

OAKHILL CORRECTIONAL INSTITUTION

PIOC Handbook



2024 – 2026

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WELCOME TO OAKHILL CORRECTIONAL INSTITUTION

Oakhill Correctional Institution (OCI) is a minimum-security, adult correctional institution. The building and grounds, guidelines, rules, and programs of the institution are different from those of any other institution. Each person in our care (PIOC) is expected to read this booklet carefully. Each PIOC is required and expected to follow the rules outlined in this handbook, Administrative Code, DAI Policies and facility procedures, Internal Management Procedures, and Administrative Directives, as well as all directives given by staff.

DEPARTMENT OF CORRECTIONS

Mission Statement

Protect the public, our staff, and those in our charge.

Provide opportunities for positive change and success.

Promote, inform, and educate others about our programs and successes.

Partner and collaborate with community service providers and other criminal justice entities.

Vision Statement

To achieve excellence in correctional practices while fostering safety for victims and communities.

Every Person – Every Family – Every Community Matters

Reentry Vision Statement

Promote public safety and offender success from admission to custody through reentry and supervision in the community.

LIMITED ENGLISH PROFICIENCY POLICY NOTICE

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the PIOC. The DOC shall not retaliate against any LEP offender for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o supervisión, acceso a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ni por política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

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

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

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SECTION 1 – STAFF RESOURCE LIST

PIOCs shall follow the chain of command below to outline issues. PIOCs shall attempt to address and resolve their issues at the lowest possible level. **Failure to follow this chain of command, sending requests to multiple staff about the same issue, or failing to wait a reasonable amount of time for a response will cause delay.** The last level in the chain of command is the Warden. Institution staff will assist PIOCs with this process upon request.

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL
Accounts	PIOC Accounts / Business Office	Financial Program Supervisor
American Disabilities Act (ADA)	ADA Coordinators	Deputy Warden
Canteen	Storekeeper	Financial Program Supervisor
Clothing	Clothing Officer	Security Supervisor Liaison
Food Service	Unit Sergeant / Officer	Food Service Administrator
Housing Unit	Unit Sergeant / Officer	Program Supervisor/ Unit Supervisor/Security Supervisor Liaison
Legal and Social Service File Review	Records Department	Program Supervisor/ Unit Supervisor
Limited English Proficiency (LEP)	LEP / ADA Coordinator / Social Worker	Program Supervisor/ Unit Supervisor / Deputy Warden
Library	Librarian	Education Director
Mail / Property	Mailroom / Property Officer / Sergeant	Security Supervisor Liaison
Medical	Health Services	Health Services Unit Manager
Parole Questions	Records Office	Offender Records Supervisor
Payroll	Work Supervisor / Financial Specialist – PIOC Accounts	Financial Program Supervisor
Reclassification (RC)	Classification Specialist	BOCM Sector Chief
Programming	Group Facilitator	Program Supervisor / Unit Supervisor
Psychological Services	Psychologist	Psychological Services Supervisor
Recreation	Recreation Leader	Program Supervisor / Unit Supervisor

Religious	Chaplain	Program Supervisor / Unit Supervisor
School	Teacher	Education Director
Sentencing Information	Records Department	Offender Records Supervisor
Social Services	Social Worker	Program Supervisor / Unit Supervisor
TLU Placement	Unit Sergeant	Security Supervisor / Security Director
Visiting Area	Visiting Room Sergeant / Officer	Security Supervisor Liaison / Program Supervisor / Unit Supervisor
Visiting List	Social Worker	Program Supervisor / Unit Supervisor
Work Issues	Work Supervisor / Unit Officer / Sergeant	Department Head / Area Supervisor
Work Removal	Department Head / Area Supervisor	Security Supervisor Liaison / Program Supervisor / Unit Supervisor

SECTION 2 – COUNTS

DOC 306.06.01 Inmate Count

2.1 STANDING COUNTS

- A. There are four (4) official standing counts: 7:30am, 12:10pm, 5:00pm, and 9:15pm.
- B. Announcements will be made five (5) minutes prior to the start of count.
- C. All PIOC's, including unit workers, shall report to their assigned cells five (5) minutes prior to any count.
- D. Standing counts are mandatory and PIOC's are to be standing on the floor with the lights on.
- E. PIOC's must be facing the door and clearly identifiable.
- F. A minimum of a tank top and shorts must be worn during standing counts.
- G. All PIOC movement will cease during count.
- H. Work release, project crew, food service, or PIOC's on other early morning job assignments may request a "sleep-in" from unit staff no later than one hour prior to count.
 - 1. This will be approved or denied at staff discretion.
 - 2. PIOC's with approved sleep-ins, who are awake, are required to stand for count.

2.2 NON-STANDING COUNTS

- A. There are two (2) non-standing daily counts: 1:00am and 5:00am

- B. PIOC's must have an appropriate, identifiable part of the body visible while they are sleeping.

2.3 EMERGENCY COUNTS

- A. Emergency counts may occur at any time.
- B. When an emergency count is called, PIOC's are required to follow the directions of staff.

SECTION 3 – IDENTIFICATION (ID) CARDS

DAI 306.00.06 Inmate Digital Photo Identification System

- A. The PIOC ID card is to be worn around the PIOC's neck and displayed outside the outermost layer of clothing with the photo visible.
- B. ID cards shall be worn using a designated unit lanyard, in the manner it was intended to be worn.
- C. PIOC's shall immediately inform staff if their ID card or lanyard is lost, stolen, or damaged.
- D. PIOC's are not permitted to alter their ID cards for any reason.
- E. ID cards shall be worn at all times except:
 - 1. In restrictive housing, control, observation, or TLU status
 - 2. In showers
 - 3. In their assigned cell
 - 4. While actively engaged in recreational or organized religious activities which prevent wearing of the ID card (the ID shall be carried by the PIOC or readily available upon request)
 - 5. While actively engaged in an assigned work activity that may cause damage to the ID card or pose a health safety risk.
 - 6. When released to law enforcement for court appearances
 - 7. At work/study release sites (must be kept in their possession)
- F. ID cards shall be worn when PIOC's are transported off-site by DOC staff.

SECTION 4 – PRISON RAPE ELIMINATION ACT

DAI Policy 410.20.01 Inmate PREA Education

On May 17, 2012, the National Prison Rape Elimination Act (PREA) was signed into law. The intent of this law is to ensure sexual safety and the safety and security of all PIOC's and offenders. The Wisconsin Department of Corrections has zero tolerance for sexual abuse, sexual misconduct, and sexual harassment. All offenders have been a "red booklet" titled "Sexual Abuse/Assault Prevention and Intervention" (POC-41). You can refer to this booklet for additional information regarding PREA.

It is important to tell a staff member if you have been sexually assaulted, threatened, or are being solicited for sexual activity. You can report this to any staff member you trust.

- PREA Reporting Line
 - #777 will report the call to DOC Central Office

- #888 will report the call to an outside agency
- File an Offender Complaint
- Contact the local law enforcement agency

SECTION 5 – AMERICANS WITH DISABILITIES ACT (ADA)

DAI Policy 300.00.35 Americans with Disabilities Act

The Division of Adult Institutions will ensure fair and equitable treatment of PIOC's and members of the public with disabilities who seek access to DAI services, programs, or activities.

The Warden will appoint staff to serve as ADA Coordinator along with a backup coordinator. The ADA Coordinator will ensure PIOC's at intake are informed of accommodation rights, use of Reasonable Modification/Accommodation Request (DOC-2530), and administrative remedy of denials/modifications of accommodations. To request an accommodation under the Americans with Disabilities Act, PIOC's must submit a DOC-2530 to the ADA Coordinator. DOC-2530 forms are available in the library or by writing the ADA Coordinator.

TTY machines and a video phone are available through the Social Services Department for communication to family and friends by phone for the hearing impaired.

SECTION 6 – MOVEMENT

OCI Facility Procedure 900.413.01

6.1 MOVEMENT RESPONSIBILITY

- A. PIOC's are required to sign in and out utilizing the unit absence record each time entering or leaving a building area.
- B. ID cards must be worn and visible.
- C. PIOC's shall be punctual for all assignments and appointments.
- D. PIOC's shall take the most direct route to and from their approved destination.
- E. Non-paved surfaces shall not be used as shortcuts.
- F. No more than six (6) PIOC's in a group.
- G. PIOC's shall walk no more than two (2) wide, within the designated painted lines.
- H. All PIOC's using the roadway shall move to the closest outer edge when approached by a vehicle; PIOC's shall yield to all vehicle traffic.
- I. A PIOC will have ten (10) minutes to reach a destination.
- J. PIOC's shall remain in the area they are signed out to for the duration of the activity/program period.
- K. PIOC's shall report back to their assigned housing unit five (5) minutes prior to all official counts.
- L. PIOC's shall not enter an area unless initiated or approved by staff.

6.2 MISCELLANEOUS RULES

- A. No loitering on sidewalks, grassy areas, in doorways, stairways, or stoops of any building on the paved roadway.
- B. PIOC's found littering may be subject to discipline.
- C. PIOC's shall use designated entrances and exits.

- D. Talking/yelling through windows/doors, or yelling from patios or the roadway is prohibited.
- E. No personal property shall be allowed on the track, unless transporting to/from a designated area, for an approved purpose.
- F. The roadway from C-7 to Horticulture is off limits.

SECTION 7 – HOUSING UNIT STANDARDS

7.1 RECEPTION AND ORIENTATION

Upon arrival at Oakhill Correctional Institution, each PIOC will progress through two phases of Reception and Orientation (R&O) before being assigned to a regular housing unit. While in R&O status, staff will conduct orientation discussions to acquaint each PIOC with the institution.

7.2 UNIT MANAGEMENT

Each housing unit team consists of Correctional Sergeants, Correctional Officers, a Social Worker, Security Supervisor liaisons, and a Corrections Program Supervisor/ Unit Supervisor. This team is responsible for overall unit operations. Other staff members, such as Psychologists, Teachers, Treatment Specialists, etc., may also be part of the unit team. Together, these individuals will assist you with your questions and concerns.

7.3 MULTI-PURPOSE / DINING ROOM

- A. Each housing unit's designated multi-purpose/dining room may be used outside of meal times for reading, studying, visiting, writing, or other approved quiet activities.
- B. Housing unit games shall be checked out from unit staff and shall not be removed without prior approval.
 - 1. Card or domino slamming is not permitted.
 - 2. Games must be returned by the end of shift.
- C. Food items shall be prepared in assigned cells or at the designated preparation table.
- D. Gambling is not permitted.
- E. Those using the room are responsible for cleaning the immediate area when finished.
- F. Monday through Thursday the institution channel shall be played. Friday through Sunday the TV may be used for regular TV viewing.

7.4 CELL / HOUSING UNIT ASSIGNMENTS

- A. The Corrections Program Supervisor/ Unit Supervisor/ designee assigned to the unit will approve or deny housing unit changes.
 - 1. Routine housing unit changes will not be made, with the exception of medical, security, or extenuating circumstances.
- B. Single Cell Seniority
 - 1. All cell assignments will be based on institutional needs.
 - 2. Institution seniority is the most recent date placed in General Population at OCI.
 - 3. PIOC's housed in seniority single cells receiving a major disciplinary sanction or placement in Voluntary Unassigned status will result in removal from a single cell and placement at the bottom of the seniority list.

- C. Each PIOC will be issued one (1) mattress and one (1) footlocker upon arrival to their assigned housing unit, unless medically authorized for additional items. The footlocker shall remain on the floor at all times.

7.5 SANITATION / CELL STANDARDS

- A. The highest standard of sanitation is expected from all PIOC's and will be maintained at all times.
- B. Each PIOC is responsible for cleaning their own cell and is not allowed to have another PIOC clean it.
- C. Cell inspections/searches may be done by staff at any time.
- D. Single and double cells are permitted one chair; triple and quad cells are permitted two chairs.
- E. Calendars, cards, photos, etc. may only be displayed on the inside of the locker, in the designated painted area on the PIOC cell wall, and/or on the state-issued bulletin board (inside the frame). No cut-outs or magazine pages are allowed.
- F. Items may not be hung from or attached to the walls or ceilings (outside of the designated area). Only TV antennas may be affixed to the wall or placed on the windowsill.
- G. No items shall hang from bed posts, top bunk, or in any other way that may obstruct staff's view.

7.6 STORAGE

- A. Footlockers, cabinets, desk drawers, etc. shall not be shared.
- B. It is the responsibility of the PIOC to safeguard personal property. OCI shall not be responsible for lost PIOC property due to failure to secure.
- C. All hobby materials must be stored properly and will not be allowed to accumulate so as to create a hazard. Completed hobby items must be sent out of the institution within 30 days of completion. Hobby volume limits must not exceed the 14"x14"x14" to include one (1) oversize item per DAI Policy 309.20.03.
- D. Any excess property must be disposed of appropriately. Periodic checks will take place to ensure compliance.

7.7 LEGAL MATERIAL

- A. PIOC's legal materials may not exceed 8000 cubic inches, or a 20"x20"x20" box. Materials in excess of this amount must be disposed of or shipped, at the PIOC's expense, via commercial carrier.
- B. The Warden/designee may permit temporary short-term storage to PIOC's who demonstrate a need for additional material in conjunction with ongoing litigation. The storage of additional materials shall be consistent with fire codes and regulations.

7.7 DOORS

- A. Doors shall be closed and locked at all times.
- B. No item may be used to cover any part of the window.

7.9 KEYS

- A. PIOC's shall be responsible for assigned keys.
- B. If a key is lost, intentionally damaged, or misused, the PIOC will be charged for a replacement and may be subject to discipline.
- C. Off-grounds

1. PIOC's going off-ground for medical or court trips are to turn keys into the Unit Sergeant
 2. Off-ground workers are to turn keys into the Control Sergeant
- D. Keys may be attached to an approved lanyard
- E. Keychains/fobs are not allowed.

7.10 PROPER DRESS

- A. State-issued greens shall be worn in the following areas:
1. Administrative Building
 2. MARS
 3. Visits
 4. HSU
 5. Off-ground activities
- B. State-issued footwear shall be worn unless medical restrictions exist. Personal shoes may be worn in the following areas:
1. Educational classes/programs
 2. Chapel
 3. Any staff or volunteer directed activity
- C. At minimum, a shirt, shorts, and appropriate footwear must be worn at all times when out of the cell.
- D. While in one's assigned cell, a minimum of undershorts shall be worn at all times.
- E. Tank tops and sleeveless shirts may be worn in cell, at recreation, and on the patios. Tank tops and sleeveless shirts are not permitted in the dayroom, cardroom, or general-purpose areas.
- F. Pants shall fit and be worn around the waist and will be worn outside socks, shoes, or boots.
- G. Boxer shorts/underwear will not be worn as an outer garment and will not be exposed.
- H. Thermals may not be worn as outer clothing.
- I. Pajamas/robs may only be worn in cell or to and from the shower.
- J. Hairnets may only be worn in cells or while working server/main kitchen jobs.
- K. Religious headwear may only be worn in accordance with DAI 309.61.02 Religious Property.
- L. Shower caps/shower shoes may only be worn in cells and/or to and from showers.
- M. Headbands may only be worn in the main kitchen, recreation and/or in cells.
- N. Du-rags may only be worn in cells.
- O. Brimmed hats shall only be worn with the brim forward and shall only be worn outdoors.
- P. Damaged/worn personal clothing must be disposed of through mail/property.
- Q. Damaged/worn state-issued clothing shall be addressed with unit staff.
- R. Clothing authorized for work assignments may be worn to an appointment if in work status when called for the appointment.

7.11 SHOWERS

Personal hygiene is extremely important and PIOC's should shower often enough to preserve personal cleanliness. A PIOC exhibiting poor personal hygiene may be directed by staff to address his personal hygiene needs. Frequent hand washing with soap is highly recommended for the prevention of spreading germs.

- A. Showers will be available to all PIOC's between the hours of 5:30 am and 11:00 pm. Showers may be taken at other times when authorized.
- B. Institution and off-ground workers shall be allowed to use the shower to accommodate their work schedules.
- C. Showering or use of toilet facilities shall not interfere with count or the housing unit janitorial duties.
- D. Bathroom use:
 - 1. PIOC's housed in C-1 through C-10 shall use bathrooms on designated floor.
 - 2. PIOC's housed in Units A, B, and C-12 shall use bathrooms on designated wing
 - 3. No items are permitted to be placed on the half walls to obstruct the view of the housing unit sergeant.

7.12 GENERAL RULES OF CONDUCT

- A. Entry into or visiting another PIOC's cell is not allowed.
- B. PIOC's are not permitted to stand in or obstruct any doorway.
- C. PIOC's are not permitted to leave assigned cells between the hours of 12:00 am and 5:30 am with the following exceptions:
 - 1. Emergencies
 - 2. Use of toilet facilities
 - 3. Work assignments
- D. Quiet hours shall be observed between the hours of 1:00 am and 5:30 am.
- E. When an officer is making unit rounds and PIOC's are sleeping, the PIOC's head must be toward the door.
- F. Lights and other electronics must be turned off when leaving the assigned cell.

7.13 KIOSKS

- A. Kiosks may be accessed for 20 minutes per login session.
- B. There shall be a minimum of four (4) hours between each login session.
- C. Kiosks are available between the hours of 6:00 am and midnight, for all housing units, with the exception of RHU.
- D. Hours kiosks are available in RHU will be posted on the unit.
- E. Kiosk monitor and accessories shall not be tampered with. Any damage must be reported to unit staff.
- F. Locked accounts can be reset by contacting the housing unit sergeant or Administrative Captain.

7.14 TELEPHONE

- A. All telephone calls, except for properly placed attorney phone calls, may be monitored and recorded.
- B. Telephone hours:
 - 1. 6:00 am – 11:00 am
 - 2. 11:30 am – 4:00 pm
 - 3. 4:30 pm – midnight
 - 4. Cottage 6 will follow the program rules regarding telephone availability.
- C. Phone use guidelines:
 - 1. Phone calls are limited to one (1) 20-minute call per 60 minutes.
 - 2. PIOC's are permitted three (3) attempts to connect a call.

3. PIOC's may not walk away from active phone calls; phone calls must be terminated.
4. Phones may not be held for another PIOC.
5. PIOC's shall not loiter in the unit phone area.
6. Using another PIOC's PIN may result in disciplinary action.

D. Enrollment

1. PIOC's will enroll in the ICSolutions phone system. If assistance is needed, please contact unit staff.
2. When enrolling, speak clearly and enter your 4-digit passcode slowly to allow the system to properly capture it.

E. Funding Calling Account

1. Following enrollment, request to add funds to your calling account with ICSolutions. Funds will be available AFTER the Business Office processes your request. The phone system allows one open funding request at a time.
2. Requests to add more funds than are available in your WICS account will result in the amount being reduced to the nearest whole dollar amount available.
3. The phone system will provide your current balance.

F. To Add Funds

1. Press 5 for Commissary and Debit Time Purchases
2. Enter your PIN (PIOC number and unique 4-digit passcode you chose during enrollment) followed by the # sign.
3. Press 2 to purchase debit calling time in whole dollar amounts.
4. Enter the amount in whole dollars followed by the # sign.
5. The system will repeat what you entered.
 - i. Press 1 to confirm
 - ii. Press 2 to re-enter

G. Family and Friends Account Funding

Family and friends can establish a pre-paid account that allows them to accept calls. That can be done online at <https://ICSolutions.com> or over the phone at 1-888-506-8407 or with a cashier's check or money order through the mail at:

ICSolutions
 Attn: Customer Service
 2200 Danbury Street
 San Antonio, TX 78217

- H. Refunds will only be processed by the vendor upon release. The vendor's contact information will be provided and takes 2-3 weeks for processing. You will need to deal directly with ICSolutions.

7.15 BULLETIN BOARDS

- A. PIOC's shall be responsible for reviewing bulletin boards and knowing information provided on them.
- B. PIOC's are not permitted to post, remove, or write on the bulletin boards.

7.16 TV ROOM

- A. Furniture shall only be used in the manner intended; chairs shall not be moved or added.
- B. The television area is for TV viewing. Low level talking will be allowed.
- C. Snack food and drinks are allowed in the TV room.
- D. PIOC's shall be responsible for cleaning up after themselves.
- E. Ice is available between the hours of 5:30 am and midnight.
- F. All PIOC's in the TV room shall be seated on chair provided. If seating is not available, PIOC shall leave the room.
- G. Loitering at the doorway is not permitted.
- H. Selection of television programs will be determined by unanimous decision; the unit sergeant shall have final say.
- I. Television viewing is available between the hours of 5:30 am and midnight.
- J. OCI will play designated movies Friday through Sunday between 8:00 am and midnight. The movie shall be played at all times, unless unanimous decision is made by PIOC's to turn the movie off.

7.17 PATIO

- A. The patio is available after the 7:30 am standing count clears until the patio lights come on in the evening.
- B. PIOC's shall remain on the patio area and designated grassy areas, not to exceed 10 feet from the patio.
- C. No loitering on sidewalk areas adjoining the roadway.
- D. Picnic tables shall remain on paved patio area.
- E. Benches may be moved with housing unit staff approval and shall be returned to the designated paved patio area after use.
- F. Books and other reading material are permitted.
- G. Only approved lawn games shall be used outside the housing unit (bean bag toss, ladder ball, and can jam).
- H. Personal games are allowed at one's own risk.
- I. No exercising on the patio, stairwell, or walkway areas at any time. Body weight exercise are allowed in the designated grassy area.
- J. No canteen items are permitted outside, with the exception of liquids.
- K. Feeding of wildlife is not allowed.
- L. Bean bag toss is available during patio hours, including during training days and heat advisories. Maximum four (4) PIOC's for bean bag toss. Bean bags shall be returned to housing unit staff after each use.

SECTION 8 – GROOMING CODE

8.1 HAIR

- A. Only the institution barber will be permitted to cut a PIOC's hair.
- B. All PIOC's are expected to maintain an appropriate level of personal cleanliness. PIOC's will be permitted to adopt any hairstyle, including facial hair, which conforms to institution policy. Medical staff may authorize cutting a PIOC's hair when there is a medical concern.

- C. PIOC assigned to food preparation and serving areas shall be required to wear hairnets or other hair coverings. When facial hair presents a probable sanitation problem, the institution may require appropriate trimming to meet sanitation standards.
- D. PIOC performing work assignments around machinery may be required to maintain suitably cropped head and facial hair or wear appropriate protective equipment.
- E. Braiding, twisting, and styling of hair is permitted. Staff may require braided hair to be unbraided for personal searches, and shall be removed prior to transfer.
- F. Hair braiding must be approved by the Corrections Program Supervisor/designee and shall take place in the housing unit bathroom.
- G. Only a ponytail holder will be used on braids or ponytails; rubber bands are not permitted.
- H. Hair curlers are allowed in cells or to/from housing unit bathroom only.
- I. PIOC may not wear combs or picks in their hair.
- J. No dying or bleaching of hair.
- K. Hair extensions are not allowed.
- L. Shaving of the head must be the entire scalp.

8.2 HAIRCUTS / BARBERSHOP

- A. The PIOC barbershop is located in the Education Building.
- B. The barbershop operates Monday through Friday:
 - 1. 8:10 am – 10:30 am
 - 2. 1:00 pm – 2:00 pm
 - 3. 6:20 pm – 7:40 pm
- C. PIOC are allowed one (1) haircut every six (6) weeks.
- D. Restrictive Housing haircuts will be completed on Sunday afternoons, as time permits.
- E. PIOC may purchase additional haircuts by sending a disbursement request (DOC-184) for \$11.00 to the Business Office.
 - 1. A haircut punch card is good for five (5) haircuts.
 - 2. Haircut requests will be scheduled as time allows; a minimum of three (3) days' notice shall be provided to the education officer.
- F. Only PIOC with scheduled appointments will be allowed into the barbershop.
- G. PIOC shall be responsible for their own appointments.
- H. A signup sheet will be posted on each housing unit prior to the assigned barbershop date.
- I. PIOC who sign up for a haircut and do not appear may not be eligible for another haircut until their housing unit's next rotation date. Exceptions are at supervisor discretion.
- J. Hair must be free of oils, grease, or other liquids prior to being cut.
- K. One part, running from front to back is permitted to be cut in hair.
- L. Tails are not permitted with a shaved head. Gang haircuts or other unusual haircuts are not allowed.
- M. Designs, numbers, shaved lines, and/or symbols are not permitted in any haircut.
- N. Newly-received PIOC who have haircuts that do not meet policy will have their hair cut or adjusted to comply with institution standards.
- O. PIOC shall examine their haircuts prior to leaving the barbershop.

- P. PIOC's shall check-in with the education officer prior to leaving the Education Building for approval of the haircut.
- Q. The Security Director/designee will determine the appropriateness of questionable haircuts/braiding.
- R. Upon receive of an area sign-out sheet from the Social Worker, PIOC's may request a release haircut.

8.3 FINGERNAILS

Fingernails are not to extend past the tips of one's fingers.

SECTION 9 – CLOTHING / LAUNDRY

Volume limits on allowable personal property do not include items provided by the institution. Allowable items are limits are included on the property inventory and in DAI 309.20.03. All items must be worn and used as intended. PIOC's may only wear items issued to or purchased by the PIOC. Sharing of clothing items is not permitted. Purchases of personal clothing may be made through canteen catalogs.

9.1 STATE ISSUED

- A. Upon entrance to the facility, the Clothing Department will issue the following:
 - 1. 2 pairs green pants
 - 2. 2 green tops
 - 3. 2 undershirts
 - 4. 2 pairs briefs
 - 5. 2 pairs of socks
 - 6. 1 winter hat
 - 7. 1 sweatshirt
 - 8. 1 winter coat
 - 9. 1 pair of gloves
 - 10. 2 towels
 - 11. 2 washcloths
 - 12. 2 blankets
 - 13. 2 sheets
 - 14. 1 pillow
 - 15. 1 pillowcase
- B. These items are issued to PIOC's for the entire stay at OCI and shall be returned to the Clothing Department upon transfer or release.
- C. All PIOC's will be responsible for articles which are issued to them and may be charged for replacement costs. Lost, stolen, or damaged items may result in a conduct report and restitution.
- D. Kitchen whites must be worn while working in food service and may not be worn to any off-unit activity, unless directed by staff to an appointment.
- E. PIOC's are responsible to ensure the quantities of state-issued clothing do not exceed the allowed amount.
- F. Request for exchange may be sent to the Clothing Department if items are worn out or a size change is needed.

9.2 LAUNDRY SERVICES

Please follow unit specific laundry procedures.

SECTION 10 – MEALS

10.1 TIMES

Normally, meals times are estimated as follows:

Breakfast:	6:30 am
Lunch:	11:00 am
Dinner:	4:00 pm

10.2 SERVERY PREPARATION AREA ACCESS

Only assigned serverly workers are allowed in the food preparation area at their scheduled times. Serverly equipment will only be used for meal preparation as designated by the menu.

10.3 MENUS / PORTIONS

Menus and portions are determined by the DOC nutritionists. PIOC's are expected to accept the portions that are served to them; because meal plans are specific to meet dietary needs, PIOC's are not allowed second helpings. Complaints/concerns are to be brought to the attention of unit staff at the time of the incident. Menu portions are made using a level utensil as specified on the menu.

10.4 FOOD AND CONDIMENTS

- A. All food and state issued condiments must be eaten during meal times. One (1) piece of fruit and/or snack bag may be taken back to the cell after the meal; these items must be consumed by the end of the day.
- B. Personal food or containers will not be stored in housing unit refrigerators, nor allowed to be filled and taken to the cell.
- C. PIOC's may bring one personal condiment to the meal.

10.5 MEAL LINE

Once a PIOC has gone through the meal line, he will not be permitted to go back and retrieve any additional items.

10.6 MEAL RULES

- A. PIOC's reporting for meals must be wearing ID card, a shirt, shoes, and pants, or personal jeans. No tank tops or sleeveless shirts are allowed.
- B. All meals shall be consumed in the Central Dining Room, a first floor assigned cell, or as directed by the Corrections Program Supervisor.
 - 1. For meals in the Central Dining Room, do not report to the dining room until the area has been called.
- C. Trading of food or condiments in the meal line or between tables is not permitted.
- D. Personal beverages are not allowed in any dining room.
- E. PIOC's will be permitted up to twenty (20) minutes to eat.
- F. Canteen items (except two condiments) are not allowed to be brought to meals.
- G. Meals shall be saved for PIOC's on visits, off-ground activities, unanticipated on-grounds work, medical/dental appointments, and other unanticipated appointments.

10.7 ICE AND MICROWAVE

- A. Ice and microwaves are available between the hours of 5:30 am and midnight.
- B. Ice and microwaves will be closed during designated meal times.
- C. Cups and mugs may be used for ice; no pitchers.
- D. Cups, mugs and pitchers shall not be stored in unit freezers.
- E. There shall be no more than one (1) PIOC using the microwave and one (1) PIOC waiting in line.
- F. Microwave use time is limited to ten (10) minutes.
- G. Microwave shall not be left unattended.
- H. Misuse of the microwave may result in the loss of privileges.

10.8 MEDICAL / RELIGIOUS DIETS

DAI Policy 309.61.03 Religious Diets

HSU staff and/or Food Service will provide written notification to housing unit staff if a PIOC needs a special tray.

- A. PIOCs who are on medical diets may not share with or receive food from other PIOCs.
- B. PIOCs who are on religious diets may receive food so long as the food item is not prohibited by the PIOCs' religious tenets.
- C. Violations of the religious diet requirements may result in termination of the requested diet.

SECTION 11 – VISITING

DAI 309.06.01 Visiting; DAI 309.06.02 Visitor Entrance – Special Needs

Visiting is important and can help PIOCs maintain positive personal relationships. Everyone is expected to act appropriately in maintaining a family atmosphere.

11.1 VISITING HOURS

- A. Wednesday, Thursday, Friday 2:45 pm – 9:15 pm
- B. Saturday, Sunday, Holidays 10:30 am – 5:30 pm

Holidays are:	
New Year's Day	Thanksgiving Day
Martin Luther King Jr Day	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

11.2 VISIT GUIDELINES

- A. The visiting week is Wednesday through Sunday.

- B. Only visitors on the PIOC's approved visit list shall be permitted to visit. This includes adults and minors.
- C. PIOC are permitted only one visit per day with a total of three visits per week. (Wednesday through Sunday). Only one of the three (3) visits may be on the weekend. (Saturday and Sunday)
- D. Visits are limited to three (3) hours.
- E. Visiting hours/days may not be accumulated.
- F. Special or extended visits must be approved in advance by a social worker.
- G. Each PIOC will be permitted a maximum of twelve (12) adult visitors on his visiting list, including both family members and friends.
 - 1. The Warden may allow additional names to be added if all twelve (12) visitors are close family members. Approval for additional visitors applies only to the specific facility where the Warden's approval was given. For purposes of visiting, close family members are the PIOC's spouse, natural/adoptive/foster/step children, parents, grandparents, grandchildren, brothers, and sisters.
 - 2. PIOC's children and children under the age of eighteen (18) who accompany an approved visitor must be listed on the approved visit list, but will not be counted against the twelve (12) visitor limit.

11.3 RESTRICTIVE HOUSING VISITING

- A. Hours
 - 1. Wednesday, Thursday, Friday 4:00 pm – 8:00 pm
 - 2. Saturday, Sunday, Holidays 11:00 am – 3:00 pm
- B. There will be no admittance during count times until count clears.
- C. Restrictive Housing visits are limited to one (1) hour.
- D. Minors are not allowed to attend Restrictive Housing visits.
- E. Temporary Lock-Up (TLU) Status:
 - 1. PIOC's are allowed three (3) visits per week.
 - 2. Only one (1) visit may take place on the weekend.
- F. Disciplinary Separation (DS) Status:
 - 1. PIOC's are allowed one (1) visit per week.
- G. Control or Observation Status:
 - 1. Security Director and/or HSU/PSU must approve visits.

11.4 VISITING RULES

- A. Excessive displays of affection are not permitted. You may embrace and kiss at the beginning and end of each visit. A kiss will last no longer than two seconds. Any other physical contact will be limited to hand holding above the waistline and hands must be visible to staff at all times.
- B. Drugs, alcohol, tobacco, ignition devices, weapons, cell phones and accessories are not permitted in the institution. Persons found to be attempting to bring any of those items into the institution are subject to prosecution. A felony conviction could be the result of this activity. Persons exhibiting signs of intoxication will not be allowed to enter the institution.
- C. The presence of contraband in the institution causes major security/safety breaches. Trained dogs are used by the prison administration to detect and prevent the entrance of contraband and drugs into the institution. These dogs could be present

- anywhere on institution property, including the parking lot, administration building, reception area/lobby, visiting room, or elsewhere in the institution.
- D. PIOC's are responsible for maintaining a current, up-to-date visiting list and advising their approved visitors of visiting regulations.
1. PIOC's are responsible for initiating the Visitor Questionnaire (DOC-21AA) by sending it to proposed visitors.
 - i. All areas of the form must be completed.
 - ii. The visitor must return the form to the attention of Visitor Processing directly to the facility where the PIOC is currently placed.
 - iii. Visitor questionnaires will not be processed if they are faxed or received from the PIOC.
 - iv. PIOC's are responsible for notifying the visitor when they are approved and of the visiting rules.
 2. Social Services must be notified, in writing, of any changes to the PIOC's visiting list. Inaccurate information delays visitor processing.
 3. Visitor Questionnaire Not Processed (DOC-2411)
 - i. The DOC-2411 is completed when a Visitor Questionnaire does not meet the requirements of the initial screening as follows:
 - a. Information provided on the visitor questionnaire was incomplete or illegible.
 - b. The proposed visitor did not sign the form.
 - c. The proposed visitor is a minor and the form does not contain the signature of the minor's non-incarcerated adult parent or legal guardian.
 - d. Approval of the proposed visitor exceeds the number of approved visitors already on the PIOC's visitor list.
 - e. The proposed visitor has pending charges.
 - f. Less than six (6) months have elapsed since the proposed visitor was denied or removed from the PIOC's visitor list.
 - ii. Completion of the DOC-2411 serves at notification that the visitor questionnaire is not being processed further. This is NOT a denial.
 - iii. When the DOC-2411 is sent to the PIOC, it is the PIOC's responsibility to notify the proposed visitor.
 - iv. The proposed visitor may resubmit a new visitor questionnaire for consideration at any time.
- E. Visiting room staff will assign tables and seating. Assigned location may only be changed by staff.
- F. Visiting with anyone not sitting at your table is prohibited.
- G. An adult visitor must accompany visitors under the age of eighteen (18). The only exception is for the spouse of a PIOC.
- H. PIOC's are allowed to hold their children under five (5) years of age.
- I. Parents/guardians are responsible for supervising their children during visits. The PIOC is ultimately responsible for visitor's behavior.
- J. Food, drink, and candy is not to be brought to the visiting area. Vending machines are available.
- K. PIOC's are not allowed in the vending area.
- L. PIOC property allowed in the visiting room:

1. Handkerchief
2. Limited legal material with advance approval from a Security Supervisor. Housing Unit and Visiting Room staff shall examine for contraband.
3. Medically necessary medication (must be given to visiting room staff upon entrance)

11.5 SPECIAL VISITS, EXTENDED TIME, AND JOINT VISITS

A. Special Visits

1. Special visits are for persons not presently on a PIOC's visiting list. The procedure to follow to be granted a special visit is as follows:
2. The PIOC must provide the social worker with the proposed visitor's name, date of birth, address, and telephone number no later than five (5) working days prior to the proposed visiting date. The social worker will then complete a security check and make a recommendation to the Corrections Program Supervisor using the Special Visit form (DOC-1115).
3. The Corrections Program Supervisor will review and either approve or disapprove the recommendation for distribution. Any exceptions to the five (5) day time limit must be obtained from the Warden/designee.
4. If the special visit includes minors, the parent or legal guardian of the minor must complete and submit in advance of the visit the Visitor Questionnaire (DOC-21AA).
5. Once approved, the proposed visitor(s) will be required to provide valid identification documents.

B. Extended Visiting Time

1. Requests for extended visiting time must be received no later than five (5) working days prior to the proposed visit to enable the social worker to review the request, noting the frequency of PIOC visits, the relationship to the PIOC, the distance to be traveled, and the frequency of previous requests.
2. The social worker will make a recommendation to the Corrections Program Supervisor, using a Special Visit form (DOC-1115).
3. The Corrections Program Supervisor will review and approve or disapprove the recommendation.
4. Exceptions to the five (5) day time limit must be obtained from the Warden/designee.

C. Joint Visits

1. Requests for joint visits must be received no later than five (5) working days prior to the proposed visit to enable the social worker to review the request.
2. The social worker will make a recommendation to the Security Director using a Special Visit Form (DOC-1115).
3. Security Director approval will be noted on the DOC-1115 which may be kept on file for the duration of stay at OCI for the related PIOC.
4. Guidelines:
 - i. Visitor(s) must be a close family member to both PIOC's and be on both visiting lists.
 - ii. Both PIOC's must be in General Population
 - iii. Joint visits are limited to one (1) per month
 - iv. Joint visits count as one (1) visit for each PIOC

11.6 VIDEO VISIT ROOM

- A. Video visits will be scheduled for the following times:
 - 1. 8:00 am – 12:00 pm
 - 2. 1:00 pm – 4:45 pm
 - 3. 6:00 pm – 9:00 pm
- B. Video visit units are available to be utilized for phone use when not in use.
- C. No loitering in video visit room.
- D. Noise shall be kept to a minimum.
- E. PIOC's may consume liquids.
- F. PIOC's are responsible for cleaning up after themselves.

11.7 PHOTOGRAPHS

- A. Inmate Responsibility
 - 1. Visits
 - a. Inmates requesting to have photos taken during a visit shall submit a signed DOC-184 to the Visiting Room Officer during the visit.
 - b. The Visiting Room Officer shall verify the Inmate has sufficient funds available before the photo is taken.
 - c. Inmates may have up to five (5) photos taken each day.
 - d. If an Inmate requests to retain a photo, the Visiting Room Officers shall review the digital photo on the camera for appropriateness prior to printing the photo.
 - e. After the photo is printed it shall be stamped with the 'OCI Approved Photograph' X stamper and the Inmate name, Inmate DOC number, and approver initials shall be written in the stamp.
 - f. Photos with inappropriate poses or displays shall be directed to the Security Supervisors/Designee.
 - 2. Non-visit photos
 - a. Non-visit photos shall be taken in the Visiting Room, Monday through Friday evening by appointment only.
 - b. Inmates shall contact the Lobby sergeant via interview request. Inmates shall complete, sign and attach a DOC-184 to the interview request to schedule an appointment prior to the start of second shift.
 - c. Disbursements shall be processed by the Lobby Sergeant before inmates called down to the Administration building, prior to the photos being taken.
 - d. Inmates may have up to five (5) photos taken each day.

SECTION 12 – MAIL / PACKAGES

DAI Policy 309.04.01 PIOC Mail

12.1 INCOMING MAIL

- A. Non-privileged (personal) mail:
 - PIOC full name and DOC#
 - Oakhill Correctional Institution
 - PO Box 189
 - Phoenix, MD 21131

- B. Legal Mail:
 - PIOC full name and DOC#
 - Oakhill Correctional Institution
 - 5212 County Highway M
 - PO Box 938
 - Oregon, WI 53575-0938
- C. OCI shall not accept mail with postage due.
- D. All incoming mail shall be scanned utilizing the fluoroscopic scanner. Mailroom staff shall open, examine and censor all PIOC mail. The only exception is mail which it determined to be legal mail, as defined by DOC Administrative Code 309.04(3).
- E. If contraband is discovered in any incoming mail, it shall be confiscated, recorded, and forwarded to the Security Supervisors' office. A Conduct Report (DOC-9) may be issued. At staff discretion, the PIOC may be given the opportunity to dispose the item.

12.2 NON-DELIVERY

When incoming correspondence is not approved for delivery to the PIOC, a Notice of Non-Delivery of Mail/Publication (DOC-243) will be completed.

12.3 OUTGOING MAIL

- A. There are three (3) mailboxes on each housing unit:
 - 1. Institution and outgoing mail
 - 2. Medical/Dental correspondence
 - 3. Institution Complaint Examiner correspondence
- B. PIOC's shall submit outgoing mail to the unit mailboxes for processing by 11:00 pm. PIOC's in a status which prevents them from accessing the unit mailboxes shall submit mail to the unit officer prior to 9:00 pm.
- C. All regular sized envelopes (#6 and #10) shall be embossed or have postage equal to the current letter rate affixed.
- D. All envelopes 6"x9" or larger, and packages which require additional postage shall have a completed and signed DOC-184 attached.

12.4 PIOC-TO-PIOC MAIL

- A. Correspondence between PIOC's, including within the institution, must be processed through the U.S. Post Office must have appropriate postage. This includes legal mail.
- B. Incoming and outgoing PIOC-to-PIOC mail will be monitored.
- C. PIOC-to-PIOC mail will be submitted for mailing unsealed so staff may determine content without damage to the envelope. If the envelope is submitted sealed, it will be opened by staff in the PIOC's presence or returned to the PIOC.
- D. PIOC-to-PIOC mail with notations on the envelopes or its contents indicating "legal mail" will NOT be excluded from review.
- E. If the sending PIOC cannot be identified by the envelope, and staff cannot determine who the sending is by opening the envelope, it will be disposed of.
- F. No nicknames, aliases, or titles are allowed.
- G. Property items may not be sent from one PIOC to another PIOC. PIOC's found attempting to do this may be issued a conduct report for unauthorized transfer of property.

12.5 LEGAL MAIL

- A. Institution staff may not open or read for inspection mail sent by a PIOC to any of the parties listed below unless the security director has reason to believe the mail contains contraband.
- B. Legal mail may be tested by the Ion Scanner.
- C. Institution staff may open mail received by a PIOC from any of these parties in the presence of the PIOC.
- D. Staff may inspect the document but only to the extent necessary to determine if the mail contains contraband, or if the purpose is mis represented.
- E. Staff may read the mail if staff have reason to believe it is other than a legal document.
- F. This applies to mail that is clearly identifiable as being from one or more of the following parties:
 - 1. Attorney
 - 2. Law Office
 - 3. Clerk or Judge of any state, federal, or tribal court
 - 4. Investigative agency of the federal government
 - 5. State and federal elected/appointed officials to include the Governor of Wisconsin, members of the United States congress, Attorney General, Secretary of the DOC, DAI Division Administrator, IRS, the President of the United States, and Foreign Consular offices

12.6 PRIVILEGED MAIL

- A. ICRS mail may be delivered by the designated institution ICE or delivered as confidential mail and not opened.
- B. PREA mail may be delivered by the designated institution PREA Compliance Manager/designee as confidential.

SECTION 13 – PERSONAL PROPERTY

DAI Policy 309.20.03 PIOC Personal Property and Clothing

13.1 GUIDELINES

- A. Allowable items and limits are on the property inventory and in DOC 309.20.03 and attachments.
- B. All items must be used as intended.
- C. Purchases may be made through the Property/Hobby Vendor catalogs or the Canteen Vendor menu.
- D. PIOC's may only possess 1.5 times the amount of canteen items they are allowed to order weekly.
- E. All personal property (excluding medically prescribed items, hobby materials, legal materials, and electronic equipment) shall fit into a box measuring 32"x16"x16" or 8,192 cubic inches.
- F. PIOC's are required to examine all incoming items upon receipt in the presence of staff.

1. If wrong size, color, or defect is noted during this examination, the item is returned to the Property/Hobby vendor via the property room at PIOC's expense.
 2. Once the PIOC takes possession of the item(s), the PIOC is required to pay shipping for any returns and vendor restocking fees.
- G. Original property labels found to be altered will be deemed contraband.
- H. All personal property shall be labeled with name and DOC number.

13.2 DISPOSITION OF PROPERTY

Unless it is a determination as part of a disciplinary hearing, PIOC's may select one of the following options for disposal of their property:

- A. Have the property disposed of.
- B. Send the property out on a visit (electronics, eyewear, legal materials, and hobby). If your item is not picked up within 30 days your property will be disposed of.
- C. Send the property out via common carrier.
- D. Disposals of televisions and radios will have a fee associated with them. The fee will be in accordance with the local recycling center.
- E. PIOC's may donate items to the institution.

13.3 NON-STANDARD ITEMS

The following item may be purchased from an outside retailer:

- A. Power/amplified antenna
 1. Limited to the purchase/receipt of two (2) per calendar year
 2. Flat models only, not to exceed 2" x 10.6" x 14.4", 3.5 pounds
 3. Shall not have a USB cord

SECTION 14 – ELECTRONIC EQUIPMENT AND ACCESSORIES

- A. Any personally owned electronic equipment (radio, television, tablet, etc.) shall be used with headphones at all times.
- B. Headphones shall be worn as intended and shall not be used as speakers.
- C. Transferring, sharing, sharing, or borrowing electronics is prohibited.
- D. Typewriters may be used between the hours of 9:00 am and 9:10 pm.
- E. Tablets may be used anywhere within the housing unit or on unit patio.

SECTION 15 – CONDUCT REPORT DISPOSITIONS

DAI Policy 303.00.04 Disciplinary Guidelines; DAI Policy 303.72.01 Establishing Restitution for Disciplinary Dispositions

15.1 BUILDING CONFINEMENT

- A. PIOC's may only leave their assigned housing unit for the following:
 1. Work assignment
 2. Program assignment
 3. Religious Service
 4. HSU
 5. Visits
 6. Other staff-initiated appointment

- B. Law library must be approved by the Librarian.
- C. PIOC's are not permitted to use the unit patio.

15.2 LOSS OF RECREATION

- A. PIOC's shall not attend or participate in any indoor or outdoor recreation activities.
- B. PIOC's may:
 - 1. Use the video visit room, TV room, and multipurpose/dining room
 - 2. Work on hobby projects inside assigned cell, including musical instruments
 - 3. Participate in patio activities on their assigned housing unit
 - 4. Use the law library
 - 5. Attending programming or volunteer-led programming
 - 6. Attend the Learning Center in the evenings, if assigned to school

15.3 ROOM CONFINEMENT

- A. During room confinement, PIOC's are permitted to leave the cell for the following:
 - 1. Emergencies
 - 2. Controlled medications
 - 3. Restroom use
 - 4. Attend work/school/program assignments, visits, medical, psych, religious services, law library
 - 5. Other groups to include: NA/AA, Circle of Recovery, Support groups.
 - 6. Meals
- B. Phone or kiosk use shall be with unit staff's approval and shall be limited to one (1) 20-minute call or one (1) kiosk session per day.

SECTION 16 – HEALTH SERVICES UNIT (HSU)

16.1 GENERAL

- A. HSU is staffed 24 hours per day/7 days per week.
- B. All visits to HSU, with the exception of emergencies, are by appointment only.
- C. Services provided at OCI include:
 - 1. Dental
 - 2. Doctor
 - 3. Eye doctor
 - 4. Nurse practitioner
 - 5. Psychiatry
 - 6. Therapy
 - 7. Nurse visits

16.2 PROCEDURE TO ACCESS HEALTH CARE / DENTAL / PSYCHIATRIC

- A. Request forms for care are located on every housing unit.
- B. When requesting care, PIOC's shall fill out the forms completely and place them in the HSU mailbox.
 - 1. Health Service Request form (DOC-3035)
 - 2. Dental Service Request form (DOC-3392)
 - 3. Psychological Service Request form (DOC-3035B)
- C. Request forms are picked up nightly and are received the next business day.

16.3 EMERGENCIES / EMERGENCY SERVICES / OFFSITE MEDICAL APPOINTMENTS

- A. Nursing staff are available for emergencies during regular business hours.
- B. When medical care for a PIOC is necessary outside the institution, or if hospital care is required, HSU staff will make the offsite appointment and arrange for transportation with security staff.

16.4 MEDICAL ALERT WRISTBANDS

Medical alert wristbands are available to PIOC's wishing to wear one.

16.5 MEDICATIONS

- A. Items available on canteen shall not be provided by HSU.
- B. Take all medications as directed. PIOC's who have concerns regarding medication(s) or directions shall notify staff before consumption.
- C. Diabetic PIOC's who require insulin can check blood sugar on their housing unit. PIOC's shall be required to report to HSU to obtain insulin.
- D. Controlled medication:
 - 1. Federally controlled medication shall be distributed by officers at HSU.
 - 2. Certain controlled medications are distributed on the housing units. PIOC's will be informed by medical staff of how they will be receiving their medication(s).
 - 3. If a prescribed medication has not arrived, the PIOC must notify the unit officer. This is the PIOC's responsibility to track and follow.
 - 4. A PIOC should ensure his name is on the medication card and it is the correct medication.
 - 5. Staff dispenses all controlled medication.
 - i. PIOC's are to take medication with water, in front of the housing unit officer.
 - ii. PIOC's do not need to report to refuse PRN (as needed) medication.
- E. Refills:
 - 1. PIOC's are responsible for requesting non-controlled medication refills. HSU has seven (7) days to refill a medication.
 - 2. Complete a Medication/Medical Supply Refill Request (DOC-3035C) including the name of the medication.
 - 3. If more than one medication needs to be refilled, put up to six (6) on one DOC-3035C.
 - 4. PIOC's must submit an HSR to HSU and notify unit staff if refill has not been received immediately.
 - 5. If the prescription has expired, the PIOC will need to be seen by the nurse or doctor before it can be renewed.
- F. New prescriptions:
 - 1. PIOC's beginning a new medication should follow the prescribed instructions from HSU staff.
 - 2. In some instances, medication may be received from Central Pharmacy Services and could take up to five (5) business days.
- G. Non-controlled / over-the-counter medications:
 - 1. Keep all medications in the original packages.
 - 2. Do not share medications with others.
 - 3. Return all unused medications to unit staff or HSU.

4. If a PIOC has no funds, a sick call visit may be requested and subject to copay.

16.6 MEDICATION DISTRIBUTION TIMES

A. Controlled Medication:

AM: 6:50 am – 7:25 am
Noon: 11:00 am – 12:00 pm
PM: 4:00 pm – 5:00 pm
HS/Bedtime: 8:30 pm – 9:00 PM

B. Insulin (General Delivery):

AM: 6:30 am – 7:00 am
Noon: 10:00 am – 11:00 am
PM: 3:00 pm – 4:00 pm
Bedtime: 8:00 pm – 8:30 pm

C. Housing Unit

AM: 8:00 am – 8:30 am
Noon: 11:30 am – 12:00 pm
PM: 4:00 pm – 5:00 pm
Bedtime: 8:30 pm – 9:00 pm

SECTION 17 – PSYCHOLOGICAL SERVICES

Oakhill Correctional Institution's Psychological Service Unit (PSU) provides treatment, evaluations, and referrals for individuals with mental health and emotional problems.

- A. To contact PSU for any clinical issues, complete a green Psychological Service Request (PSR) (DOC-3035B) with detailed information about the specific problem or question you have and place it in the unit drop box.
- B. PSU is located on the second floor of the MARS Building. Upon arrival, PIOC's shall sign into PSU on the sign-in sheet and check-in with the receptionist on the second floor.
- C. If a PIOC is experiencing a mental health emergency, such as thinking they may hurt themselves or someone else, they shall notify staff immediately.
- D. PIOC's may request a review of the Psychological Services file. File reviews will be completed within thirty (30) calendar days from the date the request is received. If you miss your scheduled session due to misconduct it is your responsibility to submit a request to be rescheduled.

SECTION 18 – ASSIGNMENTS

DAI Policy 309.00.01 Inmate Work Placement; DAI 309.55.01 Inmate Compensation Plan

18.1 WORK ASSIGNMENTS

- A. Work assignments hours and pay range information are available from the work assignment supervisor.
- B. The following application criteria may be considered on all job applications in addition to that listed in DAI 309.00.01(1)A:

1. GED/HSED completion or waiting list status
 2. Offender's work experience
 3. Racial diversity
 4. Risk assessment
- C. Areas of employment:
1. Inside the fence
 2. Outside the fence
 3. Project work crew
 4. Work release
- D. PIOC's assigned to outside the fence and work release positions shall only wear issued and/or purchased work-specific clothing to and from their job assignment.

18.2 INVOLUNTARY UNASSIGNED

DAI Policy 309.55.01 Inmate Compensation Plan

- A. PIOC's who are eligible, available, and waiting for placement in approved work or program assignments are placed in this status.
- B. PIOC's in Involuntary Unassigned status may be used for temporary work assignments, without additional pay.

18.3 VOLUNTARY UNASSIGNED

- A. PIOC's who refuse, or are negatively removed from a work or paid program assignment shall be placed in Voluntary Unassigned status and shall not be compensated for a minimum of ninety (90) days.
- B. Voluntary Unassigned status rules and restrictions:
 1. The Warden/designee may waive the ninety (90) days if a full-time paid program assignment becomes available or if required for facility operational needs.
 2. It is the PIOC's responsibility to request removal from Voluntary Unassigned status after ninety (90) days have passed. There is no back pay between the end of the ninety (90) days and the request to be removed from Voluntary Unassigned status.

18.4 LAY-IN AND SICK CELL STATUS

DAI Policy 309.55.02 Lay-In and Sick Cell Status

- A. Lay-In:
 1. A PIOC requesting lay-in shall report each day to the assignment to request lay-in from the assignment supervisor. When a PIOC is obviously ill or injured, housing unit staff will notify the assignment supervisor. Lay-in status will include cell confinement until the next work or program day. Lay-in is an unpaid status.
 2. The assignment supervisor will determine if lay-in status is granted; monitor and track PIOC requests for lay-in; and notify the housing unit of PIOC lay-in status.
 3. On the third consecutive day of lay-in, the assignment supervisor shall notify HSU that the PIOC is to be seen. HSU shall have a face-to-face assessment with the PIOC that day. Co-payment will not apply. HSU staff will determine

sick cell status, notify assignment supervisor and complete forms DOC-3332B and DOC-3504, if applicable.

B. Sick Cell:

1. Twenty-four (24) hour room confinement
2. Only HSU staff will place a PIOC on sick cell
3. Activity may be determined by HSU
4. Sick cell pay status will not be in effect until the PIOC is assessed by HSU

18.5 OBTAINING A WORK ASSIGNMENT

DAI Policy 309.00.01 Inmate Work Placement

A. Inside the fence:

1. Complete a DOC-2118 Offender Work Assignment Application
2. Submit to area supervisor/housing unit sergeant

B. Outside the fence/work release:

1. Complete a DOC-2118 Offender Work Assignment Application
2. Submit to Work Release Committee between the first and seventh of each month
 - i. If a PIOC does not meet requirements, the PIOC shall receive the reason for denial and a reapply date.
3. PIOC's meeting the requirements shall be reviewed by the Work Release Multidisciplinary Committee.
 - i. If denied, the PIOC shall receive the reason for denial and a reapply date.
4. The Warden shall review applications approved by the Work Release Multidisciplinary Committee.
 - i. If denied, the PIOC shall receive the reason for denial and a reapply date.

18.6 WAKE UP REQUESTS

- A. PIOC's are responsible for rising on time for their scheduled work/program assignment.
- B. Requests for wake ups shall only be done on the half hour, up until 6:30 am.
- C. PIOC's are strongly encouraged to purchase an alarm clock.

SECTION 19 – UNSANCTIONED ACTIVITIES

19.1 PETITIONS AND MASS MEETINGS

- A. PIOC's are not permitted to initiate petitions within the institution or elicit the viewpoints of other PIOC's for the purpose of completing a petition or any type of mass-signed document, except a group PIOC complain.
- B. Mass or group meetings of PIOC's are not permitted in any building or on the grounds of the institution unless authorized by OCI administration.

19.2 SECURITY THREAT GROUPS

Administrative Code DOC 303.24

Any PIOC who intentionally participates in any activity with the purpose of identifying himself with a gang or other unauthorized group is guilty of an offense. Those PIOC's who feel it necessary to belong to one of the disruptive groups are being put on notice.

- A. Any PIOC found to be in possession of wearing, manufacturing, or distributing any gang-related materials will be addressed in accordance with the DOC disciplinary process.
- B. PIOC's are not allowed to wear any items of clothing that symbolize a gang, whether by color and/or design. This includes, but is not limited to, the altering of wearing of clothing items listed below:
 - 1. Headgear worn to the left or right side of the head
 - 2. Any pant or shirtsleeve worn shorter than its normal length
 - 3. Items hanging out of the left or right pockets
- C. PIOC's are not allowed to have in their possession any written or printed material and/or literature that details the code of ethics or dogma of a gang or other group not specifically authorized for membership within this institution.
- D. Gang signing and tattooing are prohibited, as are publications, materials, graffiti and/or photographs with gang implication.

19.3 ROLE PLAYING GAMES

PIOC's are not allowed to have in their possession any written or printed material that details role playing games and/or activities not specifically authorized by this institution.

SECTION 20 – EDUCATION

20.1 ACADEMIC EDUCATION

- A. Adult Basic Education (ABE) classes are available to assist PIOC's in obtaining their GED or HSED.
- B. PIOC's with required educational needs will be required to attend school per DAI 309.55.03.
- C. The Test of Adult Basic Education (TABE) is given to all PIOC's who have not had a recent TABE.
- D. PIOC's who refused school, TABE, GED test, or scheduling will be placed in Voluntary Unassigned status.

20.2 VOCATIONAL PROGRAMS

- A. Horticulture/Urban Forestry
 - 1. This 16-week Madison College certificate program allows students to learn the basic fundamentals of horticulture, with addition courses emphasizing landscape design/maintenance, interior-scaping, floral design, soils/fertilizer, turn management, and greenhouse operations.
 - 2. Entry requirements:
 - i. Recommended NRS level 5 or greater
 - ii. Able to lift 40-50 pounds
 - iii. Able to stand for long periods of time
 - iv. Able to work with others and independently
- B. Building Services

1. This 14-15-week Madison College certificate program allows students to learn proper use of power tools, install and replace electrical switches/fixtures, paint and side structures, build additions and outbuildings, and install and repair floor and wall coverings.
2. Entry requirements:
 - i. Able to lift and carry 50 pounds
 - ii. Able to kneel, stoop, and reach above one's head
 - iii. Make good judgement and in planning sequences of operations
 - iv. Apply procedures carefully and work to prescribed standards.
 - v. Sixth grade reading/math ability
 - vi. Must pass a basic measurement test.

SECTION 21 – LIBRARY

21.1 GENERAL

- A. The general library collection consists of nearly 9,000 books, including fiction and non-fiction, new books and classics, as well as reference materials and a small Spanish-language section.
- B. PIOC shall only attend library during their housing unit's scheduled period.
- C. PIOC's are not permitted to attend a scheduled library period when scheduled for work or school.
- D. PIOC's in Voluntary Unassigned status may not attend library during the program day.
- E. A Statement of Responsibility Form shall be filled out prior to checking out any items for the first time.
- F. Books may be checked out for a period of 14 days.
- G. Four (4) books may be checked out at a time.
- H. Items are due in the library by close of business on the due date.
- I. Failure to return overdue materials may result in the issuance of a conduct report.

21.2 MAGAZINES AND NEWSPAPERS

- A. Shall be read in the library only.
- B. Must be checked out and returned at the end of the library period.

21.3 INTERLIBRARY LOAN

Request slips are available at the front desk. Contact the circulation clerk or Librarian for more information.

21.4 LAW LIBRARY

DAI Policy 309.15.01 Law Library

- A. The law library has computers for legal research and legal documents.
- B. PIOC's with a law library pass shall attend law library during the unit's scheduled library period.
- C. Law library passes shall be requested from the Librarian.
- D. PIOC-to-PIOC legal assistance is allowed under the provisions of DAI Policy 309.15.01. PIOC's are required to utilize the USPS to correspond and share documents with other PIOC's. PIOC's shall retain all envelopes associated with any

- legal correspondence sent to them from other PIOC's. Transfer by other means shall be considered unauthorized transfer of property and/or possession of contraband. Exchange of legal materials is not allowed in the library. PIOC's should expect that any personal property in their possession may be inspected for compliance.
- E. OCI will not engage in the return of any legal materials willingly shared with another PIOC should that PIOC not have funds to return it, fails to return it, or is over allowable property limits.
 - F. Compensation for PIOC-to-PIOC legal assistance is not allowed.

SECTION 22 – NOTARY SERVICES

- A. The following housing units shall send notary requests to the Admin Notary:
 - 1. Housing Units 1-4
 - 2. RHU
 - 3. A & B Buildings
- B. The following housing units shall send notary requests to the Records Department Notary:
 - 1. Housing Units 5-12

SECTION 23 – JOB CENTER

23.1 GENERAL

The Job Center is a place where PIOC's may receive assistance with updating their resumes, practicing interviewing skills, searching for employment opportunities in the community, and partaking in telephone/video interviews with potential employers, etc.

- A. The Job Center is available to PIOC's who are within 30 days of their release date as provided in WICS, and is available to those currently enrolled in ERP.
- B. PIOC's within 60 days of their release date will be considered to use the Job Center if space and institutional resources allow.
- C. PIOC's must request an appointment by writing the Job Center. Release date and days/times PIOC is available must be indicated on request.

23.2 HOURS OF OPERATION

Monday	9:00 am – 11:00 am 1:00 pm – 3:30 pm
Tuesday	9:00 am – 11:00 am 1:00 pm – 3:30 pm
Wednesday	1:00 pm – 3:00 pm
Tuesday	9:00 am – 11:00 am 1:00 pm – 3:30 pm 6:00 pm – 7:30 pm (once per month, TBD)

SECTION 24 – LEGAL INFORMATION

Legal Assistance for Institutionalized Persons (LAIP) is available. PIOC's must complete the forms, which are available in the law library desk book. These requests should be submitted to Program Services.

SECTION 25 – FINANCIAL SERVICES

DAI Policy 309.45.02 Inmate Trust System Deductions; DAI Policy 309.46.01 Interest Bearing Accounts

25.1 CONTROL OF PIOC FUNDS

All funds received by a PIOC must be deposited into the PIOC's general account and deductions will be made in accordance with DAI Policy 309.45.02.

- A. Upon release to supervision, PIOC funds are disbursed at the direction of the supervising agent.
- B. PIOC's will receive a monthly statement printed on the first business day of the month showing the previous month's activity (this statement will be sent via institution mail).
- C. When requested, a Trust Account statement that includes all transaction activity for specified date range on the DOC-184 will be provided at the \$0.15 per page fee.
- D. PIOC's who have work release funds will only be able to access them for specific things such as, but not limited to, financial/support obligations, release clothing and transportation, education needs upon release.

25.2 ACCOUNT DISBURSEMENTS

- A. A disbursement request (DOC-184) is to be used for all disbursements from a PIOC's account. This includes check generating and non-check generating disbursements (savings transfers, additional postage, donations, photocopy charges, hobby and canteen purchases).
 - 1. Disbursements will be handed to unit staff for identification, verification, and approval.
 - 2. Disbursements without required signatures will not be processed and returned to the PIOC.
 - 3. Disbursements for approved vendors do not need an envelope.
 - 4. Disbursements for release clothing require the approval of the social worker.
 - 5. Disbursements for hobby orders require the approval of recreation staff.
- B. Stop payment requests may be made on checks over sixty (60) days old.

25.3 RELEASE ACCOUNT

- A. The Wisconsin Administrative Code requires that a release account be established for all PIOC's. Deductions shall be taken up to the maximum per Wisconsin Administrative Code s. DOC 309.466.
- B. Prior to release, the DOC (social worker) may authorize the disbursement of release account funds for purposes that will aid the PIOC's reintegration into the community or that will reimburse the department for incarceration costs, including legal loans and restitution.
- C. A PIOC may deposit release account funds into an interest-bearing release savings account established in the PIOC's name only, and at a bank designated by the DOC.

25.4 INTEREST-BEARING SAVINGS ACCOUNT

PIOCs may elect to have general account funds transferred to interest-bearing accounts established in the PIOC's name.

- A. PIOC's must have social security cards on file to open savings accounts.
- B. PIOC's are not permitted to initiate bank accounts.
- C. PIOC's are allowed up to three (3) savings accounts (regular, release, work release).
- D. A savings account may be opened with a minimum \$50.00 deposit.
 - 1. To open a new account, complete a disbursement request indicating the amount of money to be deposited, and a U.S. Bank signature card.
 - 2. The completed form should be sent to the Business Office.
 - 3. Deposits and withdrawals will be done once per month. The minimum transaction is \$20.00. Emergency withdrawals may be permitted at other times upon the recommendation of the social worker and with the approval of the Warden/designee.
 - i. To make a deposit/withdrawal for an existing account, complete a disbursement request indicating the amount of money to be transacted.
 - ii. The completed form should be sent to the Business Office.
 - 4. The savings account will earn the current rate of interest compounded daily and paid quarterly, with interest paid from the date of deposit to the date of withdrawal.
 - 5. Savings accounts will be transferred to other Wisconsin DOC institutions upon transfer. Interest will not be lost because the same bank is used.
 - 6. PIOC's must notify the Business Office thirty (30) days prior to release to close any savings accounts by completing disbursement requests.

25.5 SAVING BONDS

Bonds will be retained by the institution until redeemed or until the time of release.

- A. Upon transfer, bonds will be forwarded to the next institution.
- B. Upon release, bonds will be disbursed under the direction of the supervising agent.
- C. PIOC's are not allowed to purchase savings bonds.

25.6 CHARGE ACCOUNTS

PIOCs are not allowed to open charge accounts, possess charge cards, or possess charge card numbers.

SECTION 26 – VENDOR CATALOGS FOR PROPERTY / HOBBY AND CANTEEN

DAI Policy 309.20.03 Inmate Personal Property and Clothing

26.1 VENDOR CATALOGS FOR PROPERTY AND HOBBY

- A. PIOC's are allowed to order personal property and hobby materials from vendor catalogs that are available on each housing unit.
- B. Property and hobby catalog orders may be placed on the same order form. Hygiene orders have a separate order form to be sent to families for purchase. Orders must be on the correct form or they will be returned.

- C. Some catalog items may be purchased only by specific individuals (religious items). See DAI Policy 309.61.02 Religious Property Chart
 - 1. The Business Office processes vendor catalog orders once per week for property and once per month for hobby materials.
 - 2. Vendors pay shipping costs to the institution.
 - 3. Items will be returned at the PIOC's expense if defective unless the vendor provides a prepaid shipping label.
 - 4. Wrong size or color ordered by the PIOC will be returned at the PIOC's expense.
 - 5. The Business Office will process credits after they are received.
 - 6. Purchases through the vendor catalogs do not count against the institution canteen dollar limit.

26.2 VENDOR CANTEEN

- A. Institution canteen privileges are provided bi-weekly.
- B. Orders will not exceed \$130.00 bi-weekly or the amount in the canteen statement, whichever is less. If the maximum spending limit is exceeded, or there are insufficient funds, items will be removed at the discretion of the contracted canteen vendor.
- C. PIOC's may only possess 1 ½ times the maximum allowed.
- D. The storage limit for consumable items (food and hygiene) is two months, or 60 days, from the date of receipt, or by expiration date, whichever is sooner.
- E. PIOC's shall use items as intended and according to direction.
- F. Canteen receipts shall be required to verify ownership and purchase dates. PIOC's shall keep all canteen receipts until the products are used.

SECTION 27 – FILE REVIEWS AND PHOTOCOPIES

- A. Requests for review of Social Service and Legal files shall be submitted to the Records Office.
- B. Requests for review of Clinical, Dental, Education, Financial, or Medical records shall be submitted directly to those departments.
- C. Requests for review of Health Care Records shall be submitted to HSU.
- D. Copies of record materials made will be made at a cost of \$0.15 per one-sided page.

SECTION 28 – RECLASSIFICATION

Administrative Code DOC 302

- A. Reclassification hearings will be conducted by a reclassification committee in accordance with DAI Policy 302.00.01 to determine custody, institution placement, program need, and the date of the next reclassification hearing.
- B. Prior to the reclassification hearing, the social worker will collect, investigate, and document information necessary to evaluate risk and needs factor, and complete all department required risk and need instruments. An interview will also be conducted with the PIOC that allows the PIOC an opportunity to provide information about custody, program need, or institution placement. A report will be prepared for the

- committee includes the reason for the review and the facts being considered, a summary of the information gathered, a recommendation of custody, program needs, and institution placement.
- C. The Offender Classification Specialist will conduct a hearing and produce a report that includes the reason for hearing and facts considered, comments and a recommendation regarding custody, program need, and institution placement, and a recommended date for the next hearing, not to exceed 12 months.
 - D. A change in a PIOC's custody requires a unanimous recommendation by the reclassification committee. If the committee cannot reach a unanimous recommendation, the case will be referred to the Classification Sector Chief and Warden for a recommendation. If the Warden and Classification Sector Chief cannot reach a unanimous recommendation, the case will be referred to the BOCM Director for a decision.
 - E. A recommendation for program needs assignment requires a majority consent by the reclassification committee. If the committee cannot reach a majority recommendation, the case will be referred to the Classification Sector Chief and Warden for a recommendation. If the Warden and Classification Sector Chief cannot reach a majority recommendation, the case will be referred to the BOCM Director for a decision.
 - F. The hearing may be suspended to investigate any issue affecting custody classification, institution placement, or program need.
 - G. If a PIOC disrupts or refuses to attend a reclassification hearing, the hearing may be conducted without the PIOC present.
 - H. The PIOC will be provided a written copy of the reclassification decision.
 - I. A PIOC may request a review of the classification decision pursuant to DOC 302.19 by filing an Administrative Review of Classification Decision (DOC-1292) within ten (10) days of receipt of the final decision. Administrative Reviews are based on erroneous information, not disagreement.
 - J. When a significant change affecting custody, program need, or institution placement occurs, the BOCM Director or designee, Warden or designee, due process hearing officer or designee, Social Worker, or person in our care may make a request for a reclassification hearing prior to the date set by the last classification hearing. If a person in our care requests an early reclassification hearing, he or she must do so via an Early Reclassification Hearing Request (DOC-2212) and submit it to his or her assigned Social Worker. The Offender Classification Specialist will approve or deny early recall requests submitted via a DOC-2212. This is not reviewable via the Administrative Review process.
 - K. A person in our care who is managed in accordance with DAI 500.70.27 will be reviewed by the reclassification committee every six months.
 - L. The reclassification committee will review all Risk Reduction Sentence (RRS) Plans in accordance with DAI 302.00.11.
 - M. Any Petition to Modify Bifurcated Sentence due to geriatric and/or extraordinary health condition hearings are conducted via a separate process in accordance with DAI 302.00.13 and are not a function of the reclassification committee.

SECTION 29 – RECREATION AND HOBBY

29.1 OUTDOOR RECREATION

- A. October 1st through March 31st 8:00 am – 4:00 pm
- B. April 1st through September 30th 8:00 am – 8:25 pm, or until the perimeter lights turn on, whichever is sooner.
- C. PIOC's shall sign back into their assigned housing unit within ten (10) minutes of the end of the recreation period.

29.2 BASKETBALL COURTS

- A. PIOC's shall only play on their housing unit's assigned court.
- B. Up to three (3) on three (3) only.
- C. No dunking or overly aggressive/dangerous play.
- D. Basketball courts on the main recreation field are to be used by C-7 through C10 and B-Building PIOC's only.
- E. Jumping rope may be done in accordance with PIOC's assigned housing unit's outdoor recreation schedule and may only take place on the assigned housing unit's basketball court. Priority is given to those playing basketball.

29.3 RECREATION FIELD

- A. All other sport activities (exercising, throwing frisbee, football, etc.) shall be conducted on the recreation field.
- B. There shall be no organized sport activities without recreation staff being present.
- C. PIOC's may not make snow sculptures, participate in any snow activities, or throw snowballs.
- D. PIOC's may play up to six (6) on six (6) volleyball.

29.4 INDOOR RECREATION

- A. Indoor recreation consists of:
 - 1. Hobby
 - 2. Music Room
 - 3. Weight Rooms
 - 4. Learning Center
 - 5. Gym
- B. If a PIOC arrives at recreation before it has been called, they will be sent back to their assigned housing unit and not allowed to return for that period.
- C. Once at recreation, PIOC's shall stay for the entire period.
- D. No personal property is allowed at recreation.
- E. All recreation equipment shall be used appropriately; failure to do so may result in a conduct report.
- F. Shoot Around and 3-on-3 half court is allowed.
 - 1. No dunking
 - 2. Flagrant or violent fouls are subject to disciplinary action
- G. Recreation staff have the discretion to end games or remove individuals from recreation due to rule violations.
- H. Boots are not allowed in the gym.
- I. Hobby, Music Room, Recreation, and Learning Center times are posted on all housing units.

- J. Adaptive Recreation is available to those aged 55 and older, or who have HSU approval noted in WICS.

29.5 HOBBY (ARTS AND CRAFTS)

DAI 309.20.03 Inmate Personal Property and Clothing; DAI 309.20.03 Attachment B Hobby Property Chart

- A. PIOC's engaging in any hobby activity, no matter the location, shall first complete the OCI Hobby Orientation with a recreation staff member.
- B. PIOC's are limited to two (2) hobbies, and no more than three (3) projects at one time.
- C. All hobby materials, with the exception of one musical instrument, must be stored in a box measuring 14" x 14" x 14".

29.6 MUSICAL INSTRUMENTS

- A. Musical instruments may be used between the hours of 9:00 am and 9:10 pm.
- B. Musical instruments shall be played in the PIOC's assigned cell or on the patio.

SECTION 30 – EARNED RELEASE PROGRAM & SUBSTANCE USE DISORDER

- A. The Earned Release Program (ERP), pursuant to Wisconsin State Statute, Sec. 302.05, and the Substance Use Disorder (SUD) program have two core curriculums:
 - 1. Thinking for a Change (T4C)
 - 2. Cognitive Behavioral Interventions for Substance Use-Adult (CBI-SUA)
- B. Those with an ERP/SUD3 need will receive the core programs and any other assigned primary treatments needs identified at initial classification/reclassification.
- C. Those with an ERP/SUD4 need will receive the core programs, ancillary programs (Epictetus/social skills) and any other assigned primary treatment needs identified at initial classification/reclassification.
- D. The ERP and SUD program is generally 20 weeks in length.
- E. All participants are OCI are required to fully participate in both programs and work-related activities.
 - 1. ERP participants work extensively with their respective probation and parole agent, planning reintegration and release planning needs, such as aftercare, approved residence, support services, and employment.
 - 2. Each ERP participant prepares a release plan that is reviewed and approved by program staff and agent.
- F. Both programs include a behavior modification system where behavior is monitored on and off the housing unit and either reinforced with recognition/incentives or immediate sanctions for negative behaviors. OCE is committed to the use of evidence-based practices in furtherance or the core principles of effective intervention strategies.
- G. The sentencing court is notified the Monday following the participant's successful completion of the program. The judge has 30 days to modify the sentence, to allow early release, by converting the remaining incarceration time to extended supervision.
- H. Assessment of Substance Use Disorder (SUD)

1. A substance use treatment need is assessed using the COMPAS assessment, offense dynamics, and/or SUD evaluation by a credentialed substance use professional.
2. The treatment curriculum for each PIOC is determined by risk level on COMPAS assessment and clinical judgement.

SECTION 31 – CHAPEL ACTIVITIES

DAI Policy 309.61.01 Religious Beliefs and Practices

- A. Religious activities are provided for groups approved by the DOC.
- B. PIOC's wishing to participate in any of the religious services and/or religious study groups must have completed a Religious Preference (DOC-1090) designating a religious preference.
- C. Questions about religious services and study groups should be directed to the chaplain via an interview/information request.
- D. Weekly schedules are posted on housing unit bulletin boards.

SECTION 32 – BUREAU OF CORRECTIONAL ENTERPRISES

- A. Bureau of Correctional Enterprises (BCE) operates the Upholstery industry, employing PIOC's in the manufacturing of seating products.
- B. BCE operates the Product Development Center, employing PIOC's in the design of new products, creation and updates to the BCE website, and creation of marketing materials for BCE, products, and customers.

SECTION 33 – VICTIMS' MEMORIAL CIRCLE

The Victims' Memorial Circle was created as a permanent monument to acknowledge and honor victims. The setting and atmosphere are those where PIOC's can silently reflect on both the negative impact of actions that cause misery and loss, as well as the positive impact of actions that create satisfaction and gain. Time at the Victims' Memorial Circle can assist in reestablishing a sense of personal wholeness and self-worth, critical to sustaining positive connections to family, community and society upon release.

The following procedures shall be in place to allow access to the Victims' Memorial Circle on an individual, self-motivated basis:

- A. Access allowed only during assigned housing unit's outdoor recreation period.
- B. Movement after dark is limited to allowable paved surfaces and sidewalks. After dark is defined as immediately after the exterior lights come on. If a PIOC is at the Victims' Memorial Circle when lights come on, they will immediately clear the area.
- C. PIOC's shall sign-out of their housing unit and indicate "Victims' Memorial Circle".
- D. PIOC's shall sign-in at the school on the Victims' Memorial Circle sign-up sheet.
- E. PIOC's shall exit the front door of the school and proceed directly to and from the Circle.
- F. Only two (2) PIOC's may attend The Circle at any given time.

- G. PIOC's shall remain within the pathway of the inner circle.
- H. Silence is to be maintained while at The Circle.
- I. A maximum of 45 minutes of the allotted outdoor recreation period may be spent at The Circle.
- J. Maximum of one (1) visit per day, per PIOC.

SECTION 34 – INTERVIEWS WITH STAFF MEMBERS

- A. PIOC's should contact an area staff member with any urgent need. See chart in Section 1 for a Staff Resource List.
- B. Submit an interview/information request for non-urgent needs to the appropriate staff member or department. Interview/information request forms are available on the housing unit.
- C. PIOC's should indicate when they are free from their work or school assignment during the regular workday.
- D. Requests of an immediate nature should be made to the housing unit officer, who will determine if the request is urgent.

SECTION 35 – COMPLAINT PROCEDURES

DAI Policy 310.00.01 Inmate Complaints Regarding Staff Misconduct; DAI Policy 310.00.03 Inmate Property Depreciation Schedule

35.1 OVERVIEW

The department maintains a PIOC complaint review system accessible to all PIOC's in institution. Prior to filing a formal complaint, you must attempt to resolve the issue by following the designated process specific to the subject of the complaint. If you have not done so, the Institution Complaint Examiner (ICE) may direct you to do so. PIOC's who do not feel comfortable using English to file a complaint may file in their native language.

- A. Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE.
- B. The ICE will acknowledge your complaint with an ICE receipt, or return the complaint to you for correction or with further instructions, within 10 days of receiving your complaint submission.
- C. A complaint will not be processed if the complaint contains obscene, profane, abusive, or threatening language, or if it contains a foreign substance.
- D. Each complaint may contain only one clearly identified issue and contain sufficient information for the department to investigate and decide the complaint.
- E. A PIOC may not file more than one complaint per calendar week, except for complaints regarding the PIOC's health and personal safety, or complaints made under PREA.
- F. A calendar week means Sunday through Saturday.
- G. Challenges to a complaint or submission returned by the CCE, a Parole Commission decision, a classification decision, records or actions not originated by the division, the declination or denial of a public record request, the content of health care

records, actions of the legislature, or court decisions or orders are not subject to review through the ICRS.

35.2 PREA COMPLAINTS

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

35.3 PROCEDURE

- A. A PIOC shall file a complaint within 14 days after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. A PIOC shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- B. A PIOC shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitted it to the ICE office through institution or USPS mail.
- C. Complaints must be legibly handwritten or typed and be filed only under the name by which the PIOC was committed to the department, or the legal name granted by a court, and includes the PIOC's original signature.
- D. Complaint submissions may not exceed 500 words total and not exceed two pages.
- E. PIOCs must use a DOC-400 Inmate Complaint form. All sections of the form must be completed.
- F. PIOCs must use a DOC-400B form if additional space is needed. PIOCs may not use a highlighter or marker on the forms, or staple or tape the form. The form may be

returned if incomplete or if instructions on the form are not followed. PIOC's must print clearly; illegible forms will not be processed.

- G. The ICE will collect and date stamp all complaints with the date collected. The ICE will either accept the complaint, return the complaint, or reject the complaint. The ICE will assign a file number and classification code to an accepted or rejected complaint and give written notice to the PIOC within 10 days of collection that the complaint has been received.
- H. The ICE rejects the complaint or sends a recommendation to the appropriate reviewing authority within 30 days from the date of receipt. Reviewing Authority means a person who is authorized to review and decide a PIOC complaint.
- I. A PIOC may appeal a rejected complaint within 10 days to the appropriate reviewing authority who shall only review the basis for rejection of the complaint. The reviewing authority's decision is final.
- J. The ICE may recommend to the reviewing authority the complaint be affirmed or dismissed in whole or in part.
- K. The reviewing authority shall decide within 15 days following receipt of the recommendation or appeal of the rejection.
- L. For complaints that are not rejected, the reviewing authority shall affirm or dismiss the complaint in whole or in part or return the complaint to the ICE for further investigation.
- M. If the PIOC does not receive a decision within 45 days after the date of acknowledgement by the ICE, the PIOC may appeal to the CCE.
- N. A PIOC may appeal the reviewing authority decision to the CCE within 14 days after the date of the decision or if the PIOC does not receive a decision 45 days after the date the ICE enters the complaint.
- O. Appeals shall be submitted on a form provided by the department, be legibly handwritten or typed, be filed only under the name by which the PIOC was committed to the department or the legal name granted by a court, include the PIOC's original signature, not to exceed 500 words total and not exceed two pages, provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint. An appeal will not be processed and a referral for disciplinary action may occur in accordance with Ch. DOC 303 if the complaint contained obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint, or a foreign substance.
- P. The CCE may recommend rejection of an appeal not filed in accordance with s. DOC 310.09.
- Q. For all accepted appeals, the CCE shall recommend the reviewing authority decision be affirmed or dismissed, in whole or in part, and send its recommendation to the secretary within 45 days of receipt of the appeal. The CCE may extend the time for submitting a recommendation with notice provided to the PIOC.
- R. The secretary shall decide within 45 days following receipt of the CCE's recommendation. The secretary may extend the time for deciding for good cause and with notice provided to the PIOC.
- S. The secretary shall affirm or dismiss the CCE's recommendation, in whole or in part, or return the appeal to the CCE for further investigation. If the PIOC does not receive the secretary's written decision within 90 days of the date of receipt of the appeal in

the CCE's office, the PIOC shall consider administrative remedies to be exhausted, unless the time limit has been extended. The secretary's decision is final.

DAI Handbook References – General Population

Accounts (funds) Litigation Reform Act (PLRA)]	<p>28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison</p> <p>38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)</p> <p>Wisconsin Statutes s. 301.30 – PIOC wages, allowances, and release payments</p> <p>Wisconsin Statutes s. 301.31 – Wages to prisoners</p> <p>Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers</p> <p>Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners</p> <p>Wisconsin Statutes s. 302.13 – Preservation of property an PIOC brings to prison</p> <p>Wisconsin Statutes s. 303.065(5) – Work Release Deductions</p> <p>Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act</p> <p>Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges</p> <p>Wisconsin Statutes s. 973.042 – Child Pornography Surcharge</p> <p>Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge</p> <p>Wisconsin Statutes s. 973.045 – Crime Victim Witness</p> <p>Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge</p> <p>Wisconsin Statutes s. 973.05 – Fines</p> <p>Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments</p> <p>Wisconsin Statutes s. 973.06 – Costs</p> <p>Wisconsin Statutes s. 973.20 – Restitution</p> <p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC's</p> <p>Wisconsin Administrative Code s. DOC 309.45 – PIOC funds and canteen purpose.</p> <p>Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge</p> <p>Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds</p> <p>Wisconsin Administrative Code s. DOC 309.48- Procedure for PIOC requests for disbursements of PIOC account funds</p> <p>Wisconsin Administrative Code Ch. DOC 310 – PIOC Complaints</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p>
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	Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee
2017 WI Act 89 Requests	Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for PIOC's in the Department of Corrections Contracted facilities. Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions
ADA	Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u> , Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235) Code of Federal Regulations, <u>28 CFR Part 35</u> , Nondiscrimination on the Basis of Disability in State and Local Government Services
Canteen	Wisconsin Statutes s. 301.27(2) – Vending Stands Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients Wisconsin Administrative Code s. 309.20 – Personal Property Wisconsin Administrative Code s. 309.45 – PIOC Funds and Canteen – Purpose Wisconsin Administrative Code s. 309.52 – Canteen Wisconsin Administrative Code s. 316.04 – Copayment
Classification Interstate Corrections Compact	Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions
Compensation (I/M)	Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Complaints (I/M)	WI Administrative Code 303 – Discipline WI Administrative Code 310 – Complaint Procedures
Contraband	Wisconsin Administrative Code Ch. DOC 303 - Discipline
Count	Wisconsin Administrative Code Ch. DOC 306.06 – PIOC Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)

Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – PIOC Secure Work Program
DNA Collection specimen	Wisconsin Statutes s. 165.76 – Submission of human biological Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014
HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Hygiene/Hair	Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 316 – Copayment
LEP	Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104
Law Library	Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix) Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying Wisconsin Administrative Code s. DOC 309.155 – Legal Services

Legal Loans
Probationers

Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and

Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to
Prisoners and limitations on Litigation Loans to Prisoners

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

Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports)

Wisconsin Statutes s. 809.62 – Rule (Petition for review)

Wisconsin Statutes s. 814.29 – Security for costs, service and fees for
indigents

Wisconsin Statutes s. 893.82(5) – Claims Against State Employees;
Notice of Claim Limitations of Damages

Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty
by reason of mental disease or mental defect

Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence
Adjustment)

Wisconsin Statutes s. 974.06 – Postconviction Procedure

Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post
conviction DNA testing for certain evidence)

Wisconsin Administrative Code s. DOC 309.04(3) – PIOC Mail

Wisconsin Administrative Code s. DOC 309.155 – Legal Services

Wisconsin Administrative Code s. DOC 309.49 – Disbursement of
General Account Funds

Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal
Correspondence and Copying

Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

Library
Accommodations) – Public Law

American with Disabilities Act (ADA) 1990, Title III (Public
101-336

American Library Association (ALA) – Library Bill of Rights

American Library Association (ALA) – Freedom to Read Statement

American Library Association/Association of Specialized and
Cooperative Library Agencies (ALA/ASCLA) – Library Standards for
Adult Correctional Institutions (1992)

Wisconsin Administrative Code s. DOC 309.02 – Definitions

Wisconsin Administrative Code s. DOC 309.04 – PIOC mail

Wisconsin Administrative Code s. DOC 309.05 – Publications

Mail

Wis. Stat. §19.31

Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition
of Contraband

Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of
the mail

Wisconsin Administrative Code s. DOC 303.72 – Major penalties

Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition

Wisconsin Administrative Code s. DOC 309.02 – Definitions

Wisconsin Administrative Code s. DOC 309.04 – PIOC mail

Wisconsin Administrative Code s. DOC 309.05 – Publications

Wisconsin Administrative Code s. DOC 309.45 – PIOC funds and
canteen – purpose

	Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying
Marriages ministration	<p>Wisconsin Statutes s. 46.066 – Freedom of Worship; religious</p> <p>Wisconsin Statutes Ch. 765 – Marriage</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Administrative Code s. DOC 309.06 – Visitation</p> <p>Wisconsin Administrative Code s. DOC 309.08 – Visiting List</p> <p>Wisconsin Administrative Code s. DOC 309.10 – Special Visits</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices</p>
Meals	<p>Wisconsin Administrative Code s. DOC 309.23 – Food</p> <p>Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids</p>
Medications	<p>66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140</p> <p>Standards for Health Services in Prisons, National Commission on Correctional</p> <p>Health Care, 2014, P-C-05 -- Medication Administration Training</p> <p>Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02</p>
Name Changes (I/M)	Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
Notary Services	<p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Statutes s. 20.919 – Notary public</p> <p>Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property</p> <p>Wisconsin Statutes s. 706.07 – Uniform law on notarial acts</p> <p>Wisconsin Statutes s. 782.04 – Petition; contents</p> <p>Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages</p>
Observation Placements	<p>Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act</p> <p>Wisconsin Administrative Code Ch. DOC 311 – Observation Status</p>
Phone Calls Incl. Atty and International Attorneys	<p>Wisconsin Administrative Code s. DOC 309.39 – PIOC Telephone Calls</p> <p>Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to</p> <p>Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval</p>
PREA	<p>34 U.S.C. §30301 Prison Rape Elimination Act of 2003.</p> <p>28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape</p>
Programming	<p>Wisconsin State Statutes s. 301.03 General Corrections authority</p> <p>Wisconsin Administrative Code s. 302.13 - Program Need Assignment</p> <p>Wisconsin Administrative Code s. 302.14 – Program Enrollment</p>
Property	<p>Wisconsin Administrative Code s. DOC 309.02(16) – Pornography</p> <p>Wisconsin Administrative Code s. DOC 309.04 – PIOC Mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p>

	<p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.40 – Clothing</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying</p>
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices, institutionalized Property and Diets	<p>Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of persons</p> <p>Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers</p> <p>Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations</p> <p>Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code s. DOC 303.35 – False names and titles</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – PIOC Mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.10 – Special Visits</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.23 – Food</p> <p>Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice</p> <p>Wisconsin Administrative Code s. DOC 309.23 – Food</p>
Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches Institution	<p>Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution</p> <p>Wisconsin Administrative Code s. 306.17 – Search of PIOC's</p> <p>Wisconsin Administrative Code s. 309.20 – Personal Property</p> <p><u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape</p>
Sex Offender Notification Law	<p>Wisconsin Statutes s. 301.45 – Sex Offender Regulations</p> <p>Wisconsin Statutes s. 301.46 – Sex Offender Community Notification</p>
Social Media Use (I/M)	<p>Wisconsin Administrative Code s. 303.28 – Disobeying Orders</p> <p>Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication</p>
Urinalysis Testing	<p>Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs</p> <p>Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health</p>

	Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs Criminal Justice Drug Testing Act May 1990 Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of PIOC Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings
Work Assignments	Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Visiting	Wisconsin Statutes s. 302.095(2) – Delivering Articles to PIOC Wisconsin Administrative Code s. 306.18 – Search of Visitors Wisconsin Administrative Code s. 309.02 – Definitions Wisconsin Administrative Code s. 309.06 – Visitation Wisconsin Administrative Code s. 309.07 – Conduct During Visits Wisconsin Administrative Code s. 309.08 – Visiting List Wisconsin Administrative Code s. 309.09 – Regulation of Visits for PIOCs Wisconsin Administrative Code s. 309.10 – Special Visits Wisconsin Administrative Code s. 309.11 – No-Contact Visiting Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges
Voting	Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors Wisconsin State Statute 301.03(3a) – General Corrections Authority Wisconsin State Statute 973.09(4m) - Probation Wisconsin State Statute 973.176(2) - Voting 2005 Wisconsin Act 451 – Relating to Administration of Elections

DAI Handbook References – Additional References for Minimum Security Facilities

Community Service Sentence and Release Provisions	Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Offsite Authorization	Wisconsin Statutes s. 303.065(2m) – Work release plan for prison PIOC Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Project Crew Sentence and Release Provisions	Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Work and Study Release	Wisconsin Statutes s. 303.065 – Work Release Plan for Prison PIOC Wisconsin Administrative Code s. DOC 303.72 – Major penalties

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

DAI Handbook References – Additional References for Restrictive Housing Unit Handbooks

Controlled Separation	Wisconsin Administrative Code s. 303.72 – Controlled separation
Disciplinary Separation separation	Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation
Protective Confinement	Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use Wisconsin Administrative Code s. DOC 303.73 – Major Penalty: Disciplinary Separation Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement
Restrictions/Sec Precautions	Wisconsin Administrative Code 303 – PIOC Discipline
RHU Meal Restrictions ministrations	Wisconsin Statutes s. 301.33 – Freedom of Worship: religious Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice
Temporary Lock Up	Wisconsin Administrative Code s.303.10 – Temporary lock up: use