutes prior to the dayrooms closing.
- All pieces of a game must be returned with the game. Any pieces found in a cell will be considered contraband. Homemade games and cards are prohibited.
- You are responsible for returning games in good condition. Failure to do so may result in discipline.
- Upon the clearing of the 9:15 pm count, games are not allowed and dayroom TV's will not be turned on. Exceptions may be made on occasion.
- Table covers may be provided for use of games. Other state or personal property cannot be used as a cover.

### **Meals**

- You will be called to meals on a rotating basis by tier and side.
- If your assignment requires you to leave the unit early, you will be allowed to be served first with staff permission.

- When your tier is called for meals you are expected to promptly report to the serving line. It is your responsibility to get up for meals. Saved trays will not be kept for waking up late.
- You may only eat with your respective tier unless otherwise approved by staff.
- You are expected to walk around the dayroom and to the firewall to form the line to enter the servery.
- You are expected to stand single file in the meal line. Conversations may be had at a moderate tone. Changing places and/or cutting in line are not permitted.
- No tank tops, jackets, shower shoes or slippers are permitted during meals.
- All food items will be served from the serving line. Once you have verified the tray is correct, you cannot return to the serving line unless given specific permission from staff.
- Exchanging food items in the serving line is prohibited. You may only exchange food items while seated, and only with those seated at the same table.
- You are permitted to bring food condiments to the meal; however, they may not be set at the table prior to going through the serving line.
- Personal cups are only allowed during the breakfast meal.
- Saving of seats is not permitted.
- You will be allowed up to 20 minutes to eat meals. Waiting at tables after a meal is consumed is not allowed.
- You are required to be seated in front of the firewall. Once seated at a table, you may not move to another table. Once up from a table, you must clean your tray and return to your assigned cell.
- Hot water dispensers are permitted to use during the breakfast meal.
- All food and state-issued condiments must be eaten in dining area and may not be taken to your cell unless you are on a restriction that requires meals to be eaten in cell.
- One piece of whole fresh fruit (this does not include fruit in plastic containers) may be taken directly to your cell from the dining area. It must be consumed within 24 hours.
- Authorized snack bags may be taken to and consumed in your cell within 24 hours.
- If you will not be on the housing unit during meal times you may request a meal be saved for you. It is your responsibility to request a saved meal from housing unit staff before you leave the housing unit. The saved meal must be consumed immediately upon your return to the unit.

### **Music Room**

- The music room is generally available during dayroom hours. The music room may be closed during some groups or as deemed necessary by unit staff.
- You must sign up to use the music room between 7:45 am and 10:00 am on the day you wish to use the room.
- No more than 4 people at one time are allowed in the music room.
- Those wishing to practice as a group must sign up together, each signing their own name.
- Anyone in the music room who had not signed up will be considered in an unassigned area.
- You are allowed to use the room once daily for 1 hour.
- You must have staff permission to reenter the room once it has been vacated.
- At least one individual must have an instrument. You may not borrow an instrument.
- The room will be kept clean by those using the room.
- You may stand or sit; dancing is not allowed.

- Noise levels may not interfere with dayroom activities or classes being held in group rooms.
- Instrument repairs that can be made using the tools available on the housing unit or in the multi-purpose room are allowed. Please schedule an appointment with the Recreation Leader to use tools and make repairs in the multi-purpose room.
- You must make all basic repairs to your instrument.
- If major repairs or dismantling of an instrument requires tools not readily available, the instrument must be sent to an authorized dealer or repair shop at your expense. The Recreation Leader must approve the repair prior to the instrument being sent out.

### **Attire and Grooming**

- You are expected to follow standards of decency for apparel and conduct. Any type of exhibitionist behavior will not be tolerated (e.g. no hands in the waistband of pants).
- State-issued greens and state shoes must be worn for visits, all off-grounds activities and from housing units to K Building. Exceptions will be made for those directed to Property or HSU from work assignments and/or recreation.
- Those participating in groups shall be dressed in full greens.
- Those confined to the Restrictive Housing Unit will be transported in orange clothing and state shoes.
- All state and personal clothing must be appropriately sized and worn as it was intended to be. No over or undersized clothing is permitted. Waistband of pants and shorts must be worn at your waistline.
- Gang colors and/or insignias are prohibited.
- State-issued or personal clothing will not be altered or defaced in any manner. All clothing must be maintained. Clothing with holes, rips, tears, etc. will be considered as altered and will be confiscated.
- Shoes and socks must be worn at all times outside of your cell. An exception exists allowing you to wear a minimum of shower shoes, clogs or slippers if you are going to and from the bathroom or shower.
- During dayroom hours, unless on lay-in status, you must be dressed in pants or shorts and a shirt or t-shirt or other acceptable clothing. Sleeveless shirts and tank tops are not permitted in the dayroom.
- Prior to 7:30 am or after 9:30 pm, you may wear a knee-length bathrobe and/or full pajamas (top and bottom) when going directly to and from your cell and the bathroom. Bare chests are not allowed.
- Winter hats, coats, scarves and thermal underwear are considered winter clothing and are not appropriate to wear from May through September, unless weather conditions dictate otherwise.
- Hats, gloves, scarves and winter coats may not be worn in the housing units or in K Building areas to include: Education, Library, Multi-Purpose Room and Visitation. Religious headwear is permitted throughout the institution (e.g. kufi, yarmulke).
- Winter hats, coats, scarves and sunglasses may not be put on until you are in the entryway of the unit and must be removed in the entryway when you return. If you stay in the dayroom for any reason, the above listed items must be left in your cell. When in programs areas these items are

to be put in the appropriate places provided for them. Thermal underwear is only to be worn underneath clothing (not shorts).

- Handkerchiefs and scarves shall not be displayed.
- Curlers, plastic caps and du-rags are permitted to be worn in cell at any time, and to/from the bathroom between 11:00 pm and 6:00 am. Wearing these items is not permissible during the performance of your job or during meals.
- Fingernails must be clipped at all times and length shall not exceed the tip of the finger.
- Sweatpants may only be worn in the housing units, courtyards and at recreation.
- Shower shoes may only be worn to and from the shower, while waiting in the dayroom to use the shower, or for standing count.
- Slippers may be worn to and from the bathroom (with or without socks), in the dayroom with socks (except during meal times), and may not be worn on the courtyards. If slippers have an open back, socks must be worn at all times.
- Shoelaces must be tied properly at all times. Velcro straps must be properly fastened at all times.
- Pant legs are not to be rolled up or tucked into socks or footwear.
- Shorts may be worn at any time within the housing units, courtyard or at recreation.
- Work supervisors may approve or require additional safety or security attire.

### **Haircuts**

- A free haircut may be requested once per month.
- Additional haircuts may be purchased on a haircut punch card using a Disbursement Request (DOC-184). Haircut cards are not refundable.
- NLCI is not responsible for the outcome of any haircuts.
- All cutting of hair must be done by unit barbers.
- Dying or bleaching of the hair is not permitted.
- You are prohibited from partially shaving your head (must have a blend or fade) and from cutting designs, symbols, etc., in your hair. Hair with multiple cut parts, initials cut into the hair, and tufts of hair only remaining on the head are NOT permitted. Braided hair may not have any sculpting designs, numbers, letters, symbols, initials, etc., or any style that depicts such. If braided, the entire head must be braided. Braids may only be in straight lines starting from the front of the head, ending in the back of the head. Dreadlocks are allowed; however, may be subject to search at staff discretion. You may have a single part cut into their hair. If being transported outside of the institution, for any reason, you are required to remove any braids prior to departure.
- Questions or concerns regarding haircuts, braiding, etc. shall be directed to the Unit Manager or a Security Supervisor.

### **Hair Permanents**

- Hair permanents are permitted in unit bathrooms between 8:00 am – 10:15 am and 1:00 pm – 4:00 pm on Friday, Saturday and Sunday. Other days may be permitted with staff approval. Permanents are permitted in the barber area on C Unit when it is not in use and with staff permission.
- Requests to use the bathroom for this purpose must be submitted to the AM sergeant who will coordinate access.

- A limit of 2 individuals (one giving permanent, one receiving) are permitted in the bathroom at any given time, utilizing one plastic dayroom chair in the process. Individuals must be housed on the same wing to participate in this activity.

### **Hair Braiding**

- Individuals must be housed on the same wing to participate in hair braiding in the unit bathrooms.
- Hair braiding outside of your cell is subject to the same hours of use and numbers of participating individuals identified above for hair permanents.
- All hair braiding shall be done in one straight direction. Braids shall go straight back or straight down. If braided, the entire head must be braided.
- Hair braiding must be removed prior to and returning from any outside trip.
- All dreadlocks must be scanned prior to and returning from any outside trip.
- A beard or goatee may only be placed into 1 braid or ponytail, going straight down.
- Only personal hair ties are permitted.

### **Unit Television**

- Dayroom televisions are provided for use in each dayroom.
- The volume will be only loud enough for those in the immediate seating area to hear.
- Programs will be selected based upon what the majority of viewers choose.
- The institution channel is channel 2. This channel provides information regarding activities occurring with the institution, food menus, etc.
- Televisions shall be turned off 5 minutes prior to the closure of dayrooms.

### **Microwaves**

- Only plastic food storage containers may be used. No items containing metal may be placed in the unit microwaves.
- No state food will be allowed in the microwave during meal times, except for saved trays and diet trays which are intended to be served hot.
- Microwaves may only be used with staff permission during meal times.
- Only one person at a time may use the microwave and is solely responsible for its cleanup. Group cooking is not allowed. All food must be prepared in cell.
- Only food items can be heated with the exception of hot water for instant drinks/soups.
- No fish products may be placed in the microwave.

### **Ice and Water Dispensers**

- Ice and hot water dispensers are provided on unit wings for use during dayroom hours. You must get staff permission to use the dispensers during non-dayroom hours.
- When accessing the ice dispenser, proper hand washing should be utilized prior to using the scoop to retrieve ice.
- Cups and containers larger than 20 ounces may not be used to hold ice or hot water. Use of foot basins is prohibited.



- Those serving loss of dayroom or room confinement dispositions shall be allowed to get ice, hot water and drinking water once during each of the following timeframes:
  - 7:45 am – 11 am
  - 12:45 am – 4:30 pm
  - 6:10 pm – 9 pm

### **Courtyards**

- Courtyards are open during the following times:
  - 7:45 am – 11:00 am
  - 12:40 pm – 4:30 pm
  - 6:10 pm – 9:00 pm
- Unauthorized communication (yelling, hand signals, etc.) will not be allowed. No touching or leaning on fences is allowed.
- You are not allowed to lay down in the courtyard.
- When using the track, you must run or walk in a counterclockwise fashion and stay at least 5 feet away from the courtyard doors.
- You will be allowed to shoot baskets, dribble and engage in non-contact games. Dunking or hanging on the rim are not permitted.
- You may not sit, stand or lay on any table top.
- Handball is not allowed in the courtyard.
- Basketballs, bean bag toss and hacky sacks are provided by the institution. Equipment must be used only in the manner in which it was intended. Replacement of equipment will be done by staff only. Equipment must be stored inside when not in use.
- The only personal property allowed in the courtyard is a personal cup or mug, reading material, weight-lifting gloves, table games, and one musical instrument per person. No food items are permitted.
- You may remove your shirt in the courtyard.
- You must wear socks, state issued shoes, or personal tennis shoes while in the courtyard. No slippers, shower shoes or clogs are allowed in the courtyard.
- Aggressive behavior and horseplay are prohibited.

### **Telephones/Tablets**

- Telephones are only allowed during dayroom hours.
- Tablets shall only be used while in cell.
- Consecutive calls or messaging (monopolizing the phone) is prohibited. You must be actively engaged in your own personal call and not holding a place for others. Do not leave the telephone unattended during a call or message.
- Phone calls may not exceed 20 minutes in length.
- Electronic messages shall not be used to correspond with other PIOC. DOC does not retain electronic messages transcribed between the PIOC and subscriber unless it is being used for discipline and/or criminal prosecution.
- You are required to use your assigned DOC number as your telephone PIN. Use of any other PIOC number is prohibited.

- You must direct dial the party you are calling. Three-way calling and call forwarding are prohibited.
- Emergency phone calls must be approved by a supervisor.
- You shall complete a Telephone Request Attorney Add/Delete Form (DOC-1631) and forward it to the Records Office to add an attorney to your call list.
- Only one individual is permitted to use a phone or kiosk at one time.
- Use of calling cards or prepaid phone cards is prohibited.
- Individuals who require special communications accommodations due to a disability should contact the ADA Coordinator, referencing DAI Policy 300.00.35.
- No food or drink is allowed while using the phone.

### **Unit Supplies**

- Toothbrushes, toothpaste and soap will be available on the units during designated times. Items will be distributed the 1<sup>st</sup> and 15<sup>th</sup> of each month from 7:45 am – 11:00 am.
- Toothbrushes and toothpaste will be exchanged on a one-for-one basis.
- Most forms referred to in this handbook will be available on each housing unit. Those which are not may be obtained in the library or upon request from staff.

### **Unit Laundry**

- The unit laundry room will open to receive drop-off laundry at 6:15 am. While dayrooms are closed, laundry workers will return to their cells except to switch over laundry from the washer to the dryer.
- Only the unit laundry worker(s) are permitted in the laundry room.
- Personal clothing shall be laundered on the unit.
- State issued clothing and linens are not to be laundered on the unit.
- Laundry punch cards can be purchased through the Business Office using a Disbursement Request (DOC-184) and will be punched by staff when signing up for laundry. The punch card is not refundable.
- You may only use your own punch card to wash your own laundry.
- NLCI is not responsible for the outcome of personal clothing in the unit washers and dryers.

### **Clothing and Linens**

- Clean, state-issued socks will be provided Monday – Friday from the unit laundry room on a one-for-one exchange. You are allowed three pair of state socks.
- Clean state-issued shirts and pants will be issued no less than three times per week.
- You are responsible to check the condition of your clothes and to ensure the proper size has been distributed.
- Requests to replace worn out or improperly fitting clothing shall be sent to Laundry using an Information/Interview Request (DOC-643).
- Linens will be exchanged once per week. Sheets, blankets and towels may not be used as rugs.
- Clean blankets will be provided on a one-for-one exchange. Blankets are exchanged on the third Tuesday of the month according to the following schedule:

- A Unit            February, June and October
- B Unit            January, May and September
- C Unit            March, July and November
- D Unit            April, August and December
- RHU              As needed

**Shoes**

- If state issued shoes need replacing, an Interview/Information Request (DOC-643) shall be submitted to Intake. Staff will determine if shoes should be replaced or exchanged.
- You must wear state-issued shoes on all off-site trips and visits.
- The DOC does not issue, purchase or authorize special shoe purchases if you are able to wear regular, common shoes available from one of the approved vendor catalogs.
- Customized orthotics, lifts, etc. are fabricated to go into the shoes for which they have been fitted. If you wish to have orthotics in your personal shoes you must order a size in which the device will fit.
- Special shoes such as diabetic shoes are only issued if you are unable to wear regular shoes (deemed medically necessary).

**Medical and Dental Services**

- This institution operates on the principle of Standard Universal Precautions. Blood and bodily fluids should always be assumed to pose a health risk no matter what the source. Personal hygiene habits or certain activities may cause exposure. Information is available in print from HSU, the Library and from other sources. If you are exposed to blood or bodily fluids from another person, notify staff immediately.
- You must immediately report injuries, no matter how minor, to staff in the area in which the injury occurred.
- If you have medical conditions requiring dietary restrictions you must be seen by HSU. If HSU determines there is a medical need, a special diet order will be prescribed and prepared by Food Service. Those receiving a special diet are only allowed to eat off their own diet tray and may not give their food away. If you are seen giving food off a special diet tray and or receiving food from someone else’s tray, it may result in discipline and termination of special diet tray. Most dietary concerns can be met by self-selecting the right foods from the available menu options.
- If you have a chronic medical condition, as determined by HSU, you are provided the option to wear DOC-issued medical alert wristbands. Staff will not determine necessary medical care based solely on whether or not you are wearing your wristband. You may contact HSU via Health Service Request (DOC-3035) to request a wristband at any time. To remove the wristband, you must contact HSU via a Health Service Request. Wristbands may not be written on or altered in any way.
- If prescribed, you are allowed to keep your prescribed rescue inhaler or nitroglycerin in your possession at all times including work, school, and recreation. During visits and transportation, staff will maintain inhalers, EpiPen and/or nitroglycerin, making them available for use as needed. Those housed in the Restrictive Housing Unit are permitted to retain their rescue inhaler and/or nitroglycerin in their cells, unless determined otherwise by the Security Director and the

Physician. EpiPens will be located where staff are able to deliver it quickly. EpiPens may be designated as keep on person as determined by the Security Director and the Physician.

- Controlled medication will be administered by assigned staff in the following locations:
  - Health Services Unit – General Population PIOC (including Intake)
  - Restrictive Housing Cells – PIOC in Restrictive Housing
- Staff will observe you taking your medication and will tell you to open your mouth and separate your fingers following consumption. Medication must be taken using a state-issued cup of water. The empty cup must be shown to staff after swallowing the medication.
- Controlled medications will generally be distributed four (4) times daily.
- Some medication orders may require modifications to the scheduled times and/or frequency. You will be advised by HSU staff if you are to receive medications at alternate times. Requests for controlled medications at times other than scheduled by the institution will be addressed on an individual basis
- You have the right to refuse some medication or treatment without consequence. You are required to report for medication distribution to either take or refuse controlled medication as prescribed.
- If you fail to notify HSU of your refusal to comply with medical restrictions, fail to report during medication distribution times or otherwise fail to notify HSU of your refusal to engage in prescribed treatment, you may be subject to discipline.
- Non-controlled medication will be distributed to you to retain in your cell. This medication must always be maintained in a secured locker and in the original container or packaging unless special arrangements have been approved by the Health Services Manager and Security Director.
- It is your responsibility to request medication refills five (5) days prior to running out. The white Medication/Medical Supply Refill Request (DOC-3035C) must be used to order refills.
- Medication prescriptions which have expired must be returned to HSU. Possession of expired medications may result in discipline.
- You are required to take your medications as prescribed.
- You are expected to bring concerns about your medication to the attention of staff in HSU via a Health Service Request. Upon receipt, HSU staff will determine if an appointment is necessary. Routine appointments may be rescheduled at times. You will generally first see a nurse who may refer you to a doctor.
- All medical apparatus or equipment issued by HSU must be used as directed by HSU staff. Misuse may result in the items being confiscated and/or result in discipline.
- It is your responsibility to return medical items to HSU when the authorization expires. Medical items in your possession after the order expires will be considered contraband.
- All medical restriction orders shall remain in place upon transfer until the medical record is reviewed. If the medical restriction is in violation of facility procedures, you will be assessed and the restriction will be reviewed within 24 hours.
- If you feel a medical restriction is needed, you must submit a Health Service Request for an evaluation.
- Medical requests should be submitted on a Health Service Request with specific information regarding the nature of your concern. Completed Health Service Requests shall be placed in the

confidential, locked, HSU mailbox on the housing unit. If you are having a medical crisis you should speak to unit or area staff immediately.

- You are required to pay a \$7.50 co-payment for all health care contacts (including dentistry) you initiate. You will not be refused medical services if you do not have funds, but you will be charged and any incoming funds will be used to pay this debt.
- Medical and dental staff will determine whether a co-payment applies in accordance with DAI Policy 316.00.01. You may be required to complete and sign a Disbursement Request (DOC-184) for the co-payment charge for health and dental services provided. Not signing the form does not negate the charge if co-payment is determined applicable by staff.
- If you disagree with a co-payment charge you may submit a PIOC Complaint (DOC-400) regarding the issue after following the appropriate chain of command.
- HSU does not repair personal glasses.
- Dental services are available on a limited basis. You must submit a yellow Dental Services Request (DOC-3392) for dental services. Requests are reviewed and scheduled in priority order as determined by dental staff.

### **Lay-in and Sick Cell**

- If you are unable to attend work or school because of an illness you may be self-excused from your work/program assignment if you inform your work supervisor every day, prior to the start of your assignment. Staff discretion may be used as necessary.
- If you get sick when off the unit, you must tell the area supervisor. You will be allowed to return to your housing unit and be placed on lay-in status. Lay-in status is not paid.
- If you are in lay-in status you are required to remain in your cell at all times, except to get meals, stand for standing count, take one shower daily, use the bathroom, go to the Visiting Room if a visitor arrives, or for any HSU appointment.
- You will be required to stand for the formal counts. You will remain on lay-in status until your next scheduled work or school activity. You may request to be seen by HSU staff by completing a Health Service Request.
- On the third consecutive day of lay-in status you are required to be seen by HSU. HSU may place you on sick cell status. Sick cell status is paid at the involuntary unassigned rate of \$0.05 per hour.
- If you miss more than four days of work per month you may receive an unsatisfactory work evaluation unless the work supervisor determines the absence(s) to be legitimately required for medical, legal or other purposes.

### **Health Care Power of Attorney and Living Wills**

- Health Care Power of Attorney forms are legal documents which allows one to select a person to make medical decisions in the event one is unable to speak for oneself. Living Will forms allow for a written statement which details the type of care one wants or doesn't want if incapacitated and unable to verbalize wishes. These forms and other legal forms related to health are available in HSU and by your Social Worker.

## **Money and Funds**

- A Disbursement Request (DOC-184) must be completed for all financial transactions. You must submit a DOC-184 form to staff, complete with your name, DOC number, unit, and dollar amount. You may only submit your own disbursement requests.
- If sending money to a close family member, disbursement requests for less than \$25 must have prior approval of the Social Worker. Money, not to exceed \$25, may be sent to one close family member on your visiting list every 30 days. DOC 309.02 (2) defines close family member.
- Requests to send money to a close family member for more than \$25 must be approved by the Unit Manager.
- Hobby, recreation, or religious items must have approval from the respective department staff.
- When the Business office has processed the Disbursement Request, the yellow copy is returned to you.
- Disbursement Requests are processed by DOC number and may not be in any particular order. Therefore, individuals who submit more than one Disbursement Request for the same order may have funds deducted more than once; refunds may not be processed for these duplicate requests. You may only submit one Disbursement Request per week for each catalog available.
- You may request to void a Disbursement Request by writing to the Business Office. If the transaction has not yet been processed, the Business Office will return the Disbursement Request to you. If the transaction has been processed, the Business Office cannot stop the order (see below Check Voiding). Returns are at your own expense.
- You must wait 60 days to have a check voided unless the Business Office is in the possession of the actual check. If you have a need to stop a check transaction, you should contact the vendor and ask the check be returned.
- Legal loan applications can be requested from library or unit staff. You are encouraged to review DAI Policy 309.51.01 Legal Loans prior to submitting a request.
- If determined that legal supplies are not being used for an approved legal loan, the loan may be rescinded and you may be subject to discipline.

## **Pay and Job Assignments**

- Available work assignments may be posted on the housing units and/or the institution television channel.
- Those who are eligible for work assignments may apply for these positions by submitting an Offender Work Application (DOC-2118) to the respective hiring department.
- If you are selected for a position, the work supervisor will submit a completed Work/Program Placement Form (DOC-1408) to the department head for approval. You will not be placed into pay status until the Business Office has entered the placement into the payroll system.
- All work positions are limited to 40 hours per week to maximize the number of available positions. You are also limited to 24 months (2 years) employment in a department. Only the Warden may authorize changes to the 40-hour work week and extend the two-year limitation.
- If you are in involuntary unassigned status (INVUNA) and asked to complete a unit or institution work assignment and refuse to do so, you will be placed in voluntary unassigned (VUNA) status. There may be discipline for refusal to follow staff directives.

- Those placed in VUNA status or are not able to procure a paid position may not be eligible for INVUNA pay. If you have demonstrated an inability to be placed in a paid position you may write to the Business Office to request placement in INVUNA status and will be required to provide documentation of your ongoing efforts to find an institution job. If placement in INVUNA status is approved, it will be reviewed monthly/weekly and may be changed based on your continued efforts to find a paid position.
- The Institution holds the first two weeks of pay. Pay periods will be posted on each housing unit. Payroll is posted the second Friday following the end of the pay period. Pay deposited into your account will be reflected on your account statement.
- Questions regarding pay should be addressed to the work or program supervisor. Questions regarding pay discrepancies should be initiated within two weeks of receiving account statement. Payroll issues must be brought to the attention of the Business Office within 10 days. If later than 10 days, adjustments may be unable to be processed.
- If you are negatively removed from a job or program assignment or you refuse a work assignment or required educational programming you will be placed into Voluntary Unassigned (VUNA) status for a minimum of 90 days and will remain in this status until you have established eligibility. Pay will not be automatically reinstated unless you demonstrate an ongoing effort to be placed in an institution job. If you have educational needs you will be placed in Voluntary Unassigned status until you re-enroll in school.

### **Savings Accounts**

- You may transfer funds from your regular account to a regular savings account established at the State-designated bank by NLCI Business Office staff.
- Any interest accrued will be credited to your account quarterly.
- In order to open a regular savings account, you must submit a Disbursement Request (DOC-184) to PIOC Accounts. The Disbursement Request must be for a minimum of \$50 to establish a regular savings account. You will also need to complete a signature card for the bank prior to opening a savings account. A signature card can be obtained by request from the Business Office.
- If you wish to make deposits or withdrawals, you must complete a Disbursement Request (DOC-184) and have it signed by your Unit Manager.
- Account transactions will be processed no more than once a month and must be for a minimum of \$20.

### **Savings Bonds**

- Any savings bonds previously purchased by you will be retained in the Business Office during yours stay at NLCI. When you transfer, your bonds will be forwarded to your new institution.
- Savings bonds will be processed according to release authorization procedures as identified on the Offender Release Authorization (DOC-15).

### **Release and Release Savings Accounts**

- Release savings accounts will be established for PIOC, up to the amount specified in the DAI Policy 309.45.02.

- You will be permitted to transfer up to \$5000 into your release account at any time. Request for transfer of these funds must be made on a Disbursement Request (DOC-184).
- These account transfers will be processed once per month.
- You may deposit release account funds into an interest-bearing release savings account, in your name, established at the State-designed bank by NLCI Business Office staff.
- A minimum of \$50 is required to open a release savings account.
- Any deposits must be submitted on a Disbursement Request (DOC-184) and must be a minimum amount of \$20 to be processed.
- Funds cannot be withdrawn from a release savings account except to pay for items that are allowed to be paid by release account funds as listed in DAI 309.45.02 and 309.20.02 Attachment A. per DAI 309.46.01, Release savings accounts funds may not be transferred into your release account until the time of release.
- In order to open a regular or release savings account, you must have a valid Social Security number and have the Social Security card on file in the Property room.

### **Court Appearances**

- When leaving NLCI to attend a court hearing, you must wear state-issued clothing to include DOC shoes, socks, underwear, pants shirt and jacket. No personal clothing may be worn.
- Items listed below may generally be taken by individuals sent to court, subject to the rules of the county detention center. You are not allowed to bring any personal property items back from court except those items you took with you.
  - One comb
  - One watch
  - One religious pendant
  - One pair of glasses
  - One wedding ring
  - Legal materials (with paper and pencil that must be carried by staff)

### **Recreation**

- Outdoor recreation facilities will generally be made available seasonally dependent upon weather conditions and visibility. Access to the outdoor recreation facilities will be announced. You must wear shoes or go barefoot while playing outdoor sand volleyball.
- Indoor recreation facilities will generally be available year-round. If you have personal shoes, you must wear your state shoes to the gym and carry your personal shoes. Once entering the gym, you must change into your personal shoes. If you only have state shoes you may wear them to and during indoor recreation.
- Recreation periods are scheduled by housing unit according to a posted rotating schedule. Only units scheduled to attend recreation may do so. You must sign up in your housing unit to attend these scheduled periods.
- PIOC must legibly sign-in upon entering indoor recreation with last name and DOC number.
- 60 PIOC will be allowed in the gym at one time. There will be times when the gymnasium will have attendance restrictions to facilitate special recreation activities.



- Outdoor recreation will be available during normal daylight hours and will close when the high mast lights come on.
- No personal items may be carried to recreation areas besides shoes.
- A maximum of 6 people is allowed at a picnic table at one time. You may not sit or stand on the tabletop.
- Recreation may be cancelled or limited at the discretion of the Security Supervisor.
- If it becomes necessary to cancel recreation, an announcement will be made and you must immediately return to your housing unit.
- Recreation movement will take place with mass movement. You have 5 minutes to report to the assigned recreational area.
- You may leave recreation activities only when staff announces half-time or at the end of the recreation period unless given permission.
- Recreation staff will announce the end of the recreation period 5 minutes before movement time. You are expected to stop what you are doing and return to your unit.

### **Visitation (DAI Policy 309.06.01)**

- All visits (in-person and video) must be scheduled. To schedule a visit with someone at NLCI, the visitor will need to establish an ICS account or update their current account with their unique Party ID. All visitors need to have a valid email address in order to establish an account with ICS. Visitors will need to follow the directions provided on the ICS website [www.icsolutions.com](http://www.icsolutions.com). You must provide your visitor their unique Party ID, which is listed next to the visitor's name on the approved visitor list, in order for an ICS account to be created.
- Only visitors on your approved list shall be allowed to visit.
- The visiting week is Tuesday through Sunday. Visiting hours are as follows:
  - Tuesday through Friday:
    - 2:15 pm – 8:30 pm
    - 3-hour visits\*
  - Saturday, Sunday and Holidays
    - 8:00 am – 3:30 pm
    - 2-hour visits\*
- There are no visits on Mondays unless it is a holiday. Holiday visits are as follows:
 

○ New Year's Day	○ Thanksgiving
○ Martin Luther King, Jr. Day	○ Christmas Eve
○ Memorial Day	○ Christmas
○ Independence Day	○ New Year's Eve
○ Labor Day	
- At times it may become necessary to terminate a visit early to accommodate another visitor due to space constraints. Termination of visits will begin when the Visiting Room reaches capacity. First in, first out rule applies after one-hour minimum visit.
- You are limited to three visits per week, with only one visit occurring on the weekend. There is a limit of one visit per PIOC per day by any one visitor.
- You may request special or extended visits by contacting your Social Worker.
- Visitors should not arrive earlier than 10 minutes prior to the start of visiting hours.

- Visits will not be processed after 7:45 pm on weekdays and 2:45 pm on weekends or holidays.
- Visits will not be processed 10 minutes prior to count times. You will remain on your assigned housing unit until count clears.
- The Visiting Room stresses a family atmosphere. The dress code is listed in detail in policy as well as on the NLCI website. You are encouraged to notify visitors of the dress requirements prior to their visit. Visitors not in compliance with the dress code may not be approved for a visit.
- You are permitted to briefly embrace and kiss at the beginning and end of your visit, and to hold hand with your visitor. Hands must be positioned above the visiting room table at all times.
- Any embracing or kissing during the visit or other indiscreet, inappropriate, or unauthorized contact or conduct is not allowed.
- Vocational Bakery cards and Photo Project cards when available are for sale in the Visiting Room in order to purchase bakery items or photographs. Vocational Bakery Cards are available in \$5, \$10 and \$20 increments. Photo cards are available for \$6. Money orders must be for the exact amount of the card(s) purchased and made out to New Lisbon Correctional Institution. No refunds for unused amounts on cards.
- You must wear state-issued shoes, green shirt and pants to the Visiting Room. Shirts must be tucked in and remain tucked in throughout the duration of your visit. Underwear and socks are also required. You are not permitted to wear any other personal or work clothing in the Visiting Room.
- You may bring only the following items to the Visiting Room. There will be no exception to this rule. Any other items you will need to return to your cell prior to the start of your visit.
  - Cell key
  - Pick or comb
  - Ring
  - Handkerchief
  - One pair prescription glasses
  - Coat, jacket, winter cap, scarf or gloves
  - Medical alert bracelet or other approved medical equipment
  - Inhalers, nitro tablets, EpiPen or other medications determined to be lifesaving. These will be kept at the Officer's Station.
- Upon entering the Visiting Room, you must report to the Sergeant's Desk and inform the staff member of your name and housing unit.
- If you have property to be sent out you must notify staff at the beginning of the visit. There will be no exceptions. After property is signed for, it will be placed on the table by the Officer's Station. It cannot be opened in the Visiting Room. It is the visitor's responsibility to remember to take the package after the visit. If the property is left in the Visiting Room, it will be sent back to the Property Room to be mailed out at your expense. Property will only be held in the Visiting Room for 30 days.
- At the end of the visit you must report to the Visiting Room Officer's Station and provide staff with your name and housing unit.
- You must be seated in the Visiting Room.
- You are not allowed to use the vending machines or approach the Vocational Bakery counter. Your visitor may purchase from these areas.

- If your child is seven years old or younger, they may be permitted to be held and/or sit on your lap, provided there are no risk factors as determined by staff.
- You and your visitors are responsible for the supervision of children. They may not be left unattended. Visits may be terminated due to unruly children.
- While seated, all chairs must face the table. Tables and chairs cannot be moved without staff approval. Rocking of chairs is not allowed.
- Visiting with anyone seated at another table is not allowed.
- You are responsible for cleaning the area where you visited prior to ending the visit, including pushing in chairs.
- You must request a saved tray from unit staff prior to leaving for your visit if it is during normal meal times.

### **Photo Project (NLCI Procedure 900.06.08)**

- You or your visitors must advise staff in the Visiting Room immediately upon arrival if you wish to have a photo taken.
- Photos will be taken at the beginning of a visit only and distributed prior to the end of the visit.
- Photos are \$2 each, subject to change based on cost of materials.
- Visitors may purchase a photo card (non-refundable) in the visiting room with a money order, or you may purchase them via Disbursement Request (DOC-184).
- General population individuals who have not received a visit within 30 days will be provided photo sessions in the Visiting Room.
- If you are only requesting photos you must complete at Disbursement Request (DOC-184) and turn it into the Unit Sergeant between 2:15 and 4:30 pm on the day your unit is scheduled for photos. If the DOC-184 is not complete you will be returned to your unit and the photo will not take place.
- Photo guidelines:
  - One PIOC per photo. An exception may be made for immediate family members with prior approval of the Visiting Room Sergeant.
  - You are responsible to ensure you have adequate funds to cover the cost of the photos.
  - You must wear green state-issued clothing.
  - If standing, persons must stand straight and face the camera.
  - You may have your arms around only the shoulder of others in the photo. Arms will not be allowed around the waist or other body parts.
  - Children are permitted to be held appropriately in photos.
  - All photos will be inspected by staff prior to leaving the Visiting Room. Photos not meeting the requirements above will be denied. You will still be responsible for the cost of the photo. Questionable photos will be referred to a Security Supervisor for review.

### **No Contact Visits**

- PIOC in Restrictive Housing shall receive no-contact visits. The visit will be limited to one hour.
- Those on a no-contact restriction while in general population will report to the attorney visiting room. No contact visits must be scheduled after 4:00 pm Monday – Friday, and during normal visitation hours on Saturday and Sunday.

### **Attorney and Legal Visits**

- Professional visitors must contact Records to request a visit with you. Visits will take place Monday-Friday, 8:00-11:00 am and 12:45-4:25 pm,

### **Records Office**

- Records Office Staff is responsible for calculation of Parole Eligibility Dates (PED), Extended Supervision (ES) dates, Mandatory Release (MR) dates, and Maximum Discharge dates, including all adjustments to these dates based on additional sentences or sentence modifications.
- Records staff schedule all parole appearances and coordinates releases in conjunction with your assigned Social Worker.
- Records staff maintain all Social Service, Legal and Visitor file information.
- Requests to review your Legal or Social Services files should be directed to Records staff. Requests to review Visitor file information should be directed to the Offender Records Supervisor.
- You must contact HSU, Psychological Services and Education contacted for information/file reviews in those areas.
- Records does not handle any money or the collection of Court ordered restitution, surcharges, or Court costs and fees. Requests for information pertaining to trust accounts should be directed to the Business Office.

### **Canteen (DAI Policy 309.52.01)**

- Spending limits are set and updated by the Division of Adult Institutions. Kiosk credits do not count towards the limit.
- With the exception of peanut butter, jelly and hot sauce, all envelopes and consumables including food and hygiene items must be used within 60 days of the purchase date or they will be considered contraband. The maximum number of allowed food items in your property is 1.5 times the amount of consumable canteen items listed on the canteen limits list. You are required to keep all receipts until products received are gone. If you possess items without a receipt proving purchase, you may be subject to discipline.
- Orders will be placed by phone in the dayrooms using the 4-digit PIN you established when setting up your telephone account. Modifications can be made to any order up until the 10:00 pm Wednesday deadline.
- If you are in TLU or Disciplinary Separation, you may place orders weekly using the order form provided. The form must be submitted to staff no later than 9:00 pm Monday.
- You will be permitted a few minutes to view your order and raise issues regarding incompleteness or inaccuracy. If there is a discrepancy, the bag may be opened under staff supervision to verify the accuracy. Staff will note any discrepancies on a copy of the receipt, and you both will sign it.
- Once you have left the distribution area, all sales are final.
- Canteen bags may be used as a garbage can liner. One bag per PIOC may be retained. Additional bags will be considered contraband.

## **Veteran Services**

- A Veteran's Wing has been established on Delta Unit as a community of incarcerated veterans with a focus on continued support and service to others. Participation in this program is voluntary. Those who apply to be part of the program are screened for conduct, work and programming history. If selected, you are expected to display positive conduct and attitudes and demonstrate a willingness to assist and support others. Veterans have access to a designated group room on the housing unit where they may participate in leisure time activities and have access to veteran related resources. Veterans also have opportunities to be connected with resources in the community related to a variety of benefits available to them. Monthly meetings are conducted with the Juneau County Veterans Service Officer upon request. Contact Delta Unit Manager if interested.
- A Veteran's Affairs representative visits NLCI periodically to assist veterans nearing release with issues related to benefits, status and other military service matters. The representative can provide information about available services for employment assistance, personal counseling, vocational training, etc.
- Veterans wishing to meet with this representative must submit an Information/Interview Request (DOC-643) to the Program Services Office. They may also write to the Veteran's Administration in Madison. This address is available from the Library upon request.

## **Psychological Services (DAI Policy 500.70.12)**

- Psychological Services Unit (PSU) staff are assigned to each housing unit. Their role is to address psychological issues, including: crisis intervention, psychological evaluations for RC and the Parole Board, facilitating treatment groups, and providing individual assistance through an interview or written response. Short-term, problem-focused counseling may be available based on a psychologist assessment. You may submit a Psychological Service Request (DOC-3035B) to the unit PSU staff to request assistance and consultation, specifying the nature of your concern. If you believe you are having an urgent psychological crisis you should contact unit staff immediately.
- There are limited psychiatric services available at NLCI. These services are provided through the Health Service Unit (HSU). Those who need an initial psychiatric consultation will be referred to the psychiatrist through HSU or PSU. Follow-up visits to the psychiatrist are scheduled by HSU; after the first visit, questions should be addressed directly to HSU.

## **Social Services**

- You will be assigned a Social Worker based on your housing unit. If you wish to speak with your assigned Social Worker you may visit during their open office hours or submit an Information/Interview Request (DOC-643). Issues frequently addressed by Social Worker include but are not limited to:
  - RC hearings
  - Disbursements
  - Transfer/Release
  - Parole planning
  - Emergency Phone calls
  - General Institution adjustment
  - Visit

### **Religious Services (DAI Policy 309.61.01)**

- You may change your religious preference once every 6 months. To request a change, you must submit an Information/Interview Request (DOC-643) to the Chaplain. You are required to meet with the Chaplain to complete the change request.
- You may only attend religious programming consistent with your identified preference unless the activity is considered to be interfaith.
- To request a religious diet, you must submit an Information/Interview Request (DOC-643) to the Chaplain. If approved, you are only allowed to eat from your tray and cannot give food away. If you are seen giving food from a religious diet tray and/or receiving food from others, it may result in discipline and termination of the religious diet tray.
- You may possess approved religious property items associated with your religious preference per the Religious Property Chart.
- The Chaplain will provide non-denominational religious consultation as time permits. During times of personal crisis, you may contact unit staff who will notify the Chaplain.
- Greeting cards are available by completing a Chapel Card Request slip. You may receive 3 greeting cards per month. A sympathy card may also be requested of the Chaplain. The chapel does not supply envelopes or stamps.
- If you experience the death of a close family member you may be permitted up to one hour in the chapel to view the funeral service. You may have close family members from your visiting list view the service with you. This viewing must be pre-arranged with the Chaplain.

### **Education (DAI Policy 309.55.03)**

- Educational needs take priority over employment. You are required to meet an identified Educational need prior to obtaining an institution job. Exceptions will be made for those placed on the school waiting list due to space limitations.
- Refusal to enroll in or removal from school will result in Voluntary Unassigned placement and you will not be eligible for an institution job.
- The Education Department will contact you to enroll in classes based on program needs, test scores, interest and availability. All ABE/HSED students are required to take the TABE. The TABE results help place you in appropriate work-level classes.
- Education staff will determine if you are eligible to attend school part-time and work part-time during the initial enrolment conference.
- Enrolling in a class, including a personal development course is an agreement to attend classes until completion. You will not be removed from school without approval from the Education Director. Information on dropping classes or leaving school is located in the School Rules.
- Requests to enroll in correspondence courses must be addressed with the Education Director for approval prior to enrolling in any program.
- If applying for correspondence courses, you must have earned a high school diploma, GED or HSED, and must bring a copy of the certificate when meeting with the Education Director to request approval.

### **Library (DAI Policy 309.05.01)**

- Before you can check out materials, you must attend orientation. You may check out up to four items at one time or have a total of four items checked out on your account at any one time. PIOC in possession of library materials they have not checked out may be subject to discipline.
- Books are loaned for a 21-day period, except high demand items which have a 7-day loan period and must be returned to the library by the end of the day they become due. Overdue notices will be sent out once a week.
- New magazines are stored behind the circulation desk. No current issue magazines may leave the Library. Back issues of magazines may be checked out of the Library.
- You must return all materials to the Library prior to transfer or release. If materials are not returned, you are responsible for replacement costs and may be subject to discipline.
- Notary service is available during your scheduled Library time. There may be days when the Librarian is not available to provide notary service; thus, you should have items notarized well in advance of court-imposed deadlines.
- DAI Denied Publications listings for books, magazines and periodicals is kept in the Library. You should review prior to purchasing.
- Coats are not permitted to be worn in the library.

### **Mail (DAI Policy 309.04.01)**

- Outgoing mail will be delivered to the Post Office during its scheduled business hours with the exception of Federal and State Holidays.
- Letters to PIOC should be addressed to:  
First and Last Name, DOC#  
New Lisbon Correctional Institution  
PO Box 189  
Phoenix, MD 21131
- Common carrier deliveries should be addressed to:  
First and Last Name and DOC #  
2000 Progress Road  
New Lisbon, WI 53950
- Letters to staff should be addressed to:  
First and Last Name and DOC #  
2000 Progress Road  
New Lisbon, WI 53950
- Deliveries via UPS, Fed Ex, Speedee, or other common carrier must be addressed as 2000 Progress Road, because carriers will not deliver to a P.O. Box address. It is your responsibility to ensure family and friends know these addresses.
- You may correspond with anyone as long as the recipient does not object and the correspondence does not violate any institution rules or state or federal laws. You may not write to any person who volunteers in the institution. You may be expressly denied from corresponding with some individuals.

- There is no limit on the number of letters which can be sent out or received. The limit on possession of personal letters or cards is 25 at any given time. All mail sent and received must be processed through the U.S. Post Office. All incoming and outgoing mail will be processed in Mail and Property.
- NLCI does not accept “Postage Due” mail. You should advise correspondents to have the correct postage on their letters.
- If addressee is unidentifiable, the mail will be destroyed.
- Mail containing items which pose a safety or sanitation hazard, including lipstick or other foreign substance, or has an odor which includes perfume or aftershave is not allowed. This mail shall be destroyed or referred to the Security Director for disposal. A Notice of Non-Delivery of Mail/Publication (DOC-243) will be used to notify both the sender and the receiver.
- If correspondence contains contraband or if you refuse to show the contents of the envelope to staff, the correspondence may be confiscated. If the inspection reveals contraband or violates institution rules, prosecution or disciplinary action may be taken. If outgoing correspondence is denied, you will be notified. If incoming correspondence is denied, Notice of Non-Delivery of Mail/Publication (DOC-243) will be used to notify both the sender and the receiver. Appeals can be made through the complaint process.
- When there is reason to believe the security of the institution may be impaired, the Security Director or designee may order mail opened, inspected or monitored. Outgoing mail (to anyone other than a PIOC) may be sealed. You must have your complete name, DOC number, institution name, and return address on the envelope. Letters without this information will not be mailed. If it cannot be determined who is sending a letter, the letter will not be sent out nor returned. Outgoing mail will be picked up in each housing unit after the close of dayroom.
- You must use pre-stamped or embossed envelopes for outgoing mail for items up to 6” x 9”. A Disbursement Request (DOC-184) must be used for additional postage, certified mail, oversize items, registered overseas airmail, legal loans or packages. If there are insufficient funds to cover the additional postage, the items will be returned.
- PIOC to PIOC mail must be submitted for mailing unsealed. Both incoming and outgoing mail will be read if the correspondence is between PIOC. PIOC to PIOC correspondence indicating “legal mail” will be reviewed by staff to verify the claim of “legal mail.” Envelopes without the receiving PIOC’s full name, DOC number, institution and address will be returned to you.

### **Reclassification Committee (RC)**

- The Offender Classification Specialist coordinates scheduled reviews of custody level, institution placement and program assignment. Regular hearings are conducted in accordance with DOC Administrative Code 302.
- Your social worker will meet with you prior to your hearing to review pertinent information. At this time, you will have the option to waive your appearance at the RC hearing.
- You have a right to appeal any procedure errors or any erroneous decisions that are made during the hearing by submitting a completed DOC-1292 Administrative Review of Classification Decision to the Director of the Bureau of Offender Classification and Movement.
- Please send an Interview/Information Request (DOC-643) to the Offender Classification Specialist to address issues regarding your custody classification, institution placement and program assignments.



## **Release**

- All state issued clothing will be returned prior to release.
- For those without personal or release clothing, one pair each of pants, socks and underwear will be provided, as well as shoes and one shirt. A jacket may be issued during cold weather months.
- You may have clothing sent to the institution or use release funds to purchase clothing up to 90 days prior to your release date. Expenditures for release clothing must first be approved by the Unit Manager or Social Worker.
- Your photograph must be taken the day before you are released. On the day of release, you will be given your release funds as approved by your Parole/Probation Agent. This will be given in the form of a check.
- All property will be inventoried and packed up prior to release. This does not include essential toiletries needed prior to departure. When checking out, all state-owned materials shall be returned to the proper area. You are not permitted to give property away to another PIOC.
- Those who have prescribed medications will be issued two weeks' worth of medicine along with a written prescription for an additional month.
- You must notify family or friends picking you up that releases will occur during normal business hours (8:00 am - 4:30 pm) Monday through Friday, excluding holidays. Maximum discharge releases may occur on weekends or holidays.

## **Emergency Procedures**

We must all work together to maintain a safe and secure environment. Staff are trained to respond to emergencies inside the institution which include fire, medical, disturbance and miscellaneous emergencies. In order to maintain a safe environment for PIOC, staff, visitors and the general public, you must abide by the following rules in order to ensure a speedy and effective response by staff. Upon reasonable identification of an emergency situation (e.g. staff running, direct observation of incident, alarms, etc.), you shall:

- Follow the directions of staff at all times
- Clear staff response routes such as Main Street and walkways by stepping out of the way and off to the side.
- Hold your movement by not moving toward or through emergency situations even if you have a purpose to move through an area. The emergency takes precedence until staff officially clear the emergency.
- Immediately report an emergency situation to staff when it is identified.
- Immediately clear common areas (e.g. dayrooms) when an emergency situation is identified.
- Refrain from moving toward emergency situations such as exiting their cells to observe two PIOC who are fighting. The best way to identify yourself as a non-combatant/non-participant, is to move away from a disturbance in a non-threatening manner and follow the directions of staff at all times.
- Regardless of whether or not an emergency exists, any time staff are attempting to, or have already placed a PIOC in mechanical restraints, (such as handcuffs, etc.) stay back and stay clear of escort routes by stepping out of the way and off to the side. Follow the directions of staff at all times.

Limited Visibility – PIOC movement during periods of limited visibility requires direct staff escort.

Tornado – When the “TAKE COVER TORNADO” order is given, follow staff direction and seek shelter where directed.

Fire Emergencies – when a fire alarm is activated an audible tone will be heard. You will be directed to exit the area through the most expedient and safe means possible. It is imperative you follow directions during this time. Tampering with the fire alarm system or attempting to deliberately activate it will result in discipline.

**Suicide Prevention** (Adapted from a 1995 brochure by Robyn Bradley)

**1. Suicide Rates in the Community:** Although a relatively rare occurrence, suicide is the eleventh leading cause of death among Americans. Unfortunately, suicide rates in Wisconsin are about 8% higher than the national average (about 12.5 per 100,000 persons per year). More concerning, suicide rates among individuals under age 25 in Wisconsin are 33% higher than the national average. The reasons for higher suicide rates in Wisconsin are not clear, although some researchers believe that the northern latitude and the greater variation in sunlight between winter and summer play a role.

**2. Suicide Rates in Prison:** Suicide in prison occurs at a higher rate than in the community. Overall, it is the third leading cause of death in prison, behind natural causes and AIDS. Over the past eight years, Wisconsin prisons have experienced a high rate of completed suicides, averaging about six per year. Yet suicides are only part of the problem. For every suicide in prison, there are many more attempts which do not result in death. These attempts have considerable cost in terms of psychological distress to those who make the attempt or witness it, physical injury, the need for medical care, and disruption of a housing unit.

**3. When Do PIOC Attempt Suicide in Prison:** The times of highest risk for a PIOC to attempt suicide are:

- a. When receiving bad news in the mail, such as a “Dear John” letter or court papers that deny an appeal.
- b. After a phone call with a spouse or loved one where there was an argument, talk of a breakup, or threat of divorce.
- c. When housed in restrictive status housing (“the hole”) for alleged misconduct.
- d. When fearful of other PIOC over gang issues or repayment of debts.
- e. When feeling sad, depressed, hopeless, or trapped.
- f. After stopping medication that is needed for emotional problems.
- g. When feeling strong guilt about past behavior or crimes.

**1. When in extreme conflict with staff and feeling unfairly treated.**

- a. When feeling very angry and wanting revenge.

**2. Warning Signs of Suicide:** Studies show in the majority of PIOC suicides, some type of warning or sign was given to other PIOC or staff in the preceding days. Warning signs could include:

- a. Talking or writing about death, dying, or suicide.
- b. Making indirect references to suicide (“I won’t be here when you wake up”).
- c. Giving away possessions or writing a will.
- d. Saying goodbye or making unexpected apologies.
- e. Saving or stockpiling medication.

- f. Becoming isolated or withdrawn.
3. **Why Suicide is Preventable:** Many suicides are preventable for two simple reasons. First, most people give some type of warning sign prior to their suicide attempt. If others are sensitive enough to these signs, the problem can be discovered before it is too late. Second, strong suicidal feelings are almost always temporary. Given enough time, nearly everyone contemplating suicide changes their mind. Situations change, strong feelings calm down, and unexpected solutions can be found.
4. **What Do You Say:** If there is another PIOC whom you suspect is suicidal, here are some tips on how to respond:
- a. If you know the other PIOC, make a friendly inquiry about how he is doing.
  - b. Be direct. Talk in a matter-of-fact manner about suicide if the topic comes up. Do not act shocked.
  - c. Be willing to listen. Do not debate whether suicide is right or wrong, or lecture on the value of life.
  - d. Don't dare him to do it.
  - e. Don't be sworn to secrecy.
  - f. Contact staff at the earliest possible moment.

If you believe an attempt is coming soon, contact staff right away, because even a few moments can make a big difference.

5. **About Contacting Staff Members:** Please contact a staff member if you or someone else may be having suicidal thoughts.
- a. You can report information confidentially so that your name is not involved.
  - b. If the troubled PIOC denies any problems, you will not be disciplined for lying.
  - c. If the troubled PIOC does admit to problems or suicidal feelings, he will not be disciplined for this. It is possible that he will be placed in observation status for a short time, depending on whether the psychologist thinks it is necessary.
  - d. If you hear that another PIOC has received bad news, please let us know so that we can check in and offer help.
6. **How Many Lives are Affected:** Remember if you help to save one life from suicide, you are helping many other lives as well. It is estimated that every suicide profoundly affects the lives of at least six others who know, care about, or love the deceased. This includes children and significant others.

### **Staying Healthy in Prison**

1. **Doing Time in Prison:** Being in prison can be both a difficult time and an opportunity for change. Some PIOC go through prison with relatively few emotional problems or hardships. Other PIOC may feel emotional stress, grieve losses, or have other mental health problems. Every major institution has both psychology and psychiatry staff who can assist you through difficult emotional times. Prison is a real problem you have to face. Mental health problems can make it more difficult for you to make it through your time in prison. This brochure describes ways you can help yourself to avoid mental health problems.

2. **Common Thoughts and Feelings:** Most people experience stress and loss when in prison. There is inevitably a story behind your being here, and much of it may not be pleasant. You may be grieving losses and have uncomfortable memories of your crime, victims, or court proceedings. At times, you may feel anxious, lonely, sad, useless or bored. You may be uncertain about what the future will hold or if your relationships outside of prison will last. You may miss your freedom, your work, or contact with friends and loved ones. What you are feeling is painful but normal. You are not alone. Many people in prison feel the same. It is not easy, but it does get better over time.
3. **How Can I Stay Healthy:** There are many activities which can help you during your incarceration:
  - a. Stay in contact with family and friends.
  - b. Find those within the institution you can trust and talk to.
  - c. Read as many books as you can.
  - d. Write down your ideas. You can write your family, create fictional short stories, or write poetry.
  - e. Get an education or skill.
  - f. Take treatment and programming seriously.
  - g. Go to recreation.
  - h. Take every opportunity to become involved in work.
  - i. Stay away from trouble. Make good choices of whom your friends are.
  - j. Determine to change your life completely so that you never have to spend time in prison again.
  - k. Think about how you can make a difference in someone else's life.
  - l. Take pleasure in small things.
4. **Prison can be a time for positive change:** Use your incarceration time to better your life.
  - a. Re-evaluate your priorities.
  - b. Set goals for your life.
  - c. Strengthen spiritual and moral beliefs.
  - d. Change the way you relate to a loved one.
  - e. Get your mind clear of alcohol and drugs.
  - f. Get better control of your moods.
  - g. Get in better physical shape or improve your health.
  - h. Get a formal education.
  - i. Educate yourself through reading.
  - j. Learn new job skills.

5. **If You Get Bad News from someone in the Community:** Bad news sometimes comes from the outside. For example, you may get news about the illness or death of a family member, notice of a divorce or break-up from a partner, get a long sentence for a new charge, or have your appeal denied. Depending on your personality, you may prefer to keep such news inside and "work it through." On the other hand, you may prefer to share the news with others and "talk it out" with family, friends, other PIOC, psychology staff, the chaplain or officers on the unit. Both styles can work just fine to help you accept the news and make constructive plans for what comes next. However, if the news feels as if it is "too much" or you find that it is hard to get your mind off it, you may need additional help. Psychology staff, Chaplain, and your social worker are trained to help in such situations. Feel free to contact these staff, if you feel that you are having trouble coping or need assistance.
  6. **If You Have Suicidal Thoughts:** Everyone thinks about their death at some point but thoughts or plans to harm yourself are most likely a sign of depression. Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself. Please contact an officer, psychology staff member, chaplain or social worker so that there is an opportunity to help you. Remember that there are ways to improve nearly any problem or situation. As time passes and circumstances change, what is now a big problem may turn into a smaller problem? If you cannot think of solutions to your problem, it does not mean that other solutions do not exist. It simply means that you are currently unable to see other solutions by yourself. Most people who think of suicide do so for a relatively short time. Things can change, feelings can be altered and unexpected solutions found. Emotional pain can sometimes make us disregard family ties, loved ones, religion, love of nature and our dreams. Those reasons to live are still present. You have to find them again.
  7. **Be Your Brother's Keeper:** Similarly, if you have reason to believe that another PIOC is thinking of harming himself, please contact staff so that we can offer our help. Warning signs could include giving away possessions, saving up medication, saying goodbye or making unexpected apologies, writing a will, sudden depression or withdrawal from others.
8. **How to Contact Psychological Services:** PSU staff is here to help you. If you need assistance, please:
- a. Write a **DOC-3035C or DOC-643** request for psychological services.
  - b. If urgent, contact any staff member.

## **CONCLUSION**

This handbook is not intended to be all inclusive. PIOC shall follow the direction of staff at all times. All PIOC should be familiar with, knowledgeable of and accountable for all rules, regulations, DOC Administrative Code, DAI Policies and NLCI Procedures, etc.

## ADDENDUM A: DAI Handbook References

### DAI Handbook References – General Population

Accounts (funds)	<p>28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]</p> <p>38 USC 5301 – Non-assignability and Exempt Status of Benefits (As it pertains to Deductions from Veterans Administration Benefits)</p> <p>Wisconsin Statutes s. 301.30 – PIOC wages, allowances, and release payments</p> <p>Wisconsin Statutes s. 301.31 – Wages to prisoners</p> <p>Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers</p> <p>Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners</p> <p>Wisconsin Statutes s. 302.13 – Preservation of property a PIOC brings to prison</p> <p>Wisconsin Statutes s. 303.065(5) – Work Release Deductions</p> <p>Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act</p> <p>Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges</p> <p>Wisconsin Statutes s. 973.042 – Child Pornography Surcharge</p> <p>Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge</p> <p>Wisconsin Statutes s. 973.045 – Crime Victim Witness</p> <p>Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge</p> <p>Wisconsin Statutes s. 973.05 – Fines</p> <p>Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments</p> <p>Wisconsin Statutes s. 973.06 – Costs</p> <p>Wisconsin Statutes s. 973.20 – Restitution</p> <p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC</p> <p>Wisconsin Administrative Code s. DOC 309.45 – PIOC funds and canteen purpose.</p> <p>Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge</p> <p>Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds</p> <p>Wisconsin Administrative Code s. DOC 309.48- Procedure for PIOC requests for disbursements of PIOC account funds</p> <p>Wisconsin Administrative Code Ch. DOC 310 – PIOC Complaints</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p> <p>Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee</p>
2017 WI Act 89	<p>Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); Requests and to create 302.27 (2) of the statutes; related to work release for PIOC in the Department of Corrections Contracted facilities.</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions</p>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)</p>

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

Canteen	Wisconsin Statutes s. 301.27(2) – Vending Stands Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients Wisconsin Administrative Code s. 309.20 – Personal Property Wisconsin Administrative Code s. 309.45 – PIOC Funds and Canteen – Purpose Wisconsin Administrative Code s. 309.52 – Canteen Wisconsin Administrative Code s. 316.04 – Copayment
Classification	Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions
Compensation (I/M)	Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Complaints (I/M)	WI Administrative Code 303 – Discipline WI Administrative Code 310 – Complaint Procedures
Contraband	Wisconsin Administrative Code Ch. DOC 303 - Discipline
Count	Wisconsin Administrative Code Ch. DOC 306.06 – PIOC Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – PIOC Secure Work Program
DNA Collection	Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority

National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014

HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Hygiene/Hair	Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 316 – Copayment
LEP	Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104
Law Library	Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix) Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying Wisconsin Administrative Code s. DOC 309.155 – Legal Services
Legal Loans	Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases) Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports) Wisconsin Statutes s. 809.62 – Rule (Petition for review) Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment) Wisconsin Statutes s. 974.06 – Post conviction Procedure Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence) Wisconsin Administrative Code s. DOC 309.04(3) – PIOC Mail Wisconsin Administrative Code s. DOC 309.155 – Legal Services Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying



Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

Library	American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336 American Library Association (ALA) – Library Bill of Rights American Library Association (ALA) – Freedom to Read Statement American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992) Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – PIOC mail Wisconsin Administrative Code s. DOC 309.05 – Publications
Mail	Wis. Stat. §19.31 Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail Wisconsin Administrative Code s. DOC 303.72 – Major penalties Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – PIOC mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.45 – PIOC funds and canteen – purpose Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying
Marriages	Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministrations Wisconsin Statutes Ch. 765 – Marriage Wisconsin Statutes Ch. 767 – Actions Affecting the Family Wisconsin Administrative Code s. DOC 309.06 – Visitation Wisconsin Administrative Code s. DOC 309.08 – Visiting List Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices
Meals	Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids
Medications	66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140 Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02
Name Changes (I/M)	Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
Notary Services	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Statutes s. 20.919 – Notary public Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property Wisconsin Statutes s. 706.07 – Uniform law on notarial acts Wisconsin Statutes s. 782.04 – Petition; contents Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages

Observation Placements	Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act Wisconsin Administrative Code Ch. DOC 311 – Observation Status
Phone Calls Incl. Atty and International	Wisconsin Administrative Code s. DOC 309.39 – PIOC Telephone Calls Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R. § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Programming	Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need Assignment Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – PIOC Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.40 – Clothing Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices	Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized person Property and Diets Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 303.35 – False names and titles Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – PIOC Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice Wisconsin Administrative Code s. DOC 309.23 – Food
Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches	Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution Wisconsin Administrative Code s. 306.17 – Search of PIOC Wisconsin Administrative Code s. 309.20 – Personal Property <u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R. § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Sex Offender	Wisconsin Statutes s. 301.45 – Sex Offender Regulations

Notification	Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law
Social Media Use (I/M)	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Urinalysis Testing	Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs Criminal Justice Drug Testing Act May 1990 Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of PIOC Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings
Work Assignments	Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Visiting	Wisconsin Statutes s. 302.095(2) – Delivering Articles to PIOC Wisconsin Administrative Code s. 306.18 – Search of Visitors Wisconsin Administrative Code s. 309.02 – Definitions Wisconsin Administrative Code s. 309.06 – Visitation Wisconsin Administrative Code s. 309.07 – Conduct During Visits Wisconsin Administrative Code s. 309.08 – Visiting List Wisconsin Administrative Code s. 309.09 – Regulation of Visits for PIOC Wisconsin Administrative Code s. 309.10 – Special Visits Wisconsin Administrative Code s. 309.11 – No-Contact Visiting Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges
Voting	Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors Wisconsin State Statute 301.03(3a) – General Corrections Authority Wisconsin State Statute 973.09(4m) - Probation Wisconsin State Statute 973.176(2) - Voting 2005 Wisconsin Act 451 – Relating to Administration of Elections

**DAI Handbook References – Additional References for Minimum Security Facilities**

Community Service	Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Offsite Authorization	Wisconsin Statutes s. 303.065(2m) – Work release plan for prison PIOC Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Project Crew	Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions

Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC  
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Work and Study Release Wisconsin Statutes s. 303.065 – Work Release Plan for Prison PIOC  
Wisconsin Administrative Code s. DOC 303.72 – Major penalties  
Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition  
Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing  
Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses  
Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds  
Wisconsin Administrative Code s. DOC 309.52 – Canteen  
Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release  
Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release  
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

**DAI Handbook References – Additional References for Restrictive Housing Unit Handbooks**

Controlled Separation Wisconsin Administrative Code s. 303.72 – Controlled Separation

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

Protective Confinement Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions  
Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use  
Wisconsin Administrative Code s. DOC 303.73 – Major Penalty: Disciplinary Separation  
Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement

Restrictions/Sec Precautions Wisconsin Administrative Code 303 – PIOC Discipline

RHU Meal Restrictions Wisconsin Statutes s. 301.33 – Freedom of Worship: religious ministration  
Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice

Temporary Lock Up Wisconsin Administrative Code s.303.10 – Temporary lock up: use