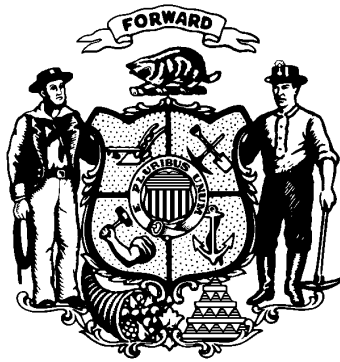


New Lisbon Correctional Institution



INMATE HANDBOOK

SEPTEMBER 2015

INTRODUCTION

Welcome to New Lisbon Correctional Institution (NLCI). NLCI is committed to the safety, security and protection of the public, staff, and inmates in a humane and constructive manner. Inmates are held accountable for their actions and the positive or negative consequences associated with their choices. Staff encourages inmates to develop goals conducive to positive release planning and reentry into society. Staff members strive to provide inmates with a set of positive behavioral options to enhance their successful reintegration into society.

NLCI's Purpose Statement outlines programs, services, and operations at the institution. It also details rules and expectations placed on inmates at this institution. Inmates are expected to review this handbook carefully and address any questions they might have with the appropriate staff. Reading this Inmate Handbook will help inmates understand how NLCI operates and why staff's interactions with inmates play a vital role in the safety and security of the institution.

There are many opportunities for inmates to positively enhance their skills. Inmates are encouraged to pursue education, programming and work opportunities along with personal development and growth. Whether and how they take advantage of these opportunities is solely up to them. Staff challenge and encourage inmates to examine how they think, process problems, interact with others, and to think about their crime(s) and their victim(s).

Inmates are expected to resolve concerns positively and productively at the "lowest" possible level directly with those most closely associated with the issue. Every effort must be made to follow the appropriate chain of command prior to contacting the Warden or initiating a formal grievance. Inmates are reminded to always accept full responsibility and consequences for their actions—past, present, and future, irrespective of the actions of others and the circumstances in which they find themselves. Being treated in this fashion reflects respect for fellow human beings and confidence people want to be treated as mature adults with responsibilities to themselves and to the community.

The Administration at NLCI sincerely hopes each inmate's confinement will be spent in a positive and constructive manner. If inmates have any questions or problems, they are encouraged to seek staff assistance.

Handbooks

The NLCI Inmate Handbook is made available for inmates to review on their housing units and in the library. Some areas may develop guidelines or handbooks to provide more specific information regarding area rules (i.e., Restrictive Housing Unit). Personal photocopies of the handbook are available upon request at a cost of \$.15 per page.

Inmate Responsibility

Inmates are responsible for understanding the rules in this handbook, or any other applicable handbooks, Policies and Procedures, DOC Administrative Code and posted notices to ensure compliance with the rules of the institution. If inmates have questions, they should ask a staff member either verbally or in writing. This handbook does not include all rules and policies and failing to know the rules is not a defense for violating the rules. If staff member directs an inmate to do something, it is the inmate's responsibility to follow those directives. Directives from staff should be followed at all times.

CHAPTER 1 – Resources for Inmates

A. Chain of Command

1. Unit Teams

This institution operates based on a “unit management” or “team concept” approach where all staff members of the institution are included in departmental or unit teams based on what department they work in and/or the inmates with whom they regularly interact. Inmates can expect all team members will work together toward the goals of safety, security, efficiency and resourceful operations. This teamwork will create a positive, harassment-free environment for staff and inmates alike. It will also provide opportunities for inmates to develop skills, thinking patterns and attitudes consistent with being a positive, productive citizen within the institution and upon release. Staff assigned to unit teams include but are not limited to:

Unit Manager - Has responsibility for the overall functioning of the unit. The Unit Manager is the administrator and supervisor of the unit team.

Security Liaison - Is a Security Supervisor who is assigned to assist the Unit Manager in supervising staff and the overall operations of the unit.

Social Worker - Is directly responsible for case management and social service matters within the unit. Each inmate is assigned a Social Worker who is assigned to the inmate’s unit. Social Workers are generally available on the unit Monday through Friday. Inmates wishing to speak with their assigned Social Worker may do so during open office hours or submit an Information/Interview Request (DOC-761).

Correctional Sergeants/Officers - Have the primary responsibility for security of the unit. They should be the first point of contact on unit issues or concerns that arise and will assist inmates in problem-solving.

Other Department Representatives - There are representatives from Clinical, Health Services, Education and Recreation, amongst others, who also assist through unit liaison functions.

2. Chain of Command

Other than in instances of emergency, inmates MUST attempt to address and resolve their issues at the “lowest” possible level by following the appropriate chain of command. The NLCI Chain of Command (outlined on page 4 of this handbook) identifies which staff member inmates should contact regarding specific questions or concerns. Inmates can use an Interview/Information Request (DOC-761) to contact institution staff. Inmates should start at the first level in the chain of command prior to proceeding to the second and third levels. First and second level Health Service complaints must be submitted on a Health Service Request (DOC-3035). Inmates must allow a minimum of FIVE (5) WORKING DAYS for a response after contacting the first level prior to moving to the next. If an inmate chooses to go to the next level in the chain of command, they must indicate that they have gone through the prior step and what, if any, response they have received.

CHAIN OF COMMAND

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
ACCOUNTS	INMATE ACCOUNTS	FINANCIAL PROGRAM SUPV	MGT. SERVICES DIRECTOR
CANTEEN	INVENTORY CONTROL COORDINATOR	FINANCIAL PROGRAM SUPV	MGT. SERVICES DIRECTOR
EARNED RELEASE	SOCIAL WORKER	RECORDS ASSISTANT	RECORDS SUPERVISOR
EDUCATION	TEACHER/GUIDANCE COUNSELOR	EDUCATION DIRECTOR	DEPUTY WARDEN
INTERSTATE COMPACTS	UNIT SOCIAL WORKER	UNIT MANAGER	DEPUTY WARDEN
LAUNDRY	LAUNDRY SERGEANT	LAUNDRY SECURITY LIAISON	FINANCIAL PROGRAM SUPV
LIBRARY	LIBRARIAN	EDUCATION DIRECTOR	DEPUTY WARDEN
MAIL/PROPERTY	MAIL/PROPERTY SERGEANT	MAIL/PROPERTY SECURITY LIAISON	SECURITY DIRECTOR
MEDICAL	HSU NURSE	HSU MANAGER	DEPUTY WARDEN OR BHS NURSING DIRECTOR
MEDICAL FILE REVIEWS	HSU PROGRAM ASSISTANT	HSU MANAGER	REGIONAL NURSING COORDINATOR
PAROLE	UNIT SOCIAL WORKER	UNIT MANAGER	PAROLE COMMISSIONER
PAYROLL	WORK/PROGRAM SUPERVISOR	INMATE PAYROLL	MGT. SERVICES DIRECTOR
PRC	UNIT SOCIAL WORKER	PRC COORDINATOR	BOCM
PSYCHOLOGICAL SERVICES	UNIT PSYCHOLOGIST	PSYCHOLOGICAL SUPERVISOR	DEPUTY WARDEN
RECREATION/HOBBY	REC LEADER	PROGRAM DIRECTOR	DEPUTY WARDEN
RELEASES	UNIT SOCIAL WORKER	UNIT MANAGER	DEPUTY WARDEN
RELIGIOUS ISSUES	CHAPLAIN	PROGRAM DIRECTOR	DEPUTY WARDEN
SENTENCING INFORMATION	RECORDS ASSISTANT	RECORDS SUPERVISOR	PROGRAM DIRECTOR
SS/LEGAL FILE REVIEWS	RECORDS ASSISTANT	RECORDS SUPERVISOR	PROGRAM DIRECTOR
TLU PLACEMENT	RESTRICTIVE HOUSING SERGEANT	PROGRAM CAPTAIN	SECURITY DIRECTOR
UNIT ISSUES OR PROBLEMS	UNIT OFFICER	UNIT SERGEANT	UNIT MANAGER
VISITING AREA	VISITING ROOM SERGEANT	VISITING ROOM SECURITY LIAISON	SECURITY DIRECTOR
VISITING LIST	UNIT SOCIAL WORKER/VISITING CLERK	UNIT MANAGER	PROGRAM DIRECTOR
VISITING ROOM ISSUE	VISITING ROOM SERGEANT	VISITING ROOM SECURITY LIAISON	SECURITY DIRECTOR
WORK PROBLEM	WORK SUPERVISOR	DEPARTMENT HEAD	DEPUTY WARDEN

B. Units and Areas

- a. NLCI has four housing units: A-Unit (Alpha), B-Unit (Bravo), C-Unit (Charlie), D-Unit (Delta) and a Restrictive Housing Unit.
- b. Other buildings or areas include: Mail and Property, Gym and Recreation Yard, Maintenance, Industries, Food Service, Canteen, Health Services, Education, Library, Records and PRC, Chapel and Multipurpose Room, and Visiting Room.
- c. Inmates in Disciplinary Separation, Controlled Separation, Observation status as well as Temporary Lockup (TLU), will be housed in the Restrictive Housing Unit.

C. Complaint Procedures (see Wisconsin Administrative Code 310)

1. Inmate Complaints

- a. Inmates are expected to attempt to resolve their issues by following the appropriate chain of command prior to submitting their complaint, utilizing the informal resolution process and to document these efforts in their complaint. In accordance with Wisconsin Administrative Code 310, inmates may submit their complaints via an Offender Complaint Form (DOC-400) which can be obtained on the housing unit or from the Institution Complaint Examiner (ICE).
- b. Each housing unit wing has a locked inmate complaint box for submission of complaints. These boxes will generally be checked by ICE staff Monday through Friday.
- c. Within five (5) WORKING DAYS after receiving a completed complaint form, the ICE will issue a receipt to the inmate.
- d. The ICE has 20 WORKING DAYS to conduct an investigation and forward a recommendation to the Reviewing Authority.
- e. The Reviewing Authority has ten (10) WORKING DAYS to issue a decision.
- f. In accordance with Wisconsin Administrative Code 310, a Request for Review of Rejected Complaint can be filed using form DOC-2182. Forms can be obtained on the housing unit or from ICE staff and may be placed into the locked complaint box.
- g. There is a limit of two (2) complaints per week (excluding health and safety complaints).
- h. Complaints that are unsigned, illegible, or do not contain the legal name under which the inmate was incarcerated, will be returned.
- i. Complaints containing multiple issues, issues that are not clear, or complaints containing foul or abusive language will also be returned.
- j. Complaints must be filed within 14 CALENDAR DAYS of the event giving rise to the complaint.
- k. Complaints must be within the scope of the complaint system in accordance with Wisconsin Administrative Code 310.

2. Appealing Complaints

- a. Inmates who are dissatisfied with the outcome of a complaint may appeal the decision to the Corrections Complaint Examiner (CCE) by mailing a completed Request for Corrections Complaint Examiner Review (DOC-405) to the address listed on the form. This form is available on the housing unit or from the ICE staff. Inmates are responsible for the cost of postage.
- b. This appeal must be submitted within ten (10) CALENDAR DAYS of the inmate's receipt of the institution's decision.

D. Inmate Mail (see *DAI Policy 309.04.01*)

1. Inmate Mail

- a. Outgoing mail will be delivered to the New Lisbon Post Office during its scheduled business hours with the exception of Federal Holidays and State Holidays, to include Christmas Eve and New Year's Eve.
- b. Letters to inmates should be addressed to:
Inmate Name (DOC Number)
P.O. Box 4000
New Lisbon, WI 53950
- c. Common carrier deliveries should be addressed to:
Inmate Name (DOC Number)
2000 Progress Road
New Lisbon, WI 53950
- d. Money Orders and Cashier's Checks should be addressed to:
Inmate Name (DOC Number)
P.O. Box 6000
New Lisbon, WI 53950
- e. Letters to staff should be addressed to:
Staff Name
New Lisbon Correctional Institution
P.O. Box 2000
New Lisbon, WI 53950
- f. 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 the inmate's responsibility to ensure family and friends know these addresses.
- g. Inmates may correspond with anyone as long as the recipient does not object and the correspondence does not violate any institution rules, state or federal laws. Inmates may not write to any person who volunteers in the institution. Inmates may be expressly denied from corresponding with some individuals.
- h. There is no limit on the number of letters that 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.
- i. NLCI does not accept "Postage Due" mail. Inmates should advise correspondents to have the correct postage on their letters.

- j. If addressee is unidentifiable, the mail will be destroyed.
- k. Mail containing items that 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-0243) will be used to notify both the sender and the receiver.
- l. Per DOC Administrative Code 309.04, mail clearly identifiable as being from one or more of the following parties may not be opened or inspected by institution staff:

- An attorney
- The Governor of Wisconsin
- Members of the Wisconsin Legislature
- Members of the United States Congress
- The Secretary of the Department
- The Administrator of the Division
- The Attorney General or an Assistant Attorney General of Wisconsin
- An investigative agency of the federal government
- The clerk or judge of any state or federal court
- The President of the United States

- m. All mail that does not fall into one of the categories listed above will be opened and inspected by Mail and Property staff. Items which can not be inspected without altering the item will be denied.
- n. If correspondence contains contraband or if the inmate refuses 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 and future correspondence privileges may be withdrawn or suspended. Such suspension may be made by the institution for a period of up to six months. If outgoing correspondence is denied, the inmate will be notified. If incoming correspondence is denied, Notice of Non-Delivery of Mail/Publication (DOC-0243) will be used to notify both the sender and the receiver. Appeals can be made through the inmate complaint process.
- o. When there is reason to believe the security of the institution may be impaired, the Security Director or designee may order mail opened and inspected or monitored. Outgoing mail (to anyone other than an inmate) may be sealed. Inmates must have their 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. All inmates' outgoing mail will be stamped, "THIS LETTER HAS BEEN MAILED FROM THE WISCONSIN PRISON SYSTEM," per DOC Administrative Code 309. Outgoing mail will be picked up in each housing unit after the close of dayroom.

SAMPLE

Name/ DOC Number New Lisbon Correctional Institution PO Box 4000 New Lisbon, WI 53950
JOHN DOE 806 S. MILL DRIVE, APT. 1-A MILLTOWN, VA 12204-2921

- p. Inmates 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.

2. Inmate-to-Inmate Mail

- a. Inmate-to-inmate mail must be submitted for mailing unsealed.
- b. Both incoming and outgoing mail will be read if the correspondence is between inmates. Inmate-to-inmate correspondence indicating "legal mail" will be reviewed by staff to verify the claim of "legal mail."
- c. The mailing address on the envelope must contain the receiving inmate's full name, DOC number, full name of the institution, and the institution address. Envelopes without this information will be returned to the sending inmate.

E. Legal Services

- a. NLCI staff will not provide legal advice to inmates.
- b. Frank J. Remington Center's Legal Assistance to Institutionalized Persons Project (LAIP) is an educational program in which University of Wisconsin students learn to practice law by assisting prison inmates. Students are under the supervision of a trained attorney and faculty member. LAIP provides free legal assistance to inmates in most Wisconsin prisons on certain criminal and civil law issue sentence modifications and appeals such as divorce and custody issues.
- c. LAIP will not provide help on the following topics:
 - i. Any case in which an inmate already has an attorney or has the right to an attorney.
 - ii. Conditions of confinement lawsuits against the prison system or its employees.
 - iii. Prison discipline.
 - iv. Civil cases involving monetary damages, such as personal injury lawsuits or bankruptcy proceedings.
- d. Information regarding LAIP services is available in the "LAIP Desk Book," located in the Library.
- e. To request assistance from LAIP, complete the "Application for Legal Assistance," found in Chapter 12 of the LAIP Desk Book. Please note, not all cases are accepted by LAIP.

F. Library

- a. Before inmates can check out materials for the first time, they must attend orientation. Inmates may check out up to four items at one time or have a total of four items checked out on their account at any one time. Inmates in possession of library materials they have not checked out may be subject to discipline.
- b. 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.

- c. 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.
- d. Inter-library loan (ILL) may be available upon request. Check with the circulation desk or Librarian for information about ILL.
- e. Inmates must return all materials to the Library prior to transfer or release. If materials are not returned, the inmate is responsible for replacement costs and may be subject to discipline. There is a \$5 per lost item fee in addition to the cost of replacing the item.
- f. Notary service is available in the library first period and during an inmate's scheduled Library time. There may be days when the Librarian is not available to provide notary service; thus, inmates should have items notarized well in advance of court-imposed deadlines.

G. Medical and Dental Services

1. Medication Distribution

a. Controlled Medication

Delivery Location: Controlled medication will be administered by assigned staff in the following locations for the following inmate statuses:

HSU – General Population Inmates (including Intake)
Restrictive Housing Cells – Inmates in Restrictive Housing
Program Status Housing Cells – Inmates in Program Status

b. Delivery Times

- i. Controlled medications will generally be distributed two (2) times daily. See exact times posted on the housing unit.
- ii. Some medication orders may require modifications to the scheduled times and/or frequency. Inmates will be advised individually by HSU staff if they are to receive medications at alternate times.

c. Right to Refuse Medication/Treatment

- i. Inmates have the right to refuse some medication or treatment without consequence.
- ii. Inmates are required to report for medication distribution (med pass) to either take or refuse controlled medication as prescribed.
- iii. Inmates who fail to notify HSU of their refusal to comply with medical restrictions, fail to report at scheduled medication distribution times, or otherwise fail to notify HSU of their refusal to engage in prescribed treatment, may be in violation of DOC Administrative Code 303 and may be subject to discipline. (see DAI Policy 500.30.34)

d. Reporting Requirements

- i. General Population inmates are required to report to HSU to either take or refuse their controlled medication as prescribed and scheduled. This includes inmates on sanctions, such as room, cell or building confinement. Even if inmates do not want to take their medication, they are still required to report to HSU and indicate their refusal verbally to staff.
- ii. Inmates requesting controlled medications at times other than scheduled by the institution will be addressed on an individual basis.

- iii. Staff will observe inmates taking their medication and will tell inmates to open their mouths and spread their 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.
- e. Non-Controlled Medication
 - i. Non-controlled medication will be distributed to inmates to retain in their cells. 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.
 - ii. It is the inmate's responsibility to request medication refills seven (7) days prior to running out. The white Medication/Medical Supply Refill Request (DOC-3035C) must be used to order refills.
 - iii. Medication prescriptions which have expired must be returned to HSU. Inmates in possession of expired medications may be subject to discipline for violation of DOC 303.58- Misuse of Prescription Medications.
- f. All Medication and Medical Equipment.
 - i. Inmates are required to take their medications as prescribed.
 - ii. Inmates are expected to bring concerns about their medication to the attention of staff in HSU via a Health Service Request (DOC-3035).
 - iii. All medical apparatus or equipment issued by HSU must be used as directed by HSU staff. Any other use of such apparatus or equipment may result in the item being confiscated (with HSU approval) and/or result in discipline.

2. Medical Restrictions

- a. Medical restrictions, authorization and/or equipment approved at another institution ARE NOT honored at NLCI until or unless NLCI medical staff reviews the medical condition and determines the restriction, authorization or equipment is medically required at this facility.
- b. Upon arrival at NLCI, medical staff will review each inmate's file and, as appropriate and medically necessary, issue a Medical Restrictions/Special Needs (DOC-3332B) form documenting any restrictions/authorizations or equipment authorized at NLCI .
- c. Inmates who believe they have a medical need that has not been addressed through the file review may submit a Health Service Request (DOC-3035) to bring their needs to the attention of medical staff and/or to be evaluated. Evaluation by medical staff at the inmate's request requires a co-payment (\$7.50) by the inmate.

3. Medical Services

- a. All inmate files will be reviewed by staff in HSU upon arrival at NLCI.
- b. Inmates who have medical requests should submit a blue Health Service Request (DOC-3035) with specific information regarding the nature of their concern. Inmates should place completed blue slips in the confidential, locked, HSU mailbox on the housing unit. HSU picks up these slips every morning. DO NOT use the Interview/Information Request (DOC-761) for medical requests.
- c. Inmates with a medical crisis should speak to the unit or area staff if able. Staff will contact medical staff and/or a supervisor. Staff in HSU may need specific information for telephone call requests made to them.

- d. Inmates are required to pay a \$7.50 co-payment for all inmate-initiated health care contacts (including dentistry). Inmates will not be refused medical services if they do not have these funds, but it will be charged to their account and any incoming funds will be used to pay this debt.
- e. Medical and dental staff will determine whether a co-payment applies in accordance with DAI Policy 316.00.01. Inmates may be required to complete and sign a Disbursement Request (DOC-184) for the co-payment charge for health and dental services they are provided. Not signing the form does not negate the charge if co-payment is determined applicable by staff.
- f. Inmates who disagree with a co-payment charge may submit an Inmate Complaint (DOC-400) regarding the issue after following the appropriate chain of command.
- g. Exceptions to Co-Payment Rule include:
 - i. Life-threatening emergencies, as determined by HSU. If the HSU visit is determined to NOT be an emergency, co-payment will be charged.
 - ii. Medical alert wristband requests to acquire, remove or replace wristband.
 - iii. Work-related injuries as determined by HSU and Work Supervisor.
 - iv. HSU-initiated contacts (i.e., appointments made by HSU staff or re-checks for chronic medical conditions).

4. Appointments

- a. Upon receipt of Health Service Requests (DOC-3035), HSU Staff may determine if an appointment is necessary and will prepare an appointment notice.
- b. Inmates will receive an appointment notice the day prior to any scheduled appointments. Monday's appointment notices will be sent out the Friday prior.
- c. Inmates will generally first see a nurse who may refer the inmate to a doctor.
- d. Appointments identified as "will call" may not be seen the same day indicated on the notice. These appointments will be rescheduled if necessary.

5. Off-Site Referrals

- a. Inmates may be taken to a hospital or off-site clinic if it is determined to be medically necessary.
- b. Visitors are not permitted at the local hospitals.

6. Lay-in and Sick Cell Status (see DAI Policy 309.55.02)

- a. Inmates who are unable to attend work or school because of an illness may be self-excused from their work/program assignment if they inform their work assignment supervisor every day prior to the start of their assignment. Staff discretion may be used as necessary.
- b. If an inmate gets sick when off the unit, he must tell the area supervisor. The inmate will be allowed to return to his housing unit and be placed on "lay-in status". Inmates in this status are not paid.
- c. Inmates on lay-in status are required to remain in their cells at all times, except to get meals, to take one shower daily, to use the bathroom, to go to the Visiting Room if a visitor arrives, or to go to any HSU appointment.

- d. Inmates will remain on lay-in status until their next scheduled work or school activity. Inmates may request to be seen by HSU staff by completing a Health Service Request (DOC-3035).
- e. On the third consecutive day of lay-in status, inmates are required to be seen by HSU. HSU may determine that the inmate should be on sick cell status. Sick cell status is paid at the involuntary unassigned rate of \$0.05 per hour.
- f. Inmates who miss more than four days of work per month may receive an unsatisfactory work evaluation unless, the work supervisor determines the absence(s) to be legitimately required for medical, legal or other purposes.

7. Dental Services

- a. Dental Services are available on a limited basis.
- b. Inmates seeking dental services must submit a yellow Dental Services Request (DOC-3392).
- c. A co-payment is charged for each dental visit at the time of the appointment.
- d. Dental requests are reviewed and scheduled in priority order as determined by dental staff.
- e. Failure to show up for dental appointments may result in discipline.

8. Blood, Body Fluids and Infectious Diseases

- a. This institution operates on the principle of "Standard (Universal) Precautions." Blood and body fluids should always be assumed to pose a health risk no matter what the source. Personal hygiene habits (i.e., sharing items with others, cleaning their cells and property, washing up spills) or certain activities (including fighting, tattooing and horseplay) may cause exposure. Information is available in print from HSU, the Library and from other sources.
- b. If exposed to blood or body fluids from another, inmates should notify staff immediately.

9. Miscellaneous Medical-Related Issues

- a. Reporting Injuries: Inmates are required to report injuries, no matter how minor, immediately to staff in the area in which the injury occurred.
- b. Tobacco Free: NLCI is a tobacco-free facility. All tobacco-related products and ignition devices are prohibited inside the institution.
- c. Dietary Restrictions: Inmates whose medical conditions require special dietary restrictions 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. Inmates receiving a special diet are only allowed to eat off their own diet tray and may not give their food away. Most dietary concerns can be met by self-selecting the right foods from the available menu options.
- d. Medical Alert Wristband: Inmates with chronic medical conditions, as determined by HSU, are provided the option to wear DOC-issued medical alert wristbands. Inmates may choose not to wear a medical alert wristband; staff will not make a determination of necessary medical care based solely on whether or not inmates are wearing wristbands. Inmates may contact HSU via Health Service Request (DOC-3035) to request a wristband at any time. HSU visits for the purpose of placement or removal of the wristband are exempt from co-payments. To remove the wristband, inmates must contact HSU via a Health Service Request (DOC-3035). Wristbands

may not be written on or altered in any way by inmates. Wristbands may be worn in all DOC facilities.

- e. Inhalers, Nitroglycerin or EpiPen (see DAI Policy 500.00.02): Inmates are expected to possess their prescribed inhaler, EpiPen and/or nitroglycerin at all times including work, school, recreation and transportation. During visits and transportation, staff will maintain inhalers, EpiPen and/or nitroglycerin, making them available for use by inmates as needed. Inmates in the Restrictive Housing Unit are permitted to retain these medications in their cells, unless determined otherwise by the Security Director and the Physician.

10. ADA Accommodations (See DAI Policy 300.00.35)

NLCI is committed to assuring compliance with the Americans with Disabilities Act. NLCI 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 inmates.

The ADA coordinators at NLCI are the Program Director and the Food Services Administrator. To request consideration for an accommodation under the Americans with Disabilities Act, please submit a Reasonable Modification/Accommodation Request (DOC-2530) form to an ADA Coordinator. This form is available in the Library.

11. Special Needs and Restrictions

Special needs and restrictions from a previous institution do not necessarily follow an inmate to NLCI. Current physician-ordered special needs (Lower Bunk/Lower Tier, medically necessary items, etc.) will be issued via a Medical Restrictions/Special Needs form (DOC-3332B). If an inmates feels he needs a medical restriction or has a special need, he must submit a Health Service Request (DOC-3035) for an evaluation. The inmate will be scheduled to see a nurse and a co-payment may be charged. HSU will follow Bureau of Health Services (BHS) criteria for authorizing or denying special needs and restrictions. It is the inmate's responsibility to return medical items, such as braces, to HSU when the authorization expires. Medical items in the inmate's possession after the medical order expires will be considered contraband.

12. Infection Control

Inmates can prevent infections from spreading by frequently washing their hands, covering their mouth and nose when coughing or sneezing and then washing their hands, practicing good personal hygiene daily, using good housekeeping practices and not sharing any personal care items.

13. Power of Attorney for Medical Decisions and Living Wills

Power of Attorney forms are legal documents that allow 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.

H. Money and Funds

1. Business Office

Business Office staff conducts all inmate financial transactions at NLCI, including the maintenance of inmate accounts, savings accounts, issuance of weekly and monthly statements, approval of legal loans, and all withdrawals and transfers from inmate accounts.

2. Disbursement Requests

- a. A Disbursement Request (DOC-184) must be used in all financial transactions within or outside the institution, including requests to send money to close family members.
- b. Inmates must submit a legible Disbursement Request complete with name, inmate number, unit, and dollar amount to staff for verification. Inmates may submit only their own Disbursement Requests. Submitting Disbursement Requests for other inmates is prohibited and may result in discipline.
- c. Disbursement Requests which are not verified will not be processed. Disbursement Requests which are not approved by staff will be returned to the inmate.
 - i. Disbursement Requests for sending funds to close family members and other persons of more than \$25 must have prior approval of the Unit Manager. Requests for \$25 or less may be approved by a Social Worker.
 - ii. Disbursements for purchasing goods or products totaling \$75 or less (other than religious, hobby, or recreation items) need unit staff approval. Items exceeding this amount need Unit Manager approval.
 - iii. Hobby, recreation, or religious items must have approval from the respective department staff.
- d. Inmates will be given the pink copy of the submitted Disbursement Request as a record of their request, with the exception of Disbursement Requests for UPS or SpeedDee charges.
- e. Inmates should not retain the pink copy of the Disbursement Request for UPS or SpeedDee requests. Mail and Property staff will use the pink copy of these requests to record inmate tracking numbers and the cost of the shipping. Mail and Property staff will return the pink copy to inmates once the UPS or SpeedDee transaction is processed.
- f. Once the Business Office has processed the Disbursement Request, the yellow copy is returned to inmates.

3. Legal Loans

- a. Inmates must write to the Correctional Management Services Director (CMSD) for information regarding legal loans.
- b. Legal supplies are available for inmates who have been approved for a Legal Loan under DAI Policy 309.51.01.

I. Pay and Job Assignments (see *DAI Policies 309.00.01 & 309.55.01*)

1. Work Assignment

- a. Available work assignments may be posted in the housing units and/or Channel 10.
- b. Inmates who are eligible for work assignments may apply for these positions by submitting an Offender Work Application (DOC-2118) to the Officers' Station or respective hiring department.
- c. If an inmate is selected for a position, the work supervisor will complete an Inmate Work/Program Placement Form (DOC-1408). The form must be submitted to the department head for approval. Once approved the form is forwarded to Inmate Payroll for processing.

- d. Unless approved by the Warden, all inmate positions are limited to 40 hours per week to maximize the number of available positions. Inmates are also limited to 24 months employment in a department. Only the Warden may authorize any extension of the two-year limitation.

2. Inmate Pay

a. Involuntarily Unassigned Status, Voluntary Unassigned Status & Work Waiting Lists

The number of inmates housed at NLCI is greater than the number of work and school assignments available at this institution. Therefore, there will be inmates who are willing to work but are unable to do so, because there are no available positions. These inmates will be identified as Involuntarily Unassigned and will be paid \$.05 per hour for 40 hours per week. This is the status all inmates will be placed in upon arrival until they are assigned to a work or program position. Inmates in this status are paid and are expected to complete unit or institution work when asked to do so.

- b. The following is the hourly pay rate for an eight-hour day, pursuant to DOC Administrative Code 309.57:

Voluntary Unassigned and Lay-in Status	\$.00/HOUR
Involuntary Unassigned and Sick Cell	\$.05/HOUR
Range 1	\$.12/HOUR
Range 2	\$.19/HOUR
Range 3	\$.26/HOUR
Range 4	\$.35/HOUR
Range 5	\$.42/HOUR
Education/Reentry	\$.15/HOUR

- c. Pay periods will be posted on each housing unit. Payroll is posted the second Friday following the end of the pay period.
- d. Pay deposited into an inmate's account will be reflected on the inmate account statement.
- e. Inmates will not receive a receipt from this deposit.
- f. 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.
- g. Inmates who are negatively removed from a job or program assignment or who refuse a work assignment or required educational programming will be placed into Voluntary Unassigned status for a minimum of 90 days (in accordance with NLCI 309.00.01) and will remain in this status until they have established eligibility. Pay will not be reinstated until inmate submits a request for such to the Business Office.

3. Job Assignment Change

a. Voluntary Termination

- i. Voluntary terminations must be done in writing to the work supervisor.
- ii. Inmates choosing to voluntarily terminate their work or program assignment will be placed in Voluntary Unassigned (VUNA) status.
- iii. Inmates will remain in VUNA status for a minimum of 90 days. After the 90 days are completed, the inmate must write to the Business Office and request that they be removed from this status in order to return to Involuntary Unassigned status.

- b. Removal from Assignments by Work Supervisor
 - i. Inmates may be removed from their current assignment after receiving one of the following and department head approval:
 - a. An unsatisfactory work evaluation.
 - b. A finding of guilt on a work-related conduct report.
 - c. A finding of guilt on any major conduct report.
 - d. Written documentation of negative work-related behavior (i.e., warning card, incident report or written statement).
 - ii. Inmates may also be removed from their assignment after having completed a two-year time period in the department. They may not be re-assigned to that department for another two years.
 - iii. Inmates may be suspended with pay pending processing of a conduct report and the Work Program Assignment Placement (DOC-1408) removing them from the job or program.
 - iii. The inmate's supervising staff will complete a DOC-1408 and submit it to the Work Coordinator with a written summary, copies of work evaluations, warning card violations, work-related conduct reports or other documentation, noting the reason for work assignment removal.
 - iv. Inmates not in agreement with the removal must submit a written request for review to the Work Coordinator within five (5) days of the removal, stating all reasons for disagreement.
 - v. Inmates removed from a work assignment will be ineligible to apply for ANY work assignment for a minimum of 90 days and placed in VUNA status.
 - vi. Inmates receiving adjustment confinement, program separation, or disciplinary separation shall be placed in VUNA status for a minimum of 90 days upon return to general population status.
 - vii. Inmates may be placed in INVUNA status upon removal of job if done for the best interest of the institution as recommended by the Department Head and approved by the Work Coordinator.

J. Savings and Release Accounts

1. Inmate Regular Savings Accounts

- a. Inmates may transfer funds from their regular account to a regular savings account established at the State-designated bank by NLCI Business Office staff.
- b. Any interest accrued will be credited to the respective inmate's account quarterly.
- c. In order to open a regular savings account, inmates must submit a Disbursement Request (DOC-184) to Inmate Accounts. The Disbursement Request must be for a minimum of \$50 to establish a regular savings account. Inmates 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.
- d. Inmates wishing to make deposits or withdrawals must complete a Disbursement Request (DOC-184) and have it signed by their Unit Manager.
- e. Account transactions will be processed no more than once a month and must be for a minimum of \$20.

2. Savings Bonds

- a. Any savings bonds previously purchased by an inmate will be retained in the Business Office during an inmate's stay at NLCI. When an inmate transfers, his bonds will be forwarded to his new institution.
- b. Upon release, bonds will be processed according to release authorization procedures as identified on the Offender Release Authorization (DOC-0015).

3. Release and Release Savings Accounts

- a. Release savings accounts will be established for inmates, up to \$5000 maximum.
- b. Inmates will be permitted to transfer up to \$5000 into their release accounts at anytime. Request for transfer of these funds must be made on a Disbursement Request (DOC-184).
- c. These account transfers will be processed once per month.
- d. Inmates may deposit release account funds into an interest-bearing release savings account, in the inmate's name, established at the State-designed bank by NLCI Business Office staff.
- e. A minimum of \$50 is required to open a release savings account.
- f. Any deposits must be submitted on a Disbursement Request (DOC-184) and must be a minimum amount of \$20 to be processed.
- g. 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 Attachment A.

4. Social Security Cards

- a. In order to open a regular or release savings account, an inmate must have a valid Social Security number and have the Social Security card on file in the Property room.
- b. If the card is lost or stolen, inmates must request a replacement card through the Social Security Administration. Form SS 5(8-85) must be used. This form is available from the Unit Social Worker.

K. PREA (Prison Rape Elimination Act) *(see Executive Directive 72)*

The Prison Rape Elimination Act (PREA) was enacted to address sexual abuse and sexual harassment of persons in the custody of correctional facilities. PREA supports preventing, detecting and responding to sexual abuse and sexual harassment within confinement settings. NLCI has zero tolerance for sexual abuse, sexual harassment and report-related retaliation and has established multiple avenues to report allegations of sexual abuse and sexual harassment. It has also created partnerships with outside advocacy organizations to provide victim-focused support.

Upon intake, inmates will receive orientation to PREA and will receive the Sexual Abuse/Assault Prevention and Intervention Handbook (POC-0041), also known as the "Red Book". This handbook will provide additional details about the reporting process and what services are available to victims following a reported incident. Additionally, Executive Directive 72 provides detail regarding the Department's implementation of the Federal requirements. This document is available for review in the Library.

1. Reporting Sexual Misconduct

- a. While under the supervision of the Division of Adult Institutions (DAI), inmates have the right to be safe from any sexual abuse or sexual harassment. Additionally, they have the right to be safe from any harassment or retaliation as a result of having reported an incident of abuse.
- b. Sexual intercourse, contact or conduct between inmates and between inmates and staff is prohibited.
- c. All reported cases of sexual assault or harassment will be investigated. If substantiated, they will be referred for prosecution pursuant to Wisconsin laws.

2. Reporting an Incident

- a. It is important for inmates to report incidents as soon as possible if they have been sexually assaulted or harassed. Reports may be made using the following methods:
 - i. Report to any institution staff, either verbally or in writing.
 - ii. File a complaint using the Offender Complaint Form (DOC-0400).
 - iii. Write directly to the Warden, Division of Adult Institutions (DAI) or WI-DOC Secretary.
 - iv. Contact the local law enforcement or other agency.
 - v. Call the confidential PREA hotline using the phones in the dayroom.
 - vi. A relative, associate or other third party may also report on behalf of an inmate.
 - vii. If any accommodations are needed due to a disability, please contact the ADA Coordinator or any other institution staff.
- b. Remember that by reporting the crime of sexual assault or sexual misconduct right away, it helps stop this harmful behavior and aids in facilitation of a prompt and proper investigation as well as allows for the prompt facilitation of victim service to the inmate.

L. Records Office

1. Records Office

- a. Records Office staff is responsible for calculation of all inmate 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.
- b. Records Office staff schedules all parole appearances and coordinates inmate releases in conjunction with the inmate's assigned Social Worker.
- c. Records Office staff also maintains all inmates' Social Service, Legal, and Visitor Information Files.
- d. The Offender Records Supervisor is designated as the Open Records Custodian for these files and, as such, any requests for information from these files must be reviewed by this person.
- e. Inmates must contact HSU staff for medical information/file reviews, Psychological Services staff for psychological information/file reviews, and Education staff for education information/file reviews. These files are maintained under the authority of staff in these respective areas, not the Offender Records Supervisor.

2. Parole Commission

- a. The Records Office will coordinate appearances from the Parole Commissioner as statutorily required for inmates.
- b. Inmates will be advised of their upcoming appearance by their Social Worker who will be responsible for submitting their parole plan and information on their adjustment and program participation.

M. Visiting (see DAI Policy 309.06.01)

1. Visiting Room

- a. Only visitors on an inmate's approved list shall be permitted to visit.
- b. The maximum number of visitors allowed per visit is ten (10), five (5) of which may be children 17-years of age or younger. More than five (5) children may be allowed if all of the children are the inmate's biological or adopted children.
- c. The visiting week begins on Tuesday and ends on Sunday. Visiting hours are as follows:

Tuesday through Friday	2:15 p.m-8:45 p.m.	3 hour visits*
Saturday, Sunday & Holidays	8:00 a.m.-3:45 p.m.	2 hour visits*

*please reference the Visiting policy for exceptions to these times

There are no visits on Mondays unless it is a holiday.

Holiday visits are as follows:

- | | |
|--------------------------------|-----------------------------|
| 1. New Year's Day | January 1 |
| 2. Martin Luther King, Jr. Day | Third Monday in January |
| 3. Memorial Day | Last Monday in May |
| 4. Independence Day | July 4 |
| 5. Labor Day | First Monday in September |
| 6. Thanksgiving Day | Fourth Thursday in November |
| 7. Christmas Eve | December 24 |
| 8. Christmas Day | December 25 |
| 9. New Year's Eve | December 31 |

- d. At times it may become necessary to terminate a visit early to accommodate another visitor due to space constraints.
- e. Inmates are permitted three (3) visits per week but only one may be on a weekend, with the exception of a special visit.
- f. Inmates may only receive one visit on any single day.
- g. Inmates may request a special visit from someone not on their approved visitor list by contacting their Social Worker. Special visits are limited and must be requested at least ten business days in advance of the visit.
- h. Visitors should not arrive earlier than 10 minutes prior to the start of visiting hours.

- i. Visits will not be processed after 7:45 p.m. on weekdays and 2:45 p.m. on weekends or holidays.
- j. Visits will not be processed ten (10) minutes prior to count times. Visitors will remain in the Lobby until count clears. Inmates will remain on their assigned living units until count clears.
- k. All visitors age 16 and older must provide valid photo identification with the exception of those whose religious practices prevent them from providing photo identification. See the Visiting Policy for more information regarding this exception. The only acceptable forms of identification are:
 - 1. State Driver's License;
 - 2. State Picture I.D.;
 - 3. Current Passport or Visa;
 - 4. Department of Transportation Picture I.D. (Motor Vehicle Department);
 - 5. County Welfare Department Picture I.D.;
 - 6. Military I.D. (if currently in active service);
 - 7. Tribal ID (if it provides photo); and
 - 8. Driver's License and Picture I.D. will be accepted for visitors from out-of-state.
- l. The visiting room at NLCI stresses a "family" atmosphere. The dress code is listed in detail in the policy as well as on the NLCI web page. Inmates are advised to notify visitors of the dress requirements prior to the visit.
- m. Vending machines are available in the visiting area. Institution staff do not make change.
- n. Money allowed in the Visiting Room is limited to \$20 in coins per visitor.
- o. Vocational Sales Cards are available for sale in the Visiting Room. Cards may be used to purchase baked goods from the Vocational Bakery area and items from the Vocational Horticulture program. A money order made out to New Lisbon Correctional Institution is needed to purchase a Vocational Sales Card. The cards are available in \$5 increments; money orders must be for the exact amount of the card(s) purchased. No refunds will be given for unused amounts on cards.
- p. All inmates shall wear state-issued shoes, green shirt and pants to the Visiting Room. Underwear and socks are also required. Inmates are not permitted to wear any other personal or work clothing in the Visiting Room.
- q. Inmates may bring only the following items to the Visiting Room with them. There will be no exception to this rule. Any other items will be returned by the inmates to their cells prior to the visit starting.
 - 1. Cell key
 - 2. Pick or comb
 - 3. Wedding ring
 - 4. Handkerchief
 - 5. Coat, jacket, winter cap, scarf, or gloves (cannot be worn while on the visit)
 - 6. One pair of prescription glasses
 - 7. Medical alert bracelet or other approved medical equipment
 - 8. Only inhalers, nitro tablets, EpiPen, or other medications determined to be life saving are permitted in the Visiting Room. No other medications are permitted in the Visiting Room without the approval of the Security Director. Medication will be kept at the Officers' Station.

2. Visiting Room Guidelines

- a. Upon entering the Visiting Room, all inmates must report to the Sergeant's Desk and inform the staff member of their name and housing unit.
- b. Inmates with property to be sent out 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 Officers' 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 visitor leaves this property in the Visiting Room, it will be sent back to the Property Room to be mailed out at the inmate's expense. Property will only be held in the Visiting Room for 30 days.
- c. Inmates must notify staff before using the Visiting Room bathroom. Only one inmate will be allowed in the bathroom at any given time.
- d. At the end of the visit, inmates must report to the Visiting Room Officers' Station and provide staff with their name and housing unit.
- e. There is no wandering allowed in the Visiting Room. All persons have to be seated.
- f. Excessive displays of affection are not permitted. Inmates and visitors may embrace and kiss briefly at the beginning and end of each visit (approximately 10 seconds). Holding of hands is permitted, but both hands must be visible to staff at all times. Children four (4) years of age and younger may be held by the inmate during visits if the inmate is the child's father. Inappropriate behavior may be cause to terminate the visit.
- g. Inmate parents and visitors are responsible for the supervision of their children. Children may not be left unattended. Any child leaving the Visiting Room must be accompanied by an adult. Visits may be terminated due to unruly children.
- h. While seated, all chairs will be facing the tables. Tables and chairs cannot be moved without staff approval. No rocking of chairs will be allowed.
- i. Visiting with anyone seated at another table is not allowed.
- j. Inmates are responsible for cleaning the area where they visited prior to ending the visit, including pushing in chairs.
- k. If the visit occurs through the meal hour and inmates want a meal saved in the housing unit, they must request this of the unit officers before leaving for the visit.

3. Photo Project

- a. Photo opportunities will be provided in the Visiting Room at the beginning of the visit for inmates and their visitors. Inmates must inform the officer during the first half hour of the visit if they wish to have photos taken and submit a completed Disbursement Request (DOC-184) for the photo(s).
- b. Five pictures are the maximum allowed per week.
- c. Photos presently cost \$2 each, but this price is subject to change based on material costs.
- d. Only inmates may purchase photos.

- e. General population inmates who have not received a visit within the past month will be provided photo sessions in the Visiting Room using the following schedule:
- | | |
|-------------------|--------|
| Tuesday evening | D-Unit |
| Wednesday evening | A-Unit |
| Thursday evening | B-Unit |
| Friday evening | C-Unit |
- f. All inmates will complete a Disbursement Request (DOC-184) and turn it into the Unit Sergeant between 2:15 p.m. and 4:30 p.m. on the day their unit is scheduled for photos. The disbursement will be signed, dated and will indicate the number of pictures they would like to purchase.
- g. When evening dayroom opens, the Unit Sergeant will return the approved Disbursement Requests to the inmates and have them report to the Visiting Room for their photo sessions.
- h. Photo Guidelines:
- One inmate is permitted per photo. An exception may be made for immediate family members (i.e., Father-Son, Brother-Brother) with prior approval of the Visiting Room Sergeant.
 - Inmates are responsible to ensure they have enough money in their accounts to cover the cost of the photos.
 - Inmates must wear state-issued clothing. Inmates are not permitted to be photographed with any additional personal or state-issued property.
 - If standing, persons in the photo must stand straight, facing the camera with hands at their sides or clasped in front or behind.
 - No hand gestures are permitted. Feet shall be parallel and directed toward the camera.
 - Squatting is permitted only when directly facing the camera, hands as described in (v).
 - Inmates and visitors may have their arms around only the shoulder of another in the photo. Arms may not be around the waist or any other body part.
 - Inmates and visitors are permitted to hold children appropriately in photos.
 - All photos must be inspected by Visiting Room staff prior to leaving. Photos that do not meet institution requirements will be denied. Inmates will still be responsible for payment.
 - Questionable photos will be referred to a Security Supervisor for review.

4. No Contact Visits

Inmates on a no-contact visit restriction will go to the tele-visiting area for the visit, and the visitor will remain in the Lobby. The visit will be held via tele-visiting and will be limited to one hour.

5. Attorney Visits and Legal Visits

- An attorney visit is a visit by an attorney or attorney appointee.
- A legal visit is a visit for legal or investigative reasons by an attorney, judge or court agent.
- The attorney or investigative officer will contact the scheduling clerk to request a visit with an inmate; scheduling clerk will schedule the date and time.
- Visits will take place during institution business hours: Monday through Friday, 8:00 - 11:00 a.m. and 12:45 - 4:25 p.m.

N. Canteen

- a. Inmates in general population are permitted to spend up to \$84 bi-weekly on canteen. Inmates in Restrictive Housing are permitted to spend up to \$42 per week.
- b. Canteen forms must be turned in by 9 p.m. on the evening the orders are due for the inmate's unit. Once the canteen order is submitted, the order is final and no forms will be returned for corrections or additions.
- c. If a canteen form contains uncorrectable errors or is damaged, it may be exchanged for a new form.
- d. Inmates are responsible for monitoring their own account balances and the total amount of canteen purchased.
- e. Canteen information--including delivery times, prices and items carried--is published and updated regularly. Current information will be posted in the housing units and on Channel 10. Inmates are responsible for knowing the changes made to the canteen price list.
- f. When canteen is to be distributed on a unit, the dayroom will be closed until 7 p.m. If an inmate leaves the unit for recreation or the library they will receive their canteen order upon return.
- g. While the bag(s) remain sealed, inmates will be permitted a few minutes to view their order and raise issues regarding incompleteness or inaccuracy of their order. If there is a potential discrepancy, the bag may be opened under staff supervision to verify the accuracy of the order. Inmates need to review any discrepancies with a staff member who will make note of the discrepancy on a copy of the receipt. Both the staff member and the inmate must sign the receipt.
- h. Once the bag(s) or the inmate has left the distribution area, all sales are final.
- i. Canteen bags may be used only as garbage can liners. Only one clear plastic canteen bag per inmate per cell, a total of two (2) for a double occupancy cell, may be retained. If more than the allowable amount is retained, the bags may be considered contraband.
- j. Inmates in RHU will be restricted to ordering items on the unit-specific listing.

CHAPTER 2 - PROGRAMS FOR INMATES

A. Veteran Services

- a. 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.
- b. Veteran inmates wishing to meet with this representative must submit an Information/Interview Request (DOC-761) to the Program Services Office Operations Associate. Inmates may also write to the Veteran's Administration in Madison. This address is available from the Library upon request.

B. Psychological Services

- a. Psychological Services Unit (PSU) staff are assigned to each housing unit. Their role is to address inmates' psychological issues, including: crisis intervention, psychological evaluations for PRC and the Parole Board, facilitating treatment groups, and providing individual inmate assistance through an interview or written response. Short-term, problem-focused counseling may be available based on a psychologist assessment. Inmates may submit a Psychological Service Request (DOC-3035B) to the unit PSU staff to request assistance and consultation, specifying the nature of their concern. Inmates who believe they are having an urgent psychological crisis should contact unit staff who will contact PSU.
- b. There are limited psychiatric services available at NLCI. These services are provided through the Health Service Unit (HSU). Inmates who are in need of 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.

C. Social Services

- a. Inmates will be assigned a Social Worker based on the inmate's housing assignment.
- b. Inmates wishing to speak with their assigned Social Worker may visit his/her office during open office hours or submit an Information/Interview Request (DOC-761).
- c. Issues most frequently addressed by Social Workers include but are not limited to:
 - i. PRC referrals
 - ii. Visiting Requests
 - iii. Special or extended visits
 - iv. Disbursements
 - v. Transfers or Releases
 - vi. Parole planning
 - viii. Family emergency phone calls
 - viii. General institution adjustment

D. Religious Services (see *DAI Policy 309.61.01*)

- a. Inmates may change their religious preference only once every six (6) months. To request a change, inmates must submit an Information/Interview Request (DOC-761) to the Chaplain. Inmates are required to go to the Chaplain's office to complete their religious preference change.
- b. Inmates may only attend religious programming consistent with their identified preference unless the activity is considered to be interfaith.
- c. Per DAI Policy 309.61.03, inmates whose religious beliefs require the adherence to religious dietary laws may request a religious diet. To request a religious diet, inmates shall submit an Information/Interview Request (DOC-761) to the Chaplain to request a visit with the Chaplain to discuss the diet and to complete the Religious Diet Request (DOC-2167).
- d. Inmates are permitted to possess approved religious property items associated with their designated religious preference per the Religious Property Chart (DAI 309.61.02).
- e. The Chaplain will provide non-denominational religious consultation as time permits. Inmates may contact the Chaplain by submitting an Information/Interview Request (DOC-761). During times of personal crisis, inmates may contact unit staff who will notify the Chaplain.
- f. Greeting cards are available by completing a Chapel Card Request slip. Inmates may receive three (3) greeting cards per month. A sympathy card may also be requested of the Chaplain. The Chapel will not supply envelopes or stamps.
- g. Inmates who experience the death of a close family member may be permitted up to one hour in the chapel to view the funeral service. The inmate may have three (3) close family members from his visiting list view the service with him. This viewing must be pre-arranged with the Chaplain. Contact the Chaplain with any questions regarding this opportunity.

E. Education

1. Program Assignments – Education

- a. At NLCI, educational needs take priority over employment. Inmates are required to meet this need prior to obtaining an institution job. Exceptions will be made for those inmates who are placed on the school waiting list due to space limitations. These inmates may be employed until school programming becomes available.
- b. Inmates who refuse to enroll in school will be placed in Voluntary Unassigned Status (VUNA) and will not be eligible for an institution job.
- c. NLCI offers the opportunity to increase reading, writing, and mathematics skills; to learn the English language; to obtain an HSED; and to develop job-seeking and independent-living skills for use upon release.
- d. Vocational classes and personal development classes are available. Contact the guidance counselor to discuss interest in these opportunities.

2. Enrollment

- a. Inmates with an identified Academic need should contact the Guidance Counselor to enroll.
- b. The Guidance Counselor will contact inmates to enroll them in classes based on program needs, test scores, interest and available class space. All ABE/HSED incoming students are required to take the Test of Adult Basic Education (TABE). The TABE results help place inmates in appropriate work-level classes.
- c. Based on educational goal progress, Education staff will determine if inmates are eligible to attend school part-time and work part-time during the enrollment conference.

3. Removal from School

- a. When inmates enroll in a class, including a personal development course, they are agreeing to attend classes until completion.
- b. Inmates will not be removed from school without approval from the Education Director.
- c. Information on dropping classes or leaving school is in the School Rules.
- d. Inmates who are removed from school status will be placed in Voluntary Unassigned Status (VUNA) and will not be eligible to take an institution job.

4. Correspondence Courses

- a. Requests to enroll in correspondence courses must be addressed with the Education Director for approval prior to enrolling in any program.
- b. Inmates applying for correspondence courses must have earned a high school diploma, GED or HSED, and bring a copy of the certificate when meeting with the Education Director to request approval.
- c. Requests for religious classes are directed to the Chaplain for approval.

F. Program Review (see *Wisconsin Administrative Code 302*)

- a. The Classification Specialist is assigned to NLCI but employed by the Bureau of Offender Classification and Movement (BOCM).
- b. To appeal decisions regarding assigned institution or custody, appeals must be sent to the BOCM Director using the DOC-1292.
- c. The Classification Specialist will coordinate scheduled reviews of inmate custody classification, institution placement and program or treatment.
- d. Regular classification hearings--or review of custody classification, institution placement, and program/treatment needs--for each inmate is conducted pursuant to DOC Administrative Code 302 no less than once every 12 months.

- e. There are three (3) types of reviews:
 - i. Scheduled PRC hearings occur in accordance with the inmate's regular scheduled recall date.
 - ii. Early PRC hearings are held only when a significant change in circumstances occurs, affecting the inmate's custody, program need and/or placement. A request of this nature can be made using DOC-2212. PRC will decide whether an early review is appropriate. There is no appeal process for a denied early PRC request.
 - iii. Informational reviews may be conducted between regularly scheduled reviews to record information or provide clarification concerning program assignments, physical and mental health, conduct or adjustment, custody level and/or placement. The inmate's presence is not required for this type of review unless a program addition is considered, but the inmate will receive a copy of the informational review documentation.
- f. For scheduled and early reviews, the assigned social worker will document the inmate's adjustment, program assignments and other relevant factors to make a determination of progress and accomplishments. Written comments will also include custody classification, program assignment, institution placement and the inmate's request regarding security classification, program assignment or institution placement.
- g. Inmates have the option to waive the interview appearance. If inmates disrupt the interview procedure or refuse to attend, the review procedure will continue without their presence.
- h. The classification review may be suspended to investigate or acquire information affecting custody classification, institution placement and/or program assignment. The conclusion of this hearing may exceed the 12-month period.
- i. Following the review, inmates will receive a copy of the Offender Program Review Classification Summary and Risk Rating in the institution mail from the Classification Specialist's Office.
- j. Inmates have a right to appeal any classification hearing by submitting a completed DOC-1292. Appeals must be sent to the Director of the Bureau of Offender Classification & Movement, P.O. Box 7925, Madison, WI 53707-7925, within 10 days of receiving the written decision.
- k. Inmates are responsible to communicate with their Social Workers when changes occur which could affect their classification. Inmates may send a DOC-761 to the Classification Specialist to address issues regarding their custody classification, future institution placement and program assignments.

G. Recreation (See *NLCI Procedure 900.06.06*)

1. Available Recreational Activities

- a. *Outdoor 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.
- b. *Indoor Recreation (Gym):* Gym facilities, which include the cardiovascular and weight equipment, will generally be available year round. Inmates participating in indoor recreation must hand-carry the shoes they intend to wear to the recreation building.
- c. *Handball Courts:* Handball courts will be made available seasonally dependent upon weather conditions and visibility.

2. Scheduled Recreation Periods

- a. The Recreation Department will provide opportunities for inmates to attend indoor and outdoor recreation periods. Recreation periods are scheduled by housing unit according to a posted rotating schedule that provides equitable and reasonable access to all inmates. Only inmates scheduled to attend recreation activities may do so. Inmates must sign up in their housing units to attend these scheduled periods.
- b. A maximum of 60 inmates are allowed in the gym unless a league or special event is occurring.
- c. One housing unit wing will be scheduled at a time for indoor recreation. Two housing units will be scheduled at a time for outdoor recreation.
- d. There will be times when the gymnasium will have attendance restrictions to facilitate special recreation for inmates with medical or other specialized needs or during leagues/tournaments or other special events sponsored by the Recreation Department.
- e. Outdoor recreation will be available during normal daylight hours and will be closed when the high mast lights come on.
- f. Outdoor recreation will be cancelled or limited at the discretion of the Security Supervisor if:
 - i. The condition of the recreation field is poor.
 - ii. There is inclement weather.
 - iii. At sundown or dusk when the high mast lights are on.
 - iv. Heat index reaches 95° or higher.
- g. If it becomes necessary to cancel outdoor recreation an announcement will be made and inmates must immediately return to their housing units.

3. Movement

- a. Unit staff will make an announcement releasing inmates for their unit scheduled recreation period.
- b. Once an announcement has been made, inmates have 5 minutes to report to assigned recreational area.
- c. Inmates may only attend the recreation periods scheduled for their unit. Inmates who violate the recreation schedule are considered to be in an unassigned area.
- d. Inmates may leave recreation activities only when staff announces half-time or at the end of the recreation period unless given permission to leave by staff. If permission is granted, recreation staff will ensure notice of the inmate's return is given to unit staff.
- e. Recreation staff will announce the end of the recreation period at the scheduled time. Inmates are expected to stop what they are doing and immediately return to their unit.

CHAPTER 3 – Housing Unit and Movement Rules

A. Inmate Movement

1. Authorized Movement

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.
Inmates may not sign out or leave their assigned areas for the activity prior to the listed sign out time. Violations of this policy may result in disciplinary action.		

- a. Movement in the institution is authorized by a printed schedule of activities and/or under staff escort.
- b. Inmates may not attend any unscheduled activity without direct authorization from staff.
- c. Inmates must sign out legibly anytime they leave the unit. When leaving the housing unit, inmates will report directly to the activity or assignment to which they signed out.
- d. Inmates 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.
- e. Inmates are expected to remain at their activity or assignment for the duration of the scheduled activity or assignment.
- f. At the end of the activity or assignment, inmates will immediately return to their assigned housing unit and must sign back in upon returning to the unit.
- g. MOS will notify the units when movement should occur for other events such as PRC, Parole, Attorney calls, etc.
- h. Inmates must move only to the area indicated on the DOC-660 unless directed by staff.
- i. There is to be no loitering, hugging, embracing or touching (this includes handshakes and fist bumps) on Main Street or in any areas of the institution with the exception of visits and chapel as authorized.

- j. Inmates must report to the area they have signed out to, utilizing the paved sidewalks, staying to the right of the yellow line no more than two abreast. Inmates shall walk at a normal pace, following a normal route and without delay when going to and from all activities. Any inmate who violates this section is guilty of loitering.
- k. Personal cups are only allowed in the courtyard and the dayroom except during meals.
- l. Inmates must have a scheduled appointment or activity to meet with a staff member not on their assigned housing unit.
- m. Inmates must only sign out and in for themselves. No skipping lines on the DOC-660.
- n. Running is not permitted in buildings, on sidewalks or on Main Street.
- o. No inmate movement permitted 10 minutes prior to count.
- p. Inmates entering K building are required to wear a state-issued green shirt and pants from the time they leave their housing unit until the time they return. The only exception to this is horticulture workers and food service workers. Horticulture 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.
- q. Any interference with staff responding to disciplinary or emergency situations will not be permitted. Interference includes, but is not limited to: remarks, gestures, yelling, failing to get out of the way or other overt behavior. When directed, inmates will immediately proceed to their cell when disturbances or medical emergencies occur on their housing unit.

2. Special Placement Needs

Inmates who have concerns about the need for separation from another inmate must complete an Inmate Request for Separation Form (DOC-1803) and submit to staff. Unit staff should be contacted immediately if the concern is urgent.

3. Moving Items Between Cells

Inmates who are moving to another cell must take personal and state-issued property and clothing, their bedding (including sheets, blankets, and pillowcase), but not the mattress, wastebasket, or pillow. Approved special mattress and/or extra pillow should move with inmates. Their assigned areas of the cell must be cleaned for the next occupant. Completion of the DOC-1455 is mandatory upon exit and entrance.

4. ID Tags (see DAI Policy 306.00.06)

- a. Inmates' personal ID tags must be worn around the neck, outside the outer-most garment, at all times when out of cell. The photo must be worn towards the front.
- b. Replacement ID tags will be issued at a cost of \$3.

B. COUNTS

7:25 A.M.	Standing
12:25 P.M.	Standing
4:45 P.M.	Standing
9:15 P.M.	Standing
12:45 A.M.	Non-Standing
3:30 A.M.	Non-Standing

- a. An announcement will be made prior to standing counts.
- b. Once the advanced warning is provided, inmates will proceed to their assigned cells to prepare for count. Bathroom use will not be permitted unless in an emergency. Each time inmates use the restroom before the institution count is clear, they will be directed to sit at the front table in the dayroom until the count is cleared. Violations of this rule may result in a conduct report being written. Formal counts are done each day at the same time; inmates must plan their restroom needs accordingly.
- c. When count is announced inmates will stand still in front of their closed cell doors with their backs to the wall on the unit tiers, in silence. Inmates in the Restrictive Housing unit are required to stand in their cell with the light on during count.
- d. Inmates must be fully dressed in proper dayroom attire for all standing counts.
- e. All electronics must be turned off and left in cell.
- f. The unit sergeant or officer will notify inmates at the completion of their count. Inmates will return to their assigned cells, closing the door behind them and remaining in their cells until institution count has officially cleared via the "all call" system. This applies to all inmates including inmates who will be returning to work or programs after count officially clears.
- g. If an inmate is called for a visit, they must leave the unit 10 minutes prior to count time. If less time remains, inmates may not leave the unit until after institution count clears.
- h. Non-standing counts are held at 12:45 a.m. and 3:30 a.m. Inmates are required to remain in the area in which they were when the count was initiated until the count is cleared.
- i. Emergency counts may be called at times other than those scheduled above. Follow directive of staff during emergency counts.
- j. Inmate movement on grounds is prohibited during counts unless the inmate is under direct staff escort.

C. Grooming and Attire

- a. All inmates are expected to follow standards of decency for apparel and conduct. Any type of exhibitionist behavior will not be tolerated (e.g., no hand in the waistband of pants).
- b. State-issued greens and state shoes will be worn for visits, hospital trips, transfers to other institutions, and all off-grounds activities. State-issued greens must be worn to and from the units to K-Building.

- c. Inmates confined to the Restrictive Housing Unit will be transported in orange clothing and state shoes.
- d. All state and personal clothing must be appropriately sized and worn as it was intended to be worn. No baggy or oversized clothing is permitted. Waistbands of pants or shorts must be worn at waistline.
- e. Gang colors and/or insignias are not allowed.
- f. 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.
- g. Footwear and socks must be worn at all times outside of the cell. Alternative footwear (those which partially cover the foot, leaving toes or heels exposed) without socks is permissible when going to and from the shower or when using the restroom between midnight and 6:00 a.m.
- h. During dayroom hours, unless on lay-in, all inmates must be fully 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.
- i. Prior to 7:30 a.m. or after 9:30 p.m., inmates may go from their cells directly to and from the bathroom wearing a knee-length bathrobe and/or full pajamas (top and bottoms). Bare chests are not allowed.
- j. Shirts must always be buttoned except for the top button. The only exceptions are when attending outdoor recreation or in the courtyard area. The shirt must be put back on and buttoned before leaving the recreation field or courtyard area.
- k. Winter coats, hats, scarves and thermal underwear are considered winter clothing attire and are not appropriate to wear from May through September, unless weather conditions dictate otherwise.
- l. Hats, caps, gloves, scarves and/or winter coats may not be worn in the housing units.
- m. Winter coats, hats, caps, scarves and sunglasses may not be put on until inmates are in the entryway of the unit and must be removed in the entryway when they return. If inmates stay in the dayroom for any reason, the above-listed items must be left in their cells, not left at a table or draped over dayroom chairs. When in program areas, these items are to be put in the appropriate places provided for them. Thermal underwear is only to be worn underneath clothing, never alone or outside of other clothing.
- n. Handkerchiefs and scarves are not to be worn or displayed as outer garments.
- o. Curlers and/or plastic transparent cosmetic caps and du-rags are only to be worn in cells and to and from the bathroom between 11 p.m. and 6 a.m. Wearing these items is not permitted during performance of jobs or during meals.
- p. Fingernails must be clipped at all times with the length not to exceed the tip of the finger.
- q. Sweatshirts are issued to inmates and may be worn year-round on housing units and in program or work areas. Sweatpants may only be worn in the housing unit, in courtyards or for recreation.

- r. Shower shoes may only be worn to and from the shower, while waiting in the dayroom to use the shower, or for standing count.
- s. House slippers (those which cover both the toes and the heels) may be worn to and from the bathroom and with or without socks, in the dayroom while wearing socks except during meal times, and may not be worn on courtyards.
- t. Shoelaces must be tied properly at all times. Velcro straps must be properly fastened at all times. Footwear is to be worn in the manner in which it was intended.
- u. Footwear intended to be worn for recreation will be carried to the gym and the inmate must change into those shoes upon arrival in the gym.
- v. Pant legs are not to be rolled up or tucked into socks or footwear.
- w. With the exception of mealtime, shorts may be worn at any time within the housing units and at the gym, courtyard, outdoor recreation, weight room, and handball courts.
- x. Work supervisors may approve additional safety or security attire which will be issued by and accounted for by the institution laundry.

D. Meals

- a. Meal times are approximately:

Breakfast: 6:10 a.m.
Lunch: 11:25 a.m.
Supper: 5:00 p.m.

- b. Inmates will be called to meals on a rotating basis by tier and side.
- c. Inmates whose assignment requires they leave the unit early will be allowed to be served first with staff permission.
- d. When inmate tiers are called for meals, inmates are expected to promptly report to the serving line.
- e. Inmates may only eat when and with their respective tier unless otherwise directed by staff. Inmates returning from school and recreation will attend with their tier or separately depending on time of return.
- f. Inmates are expected to walk around the dayroom and to the firewall to form the line to enter servery. Inmates who receive special diet trays are expected to adhere to this expectation.
- g. Inmates will stand single file in the meal line with any conversations being maintained at a moderate tone. Changing places and/or cutting in line are not permitted.
- h. Shirts or t-shirts with trousers, or sweatshirt and sweatpants and socks and footwear will be worn for all meals. No tank tops, shorts, jackets, shower shoes or slippers are permitted.
- i. All food items will be served from the serving line. Once inmates have verified the tray is correct, they cannot return to the serving line unless given specific permission from staff.

- j. Serving portions are set by Food Service staff and must be followed.
- k. The exchanging of food items in the serving line is prohibited. Inmates may only exchange food items while seated and only with inmates seated at the same table.
- l. Inmates are permitted to bring food condiments (hot sauce and one spice) to the meal however they may not be set at the table prior to going through the serving line.
- m. No personal cups or containers will be permitted in the dining area during meals, except during the breakfast meal.
- n. Coffee, sugar, peanut butter and/or jelly may be brought to the breakfast meal only.
- o. The practice of saving seats is not permitted.
- p. Inmates will be allowed up to 20 minutes to eat meals. Waiting at tables after meal is consumed is not allowed.
- q. Inmates are required to be seated in front of the fire wall. Once seated at a table, inmates may not move to another table and once up from the table must clean their trays and return to their assigned cells.
- r. Unit microwaves and hot water dispensers will not be used during meal times, except for breakfast when only the hot water dispenser may be used.
- s. All food and state-issued condiments must be eaten in the dining area and may not be taken to inmates' cells unless the inmate is on a restriction requiring meals to be eaten in their cell. The only exception to this rule is one piece of whole fresh fruit, which may be taken directly to an inmate's cell from the dining area, and authorized snack bags. The piece of fruit must be consumed within 24 hours. Fruit in plastic containers may not be taken to cells.
- t. Inmates who will not be on the housing unit during meal times due to authorized institution activities (visits, medical appointments, etc.) may request a meal be saved for them. It is the inmate's responsibility to request a saved meal from housing unit staff before the inmate leaves the housing unit. The saved meal must be eaten immediately upon the inmate's return to the unit.

E. Headwear

- a. Personal religious headwear may be worn only while at all religious activities or in an inmate's cell.
- b. Personal hair nets, shower caps and du-rags may only be worn in the cell.

F. Cells

1. Cell Rules

- a. Inmates are responsible for any damage and/or contraband present in their assigned cells.

- b. Inmates must inspect their cell by completing the Cell Inspection Card (DOC-1455) as soon as they move in and immediately report any damage or contraband present to the 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.
- c. All furniture is to be used as intended. Two chairs and one desk will be provided in each cell.
- d. No "furniture" items may be built using makeshift items, including cardboard. Lamp shades are not allowed nor is oil placed on light bulbs.
- e. Dipole antennas may be taped to the wall.
- f. Items are prohibited on the windowsill. Windows must be kept completely free of any obstructions at all times. Makeshift clothes lines are prohibited.
- g. Items are prohibited in front of the cell doors.
- h. No items may be hung on or cover any electrical fixtures, outlets, sprinkler heads, smoke detectors or vents.
- i. Nothing can obstruct the view of the bed from outside the cell.
- j. When not in cell, lights and electronics should be turned off.
- k. Cell doors must be secured at all times. Obstructing the lock, latch, or hinges is prohibited.
- l. Only inmates assigned to a cell may enter it. Any part of the body which breaks the plane of the door frame constitutes entry into another inmate's cell and is prohibited.
- m. Loitering at other inmates' cells is not permitted.
- n. The only inmates allowed on the upper tiers are those with assigned cells on that tier except for inmates assigned to work in this area.

2. Double Ceiling

- a. All cells at NLCI are compatible for double-celling.
- b. All inmates are double-celled unless significant, verified documentation precludes double-celling.

3. Use of Personal Electronics

- a. Inmates must store all electronic equipment in their cells.
- b. Electronics will not be used without working headphones. Electronics will not be delivered without proof of headphones or earbuds.
- c. Sound from electronics in cells will not be heard outside the cell.
- d. Dipole antennas may be used provided they do not create a safety or security hazard.
- e. Security seals must be present and non-tampered on all electronics. Contact Property staff regarding replacement of worn or damaged seals.

- f. All electronic items must be turned off when not in use or when inmates are outside their cells.
- g. Electric typewriters may not be used after 9:15 p.m. until dayrooms open the next day.

4. Storage of Personal Property

- a. Keys are issued for secure storage of personal property upon admittance to NLCI and must remain in each inmate's possession until he is released or transferred from NLCI. A replacement key costs \$5.
- b. The purpose of these keys is to secure the locking cabinet in each cell's wardrobe cabinet which has two lockers. Inmates are responsible for securing their non-controlled medication and all items of value.
- c. Inmates placed into TLU or Clinical Observation shall have their property packed up and inventoried by staff on the housing unit for storage. Non-controlled medication will be returned to HSU for review and re-distribution.
- d. Inmates being sent to Court (OUT OF STATE ONLY) shall pack their own property for storage. If the inmate does not know he is going to Court, staff shall pack the inmate's property for storage after their departure.

5. Cell Sanitation

- a. Inmates are required to keep their cells clean. Inmates are expected to keep their cells to an acceptable standard of cleanliness by completing the following tasks:
 - i. Dust mop and clean the floor per unit cleaning guidelines.
 - ii. Empty wastebaskets and remove garbage as needed.
 - iii. Surfaces, such as the desktop, bed frame and any ledge area or furniture, are to be kept dust-free.
 - iv. Mirrors and window glass accessible to inmates will be kept clean.
 - v. Wardrobes should be neatly organized.
 - vi. Cells will be neat and orderly before inmates leave their cells.
 - vii. Beds should be properly made when not in use.
- b. General cell cleaning will be done during dayroom hours but not after 9:15 p.m. standing count.
- c. Unit staff may complete cell inspections on a daily basis. Failure to meet the standards set above will be addressed with the inmates living in the cell. Cell inspections should not be confused with cell searches.

6. Door Name Cards

- a. Door cards will be issued to inmates to place in the door slot to identify their cells. These cards must remain in the door slot at all times and may be removed only if the inmate moved to a different cell or unit.
- b. Only the full name under which the inmate is incarcerated may be used on the door card.
- c. Defacing, marking or changing any name card is prohibited. Staff must be notified if a new door card is needed.

7. Cell Keys

- a. Inmates in units A, B or D will be issued keys to their cells and are responsible for maintaining possession of them at all times.
- b. If the cell key is lost or broken, unit staff must be notified immediately. A \$5 fee may be charged to replace the key.
- c. Inmates are expected to notify staff when the lock is not functioning correctly.
- d. The lanyard will be used only for its intended purpose. No other items may be worn on the lanyard except for keys and ID.
- e. When inmates vacate their cells, state-issued keys must be given to the unit sergeant.

8. Search Procedures

- a. Cells will be searched and inspected on either a random or for cause basis.
- b. Inspections may occur daily for any reason.
- c. Staff is required to conduct routine pat searches several times per day. Inmates are required to comply with all search procedures.
- d. If inmates are in their cells when a search or inspection takes place, they must leave their cells. There is no administrative requirement that inmates directly observe this process.
- e. Inmates who are on the housing unit must turn in their cell keys at the Officers' Station until completion of the cell search.

G. Restroom Use

- a. Inmates are limited to using the bathroom and shower area on the side of the unit in which they are housed.
- b. Use of bathroom during non-dayroom hours will be limited to toilet use and subsequent hand washing.
- c. Inmates are expected to maintain basic hygiene standards.
- d. No loud or disruptive talk is permitted in the bathroom.
- e. 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.
- f. Dishes, utensils and sports equipment may be cleaned in the stainless steel sink provided in the restrooms.
- g. During non-dayroom hours, only 10 inmates may be in a bathroom at any given time. The only exception may be from 5:00 a.m. until 7:15 a.m. with staff authorization. This exception is to allow inmates adequate time to prepare for work assignments.

- h. Brushing of teeth will occur during normal dayroom hours and prior to breakfast. No tooth brushing is allowed after 11:00 p.m. dayroom closing.
- i. Once the advanced warning is provided for count, inmates will proceed to their assigned cells to prepare. Bathroom use will not be permitted unless in an emergency. Each time inmates use the restroom before the institution count is clear, they will be directed to sit at the front table in the dayroom until the count is cleared. The first instance of this, a warning will be issued. Subsequent violations of this rule may result in discipline. Formal counts are done each day at the same time; inmates must plan their restroom needs accordingly.

H. Shower Use

- a. Showers are available for inmate use during dayroom hours. Showers should be completed at least five minutes prior to the end of dayroom hours.
- b. Use of showers will not interfere with janitorial duties.
- c. Loitering and visiting in the bathroom and shower area is prohibited.
- d. After use of the shower facilities, inmates will clean up after themselves.
- e. Showering is limited to 10 minutes in length.
- f. Inmates are expected to maintain the highest degree of basic hygiene standards.

I. Dayroom

1. Dayroom

- a. Dayroom activities are generally available during the times listed below. Changes to these times will be announced by staff.
 - i. 7:45 a.m. - 11:00 a.m.
 - ii. 12:40 p.m. - 4:30 p.m.
 - iii. 6:10 p.m. - 9:00 p.m.
 - iv. 9:30 p.m. - 11:00 p.m. -- Sunday-Thursday
 - v. 9:30 p.m. - 12:00 a.m. -- Friday, Saturday and evening before the following holidays:
(Martin Luther King, Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)
- b. Inmates are limited only to use of the dayroom on the side of the unit in which they are housed.
- c. Loitering is prohibited in the area between the Officers' Station and the first tables. Inmates in this area without purpose are in an unassigned area.
- d. The Officers' Station will be closed for inmate questions or concerns 15 minutes before and 15 minutes after shift change and count time, except for emergencies.
- e. Visiting is permitted in the dayroom and unit courtyard only. Visiting is prohibited in the hallways, between the floors, across the tiers, across the dayroom area, in the laundry or other side rooms, in other inmate cells, in bathrooms or in doorways.

- f. Tossing items up, down or across dayrooms or tiers is not permitted.
- g. Loud talking, loud noises, rapping or tapping on tables, yelling, clapping, slapping, slamming game pieces or cards, singing and profane language are prohibited in all areas.
- h. Tables, chairs and group room furniture may not be moved without staff permission.
- i. Inmates are not permitted to put their feet on any furniture. Chairs are to remain on all four legs.
- j. Loitering on the tiers or stairways is not permitted.
- k. Sleeping is not permitted in the dayrooms.
- l. A maximum of six (6) inmates are permitted at each table.
- m. Inmates must remain seated in the dayroom at all times except when mailing letters, using the microwave, going to the bathroom or viewing the bulletin board.
- n. Only one inmate may use the microwave at a time.
- o. Food preparation must take place in assigned cell prior to using the microwave. Group cooking is not allowed.
- p. Food is not allowed in the dayroom except for microwave purposes. Once cooked, it must be taken back to the inmate's assigned cell. Drinks are allowed in the dayroom.
- q. Personal cups are allowed only in the dayroom or on the courtyard (except meal times).
- r. Inmates are not permitted in the unit laundry exchange room and side rooms unless approved by staff.
- s. Role-playing and fantasy sports games are not permitted.

2. Close of Dayrooms During Non-Scheduled Times

- a. Dayrooms may be closed as necessary to facilitate institution operations.
- b. Inmates must clear the dayroom in a quiet and orderly manner and return directly to their assigned cells. Inmates are expected to remain in their cells until staff authorization is given to return to the dayroom.

3. Materials in Dayroom

Only the following materials are allowed in unit dayrooms:

- 1. Hobby craft items (limit 1 project)
- 2. Books (limit 4)
- 3. Magazines (limit 2)
- 4. Newspapers (limit 2)

4. Board Games

- a. Games are located on each wing. Games are provided for use in the front dayrooms and courtyards only.

- b. No games are allowed in inmates' cells unless they are the property of the occupant.
- c. All games must be returned by the end of the dayroom period that they were checked out. Inmates should begin putting games away five minutes prior dayrooms closing.
- d. All pieces of a game must be returned with the game; any pieces discovered in inmates' cells will be considered contraband.
- e. Inmates are responsible for returning the games in good condition. Failure to do so may result in a conduct report, the disposition of which may include restitution.
- f. No slapping or slamming down game pieces or cards is permitted.
- g. Games of any kind are prohibited after 9:00 p.m. (Sunday-Thursday) and 10:00 p.m. (Friday-Saturday and Holidays).
- h. Table covers may be provided for use during domino games. Other state or personal property cannot be used as covers.

5. Bulletin Boards

- a. Each housing unit has bulletin boards upon which Department of Corrections, NLCI and unit information will be posted.
- b. Inmates are expected to review the boards daily and will be responsible for knowing the information provided on them.
- c. Inmates who are unable to read the posted information should ask unit staff for assistance. Inmates are not permitted to post, remove or write on any material.

6. Recycling

Inmates are required to follow posted rules on recycling. The following materials are recyclable and must be disposed of in the appropriate container:

- 1. Mixed papers
- 2. Cardboard (cardboard is not an allowable property item and may not be removed from the recycling area for inmate personal use)
- 3. Plastic

J. Music Room

1. Music Room Rules

- a. The Music Room is generally available during open dayroom hours.
- b. All inmates must sign up to use the Music Room.
- c. No more than four (4) inmates at one time are allowed in the Music Room.
- d. Sign up will be done at 7:45 a.m. on the day inmates wish to use the room.
- e. All inmates who wish to practice as a group must sign up together, each signing his own name.

- f. Inmates in the Music Room who are not signed up will be considered in an unassigned area.
- g. Inmates are allowed to use the room one time daily for one and one half (1 ½) hours.
- h. Inmates must have staff permission to re-enter the room once it has been vacated.
- i. At least one inmate must have an instrument which is on his property list. No one may borrow another inmate's instrument.
- j. The room will be kept clean by the inmates using the room.
- k. Inmates may stand or sit but dancing is not allowed.
- l. Noise levels will not interfere with dayroom activities or classes being held in the group rooms.
- m. Music Room may be closed during some groups or as deemed necessary by unit staff.

2. Instrument Repair

- a. Only basic repairs are allowed. Basic repairs are those which can be made using the tools available to inmates on the housing unit or in the multi-purpose room. Schedule an appointment with a Recreation Leader to use tools and make repairs in the multi-purpose room.
- b. All repairs must be made by the inmate who owns the instrument.
- c. If major repairs or dismantling of an instrument which requires tools not readily available to an inmate on the housing unit or in the multi-purpose room, the instrument must be sent to an authorized dealer or repair shop at the inmate's expense.
- d. Instruments requiring dealer repairs must be approved by a Recreation Leader prior to the instrument being sent out.

K. Haircutting, Permanents, and Braids

1. Grooming

- a. A free haircut may be requested every 30 days.
- b. Additional haircuts may be purchased on a haircut punch card using a Disbursement Request (DOC-184). Haircut cards are not refundable.
- c. NLCI is not responsible for the outcome of any haircuts.

2. Hair Permanents

- a. Hair permanents are permitted in the unit bathrooms between the hours of 8:00-10:45 a.m. and 1:00-4:00 p.m. on Friday, Saturday & 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.
- b. Requests to use the bathroom for this purpose must be submitted to the first or second shift sergeant who will coordinate access.

- c. A limit of two inmates (one giving the permanent and one receiving the permanent) are permitted in the bathroom at any given time, utilizing one plastic dayroom chair in the process.
- d. Inmates must be on the same wing to participate in this activity together. Inmates are not permitted to cross over to the opposite wing or any other housing unit to provide or receive permanents.

3. Hair Braiding

- a. Hair braiding is permitted between cellmates in assigned cell any day of the week.
- b. Inmates must be on the same wing to participate in hair braiding in the unit bathrooms. Inmates are not permitted to cross over to the opposite wing or any other housing unit to provide or receive hair braiding.
- c. If hair is braided in the unit bathroom or in the C Unit dayroom, it is subject to the same hours of use and numbers of participating inmates as identified above for hair permanents. Hair braiding is not allowed in the courtyards.
- d. All hair braiding (cornrows), etc. shall be done in one straight direction. They shall go straight back or straight down. If braided, the entire head must be braided.
- e. A beard or goatee may only be put into one (1) braid or ponytail, going straight down.
- f. No disruptive cuts or styles (e.g., Mohawks, tufts, rat tails, punk, etc.) are permitted.
- g. One part in the hair only; no multiple lines or designs are permitted.
- h. No partial shaving of head hair is allowed. The entire head must be shaved.
- i. All cutting of hair must be done by unit barbers.
- j. Dying or bleaching of the hair is not permitted.
- k. Only personal hair ties are permitted.
- l. Questions or concerns regarding inmate haircuts, braiding, etc., will be directed to the Unit Manager or a Security Supervisor.

L. Unit TV

- a. Dayroom television sets are provided for inmates' use in each dayroom.
- b. The volume on the televisions will be only loud enough for those in the immediate seating area to hear.
- c. Programs will be selected based upon what the majority of the viewers without a personal television desire.
- d. If a group is watching a program, they will be allowed to finish watching it until the program has ended or viewers leave the dayroom. Televisions should be turned off five minutes prior to the close of dayrooms.

- e. Controls for TV operation will be secured in the dayroom or maintained under staff control at all times.
- f. The New Lisbon Correctional Institution channel is Channel 10. This channel provides information regarding activities occurring within the institution, food menus, etc.

M. Microwaves

- a. Only plastic food storage containers may be used. No items containing metal may be placed in the unit microwaves.
- b. No state food will be allowed in the microwave during meal times.
- c. Only one inmate 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.
- d. 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.
- e. Only one food item in the microwave at a time.

N. Ice and Hot Water Dispensers

- a. Ice machines and hot water dispensers are provided on unit wings for inmate use during open dayroom hours. Inmates must get staff permission to use dispensers during non-dayroom hours.
- b. Whenever accessing the ice machine, proper hand-washing should be utilized prior to using the scoop to retrieve ice.
- c. Cups and containers larger than 20 ounces may not be used to hold the ice or hot water.

O. Courtyards

- a. Unit courtyards are available for use during open dayroom hours. Courtyards will close five (5) minutes prior to the end of dayroom. Open dayroom hours when courtyards are open are:
 - 7:45 a.m. - 11:00 a.m.
 - 12:40 p.m. - 4:30 p.m.
 - 6:10 p.m. - 9:00 p.m.
- b. Unauthorized communication (i.e., yelling, hand signals, etc) to people in the courtyard or with people in areas outside of the courtyard, including the recreation field, will not be allowed. No touching or leaning on fence or walls is allowed. No lying down is allowed. No hair braiding is allowed.
- c. When using the track, inmates must run or walk in a counterclockwise fashion and stay at least five (5) feet away from the unit entry doors to and from the courtyard.
- d. Basketball games will be half-court only, five-on-five or less. Dunking and hanging on the rim are not permitted.
- e. Inmates may not sit or stand on the tabletop.

- f. No handball will be allowed in the courtyard.
- g. Basketballs and hacky sacks are provided by the institution. Replacement of equipment will be done by staff only; inmates are prohibited from doing this. Equipment must be stored inside when not in use.
- h. 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.
- i. Inmates may remove their shirts or tank tops while in the courtyard.
- j. Inmates must wear socks and proper footwear while in the courtyard. No house slippers or shower shoes are allowed in the courtyard.
- k. Inmates are to use caution at all times when participating in courtyard activities.
- l. No aggressive play will be allowed.
- m. Inmates are to stay off of the grass except to retrieve basketballs or hacky sacks.

P. Telephones

- a. Phone calls are only allowed during open dayroom hours and must be completed prior to the close of dayroom.
- b. All general population inmates are permitted to make an unlimited number of phone calls ~~to people on their visiting lists~~. Consecutive calls (monopolizing the phone) are not permitted without staff permission. Do not leave the telephone unattended during a call.
- c. Calls may not exceed 20 minutes in length.
- d. All inmate personal telephone calls can and will be monitored, connected or not. Properly placed attorney calls will not be monitored in accordance with DAI Policy. Calls made to the PREA hotline will not be monitored in accordance with Federal standards.
- e. Inmates are required to use their assigned DOC number as their telephone PIN. Use of any other inmate's number is prohibited.
- f. Inmates must phone directly to the party to which they are calling. Three-way calling or call forwarding is prohibited. All calls are collect calls. Family and friends may establish an account with Securus so the calls are paid in advance or billed to them by Securus. Information is available on the Securus website (securustech.net). Inmates may place money on their family and friends' accounts by completing a disbursement to Securus Correctional Billing Services. The inmate must complete a Disbursement Request (DOC-184), have it approved, and supply an envelope with postage addressed to Securus Correctional Billing Services, PO Box 650757, Dallas, TX 75265-0757. The envelope must contain a note that gives the name and account number or telephone number of the person whose account the funds are to be applied to. Each disbursement and envelope can only contain funds for one account or telephone number.
- g. Emergency phone calls must be approved by a supervisor. Cost of call \$5.00 for 15 minutes.
- h. Inmates should complete a Telephone Request Attorney Add/Delete Form (DOC-1631) and forward it to the Records Office to add an attorney to their call list.

- i. Only one inmate is permitted to use a phone at one time.
- j. Use of calling cards or pre-paid phone cards is prohibited.
- k. Inmates who require access to a TTY should contact the Unit Manager or Social Worker.
- l. No food or drink is allowed while using the phone.

Q. Unit Supplies

- a. Supplies of toothbrushes, toothpaste and soap will be available on the units during designated times.
- b. Toothbrushes and toothpaste will be exchanged on a one-for-one basis.
- c. Most forms referred to in this handbook will be available on each housing unit. Those that are not may be obtained in the Library or upon request from staff.

R. Unit Washers and Dryers

- a. The unit laundry room will open to receive drop-off laundry at 6:15 a.m. While dayrooms are closed, laundry workers will return to their cells except to switch over laundry from the washer to the dryer.
- b. Only the unit laundry worker(s) may operate the washers and dryers.
- c. Only the unit laundry worker(s) are permitted in the laundry room.
- d. Loitering by the unit laundry room is not permitted.
- e. Personal and state-issued clothing may be laundered on the unit. State linens are not to be laundered on the unit.
- f. 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. Currently laundry punch cards are \$3.00. The Laundry punch card is not refundable.
- g. Inmates may only use their own punch card to wash their own laundry.
- h. The institution is not responsible for the outcome of personal clothing laundered in the unit washers and dryers.

S. Clothing and Linens

- a. Clean, state-issued socks will be provided Monday through Friday from the unit laundry room on a one-for-one exchange. Inmates are allowed only two pair of socks in their possession.
- b. Clean state-issued shirts and pants will be issued no less than three times per week.
- c. Inmates are responsible to check the condition of their clothes and to ensure the proper size has been distributed.

- d. Requests to replace worn out or improperly fitting clothing should be sent to the Laundry Sergeant using an Information/Interview Request (DOC-761).
- e. Linens (two sheets and one pillowcase) will be exchanged once per week according to the schedule below. Sheets, blankets and towels may not be used as rugs.

Monday	A-Unit
Tuesday	B-Unit
Wednesday	C-Unit
Thursday	D-Unit

- f. Clean blankets will be brought to the units for a one-for-one exchange. Blankets are exchanged on the third Tuesday of the month according to the following schedule:

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

T. Intake

1. Court Appearances

- a. Inmates who are leaving NLCI to attend a court appearance must wear state-issued clothing, including DOC shoes, socks, underwear, pants, shirts and jacket. No personal clothing may be worn.
- b. Items listed below may generally be taken by inmates when sent out to court, subject to the rules of the county detention center where the court is located. Inmates are not allowed to bring any personal property items back from court except those items they took with them.

- One comb
- One watch
- One religious pendant
- Legal materials (with paper and pencil that must be carried by the officer)
- One pair of glasses
- One wedding ring

2. Shoes

- a. NLCI provides inmates with a pair of state-issued shoes or boots that fit them. When the shoes no longer fit properly due to excessive wear or tears, an Interview/Information Request form (DOC-761) should be submitted to the Intake Officer. The Intake Officer will determine if the shoes or boots should be replaced or exchanged.
- b. Inmates must wear state-issued shoes on all off-site trips and visits.
- c. Inmates may order personal shoes from the approved vendor catalogs.
- d. The DOC does not issue, purchase or authorize special shoe purchases if the inmate is able to wear regular, common shoes available from one of the approved vendor catalogs. Inmates are encouraged to either purchase their own personal shoes or have a family member purchase a pair of personal shoes for them from one of the approved vendor catalogs.

- e. Customized orthotics, lifts, etc. are fabricated to go into the state shoes for which they have been fitted. If inmates wish to have orthotics in their personal shoes, they must order a size in which the device will fit.
- f. Special shoes, such as diabetic shoes are only issued if an inmate is unable to wear regular shoes as deemed medically necessary (see HSU section regarding special needs).

3. Release Procedures

- a. Inmates will return state-issued clothing to the Laundry Sergeant prior to release.
- b. For inmates not having personal clothing or the funds to purchase clothing, the state will provide one pair each of trousers, socks, underwear, shoes and one shirt. A jacket may be issued during cold weather months.
- c. Inmates may have clothing sent to the institution or use release funds to purchase clothing up to 90 days prior to release date. Expenditures for release clothing must first be approved by the Unit Manager or Social Worker. Clothing will be kept in Property. Inmates being released soon will be given their release or discharge papers by the Records Office. Attached to that document is a sign-out sheet for many areas of the institution. This sheet also collects future address information. Inmates must take their sign-out sheets around and have the sheet signed by staff in the appropriate areas. The form is to be given to the Intake Officer at the time the inmate is released or discharged.
- d. As required by law, a photograph must be taken of inmates the day before they are released. This will be done by Intake. On the day of release, inmates will be given their release funds as approved by the Parole Agent. This will be given in the form of a check.
- e. 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 (books, textbooks, certain durable medical equipment, etc.) must be returned to the proper area. Inmates are not permitted to give property away to another inmate.
- f. Inmates who have prescribed medications will be issued two weeks' worth of medicine along with a written prescription for an additional month.
- g. Inmates having family or friends picking them up upon release must notify them releases will occur during normal business hours (8:00 a.m. - 4:30 p.m.) Monday through Friday, excluding holidays. Maximum discharge releases may occur on weekends or holidays.

U. Disciplinary Sanctions

1. Accountability

NLCI is committed to ensuring individuals are held responsible for their own behavior and the consequences resulting from their actions.

2. Wisconsin Administrative Code 303

Wisconsin Administrative Code 303 outlines the Division of Adult Institution rules for all correctional facilities. This book is issued at Dodge Correctional Institution when inmates enter the system and all inmates are advised to read these rules and maintain a copy throughout their incarceration.

3. Conduct Reports

Inmates violating the rules found within Wisconsin Administrative Code 303, the NLCI Inmate Handbook, as well as all DAI Policies and NLCI Procedures may receive a conduct report by any staff member. Dispositions regarding guilt are governed under Wisconsin Administrative Code 303.

4. Uncontested Minor Disposition (DOC 303.76)

- a. Before an inmate is found guilty for an infraction, staff shall inform the inmate of the alleged infraction and recommended disposition and then contact the supervisor who shall review the recommended disposition and determine its appropriateness. Staff will also inform the inmate a disposition under this section must be agreed to and is not appealable.
- b. If the supervisor and the inmate agree to the disposition, the inmate shall sign the conduct report. If the inmate disagrees, the conduct report shall be processed under DOC 303.77.

5. Contested Minor Disposition (DOC 303.77)

- a. Staff may process a conduct report for a minor rule infraction when an inmate refuses to accept an uncontested minor disposition.
- b. Under DOC 303.77 staff shall inform the inmate of the alleged infraction, offer the inmate the opportunity to provide a verbal statement and document the statement. Staff will then inform the inmate the conduct report and his statement will be forwarded to the supervisor for review and determination of disposition.
- c. The supervisor shall review the conduct report along with the inmate statement, render a decision and notify the inmate within five (5) working days. If there is a finding of guilt, the supervisor shall impose a disposition in accordance with DOC 303.70.

6. Uncontested Major Disposition (DOC 303.78)

- a. An employee may write a conduct report and a supervisor may summarily find an inmate guilty and discipline the inmate for major rule infractions.
- b. Before an inmate is found guilty, a supervisor shall inform the inmate of the nature of the alleged infraction and recommended disposition, inform the inmate the Security Director will review the recommended disposition and then inform him a disposition under this section must be agreed to and is not appealable.
- c. If the inmate consents to the disposition the supervisor shall then submit the recommended decision to the Security Director for review.
- d. If the Security Director and the inmate agree to the disposition, the inmate shall sign the conduct report. If the inmate disagrees, the conduct report shall be processed under DOC 303.80.

7. Contested Major Disposition (DOC 303.80)

- a. When an inmate is alleged to have committed a major violation and the Security Director has reviewed the conduct report, staff shall give the inmate a copy of the conduct report within two days after review.

- b. Assigned staff shall inform the inmate the rules which he is alleged to have violated, the potential dispositions that may be imposed, the right the inmate has to a full due process hearing or to waive his right in writing. If he waives his right to a full due process hearing, the inmate shall be given a hearing under DOC 303.81.
- c. Full due process hearings will take place within the established timeframe according to DOC 303.
- d. During a full due process hearing the inmate may present documentary and physical evidence as well as testimony from witnesses. The inmate may also present an oral statement and have the assistance of a staff representative.

8. Dispositions

a. Cell Confinement

During this sanction, inmates are permitted to do the following:

- 1. Use the bathroom.
- 2. Approach the Officers' Station and speak to an Officer if an emergency exists.
- 3. Attend visits.
- 4. Attend religious services (not including religious studies).
- 5. Attend work, school or program activities.
- 6. Use the ice machine, drinking fountain, hot water and unit laundry when designated by staff.
- 7. Use of shower from 7:45 a.m. – 8:30 a.m.
- 8. Utilize the dayroom during meals.

During this sanction, inmates are not permitted to do the following:

- 1. Attend recreation, library or other social activities.
- 2. Visit with other inmates in the dayroom or outside of their cell.
- 3. Use the dayroom, phones or courtyard.

b. Loss of Dayroom

During this sanction, inmates are permitted to do the following:

- 1. Use the bathroom.
- 2. Approach the Officers' Station and speak to an Officer if an emergency exists.
- 3. Use the ice machine, drinking fountain, hot water and unit laundry when designated by staff.
- 4. Use of shower from 7:45 a.m. – 8:30 a.m.
- 5. Utilize the dayroom during meals.
- 6. Utilize the unit courtyard unless otherwise specified within the disposition.

During this sanction, inmates are not permitted to do the following:

Engage in any activity involving the dayroom (i.e., use of telephone, haircuts, etc.) with the exception of the activities listed above.

c. Building Confinement

Inmates who are under this sanction are confined to the unit with the following exceptions:

- 1. To attend work, school or programming.
- 2. To attend visits.
- 3. To attend religious services (not including religious studies).
- 4. To attend PRC or Parole Hearing
- 5. To attend HSU/Dental appointments.
- 6. To attend Law Library (with Unit Manager approval).

d. **Loss of Recreation**

Inmates who are under this sanction are prohibited from attending recreational activities including special events. The unit courtyard is not included in loss of recreation unless otherwise specified within the disposition.

9. Outcome of a Conduct Report

- a. The disposition an inmate receives (i.e., whether it is a major or minor sanction) determines whether the conduct report is recorded as a major or minor conduct report on the inmate's record. For example, a conduct report which was designated as major by the Security Director but a minor disposition was imposed, will be recorded as a minor offense in the inmate's record.
- b. Inmates will begin serving the disposition imposed immediately after a finding of guilt unless otherwise noted.

10. Appeal

- a. Inmates may appeal the decision of a contested minor and a contested major and/or the sentence imposed utilizing an Appeal of the Adjustment Committee or Hearing Officer's Decision (DOC-91). This form is available on all housing units and must be submitted to the Warden's Office within 10 days of receipt of the documented hearing decision.
- b. The Warden's Office will review the hearing decision and all relevant documents and make a decision within 60 days of receipt of the appeal. The Warden's decision is final.

V. Emergency Procedures

1. Limited Visibility

Inmate movement during periods of limited visibility (e.g., fog, severe weather, etc.) will require direct staff escort.

2. Tornado

- a. When the order "TAKE COVER TORNADO" is given, inmates will follow staff directions and seek shelter where directed.
- b. An emergency count will be conducted as soon as possible after the event. All inmates will be directed to return to their units if possible.
- c. Drills: NLCI will conduct annual tornado drills during which all staff and inmates will prepare as if a tornado was actually occurring.

3. Fire Emergencies

- a. A fire alarm system designed to detect excessive heat or smoke is in each unit and area in the institution.
- b. When the alarm is activated, an audible tone will be heard. This signal alerts all inmates to a possible fire on the unit.
- c. Inmates will be directed to exit the unit or respective area through the most expedient and safe means possible. It is imperative inmates follow staff direction during this time.

- d. Tampering with the fire alarm system or deliberately attempting to activate the system will result in discipline.
- e. Fire drills will be conducted on an annual basis for all areas. During these drills, no talking is permitted.

CONCLUSION

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

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