



Inmate Handbook

Revised 06/01/23

INTRODUCTION

Welcome to Oshkosh Correctional Institution (OSCI), a medium-security adult correctional institution.

The physical structure here is different from that of maximum-security, minimum-security, and other medium-security institutions. Therefore, it is each inmate's responsibility to read this handbook carefully to become aware of basic procedures.

OSCI offers many opportunities for education, programming, work, spiritual guidance, counseling, and other services. Each inmate's motivation to participate in these services will capitalize on taking advantage of time and resources provided with a focus on positive change and successful reentry into the community.

NOTE: Additional policies and procedures affecting inmates are available for review in the institution Library. As policies and procedures change, or are updated, if conflict arises between that policy or procedure and what is stated in this handbook, alert your unit staff to the conflict. Updated DAI policies will override the information in this handbook.



Cheryl B Eplett, Warden
Effective 06/01/2023

LIMITED ENGLISH PROFICIENCY (LEP) (Refer to DAI Policy 300.00.61)

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

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 si lo requieran. Si Usted necesita ayuda con el idioma Inglés por favor notifique al miembro de personal mas cercano.

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*****DISCLAIMER: This handbook does not and cannot include ALL rules and policies, and as such, the rules contained in this handbook are not meant to be all-inclusive. The instructions of staff are to be followed at all times, WHETHER THOSE INSTRUCTIONS ARE LISTED IN THIS HANDBOOK OR NOT. If an inmate feels the instructions were not appropriate, that inmate may send a request to discuss the issue, following the chain of command located in this handbook. Any violation of a rule within this Institution Handbook may result in a verbal warning, written warning, informal resolution or conduct report.**

RESPECT AND PERSONAL RESPONSIBILITY

It is the expectation that each individual shows respect for others; inmate or staff, as well as property and feelings. Inappropriate comments can be considered offensive by other people, and derogatory comments, remarks or profanity including but not limited to age, race, creed, color, handicap, marital status, gender, national origin, ancestry, sexual orientation or religion may result in disciplinary actions. No one in any institution should have to fear for his property or safety.

The staff at OSCI will not do things for you, but we will work with you to help incorporate personal responsibility into all aspects of your daily life. We believe you are capable of solving your problems and accomplishing positive goals by choosing to make the long term effort. How you decide to act is still your choice, and you will be held accountable for the decisions that you make.

MULTI-DISCIPLINARY MANAGEMENT

OSCI operates under "Multi-Disciplinary Management" or "Team Concept", which means the institution population is divided into smaller, more manageable living units to help improve safety, security and communication between inmates and staff. By employing this concept, it improves the delivery of correctional services to inmates. Each unit has a team of multi-disciplinary staff assigned to work with inmates. Most of the unit team members have offices on the unit. Staff assigned to the team may include, but are not limited to:

- **Corrections Program Supervisor:** Responsible for the overall functioning of the living unit and is both the administrator and supervisor of the unit team.
- **Security Supervisors:** Captain and/or Lieutenant assigned to the living unit to assist the Corrections Program Supervisor in supervising staff and operations of the unit.
- **Social Worker:** Responsible for case management and social service matters within the unit. Submit an interview request to see your social worker, or see them during scheduled open office hours.
- **Correctional Staff:** Sergeants and officers are primarily responsible for the security of the unit. They will also be involved in the program operation of the unit and are an integral part of the unit team. They should be seen as the first staff person to assist inmates in resolving any issues or problems.
- **Psychological Services Unit (PSU):** Each unit has a PSU staff assigned. Some PSU staff are shared between units. PSU staff are also members of the treatment team and provide clinical monitoring as well as crisis intervention. In order to be seen by PSU, an inmate must submit a "green slip" or Psychological Service Request (DOC-3035B).
- **Other Department Representatives:** There are other representatives who may be requested to participate with the unit team in a liaison/advisory capacity.

DAILY BULLETIN

Institution information can be found in the Daily Bulletin, which can be viewed on Channel 4. For example, announcements, school cancellations, job openings, daily menus and schedules are available for viewing. A paper version of the daily bulletin is also posted in the institution library.

INFORMATION BOARDS/RULE CHANGES

Information boards are located in each living unit where information such as rule changes, schedules, announcements, appointments, as well as institution and unit information will be posted. These boards should be reviewed daily, as each inmate is responsible for knowing this information. Inmates may not post or remove

anything from the bulletin boards. Dry erase boards or chalkboards at the officer's station are available on all units for staff to communicate with inmates and accommodate inmates with disabilities.

HOLIDAYS

Holidays that are recognized by the State of Wisconsin (New Year's Day, Martin Luther King Jr. Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve) will follow the Visiting Room schedule for holidays, as listed within this handbook. The Friday after Thanksgiving will also follow the Visiting Room schedule for holidays.

AMERICANS WITH DISABILITIES ACT (ADA) (Refer to DAI Policy 300.00.35)

The Warden will appoint staff to serve as ADA Coordinator along with a back-up coordinator. OSCI is committed to assuring compliance with ADA. The Division of Adult Institutions (DAI) will ensure fair and equitable treatment of inmates and members of the public with disabilities who seek access to DAI services, programs or activities. OSCI provides reasonable accommodations and equitable and fair treatment to all inmates. Discrimination against any disabled individual is prohibited. OSCI will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations and equal access to services as required affording equal opportunities to disabled individuals.

If you have a documented disability, you can be granted accommodations based upon identified needs by a health care professional on an individual basis, as no two situations are alike. Inmates requesting ADA accommodations shall complete a DOC-2530, Reasonable Modification/Accommodation Request, and submit it to the ADA Coordinator to be considered for accommodation. DOC-2530 forms are available in the institution library.

PROGRAMMING OPPORTUNITIES (Refer to DAI Policy 309.55.01)

Inmates housed at OSCI are typically assigned to this institution to participate in assigned program needs. Inmate names are immediately placed on the appropriate wait lists for programming upon arrival. Inmate enrollment for offense related programs is determined by the Program Providers utilizing the inmate's risk level, release date, and resource availability. When offered opportunity to participate in assigned A&E programming, inmates are encouraged to participate and complete the program for successful re-entry into the community. Per DAI 309.55.01, inmates who refuse or are negatively removed from a work or full time paid program assignment shall be placed in voluntary unassigned (VUA) status and shall not be compensated for a minimum of 90 days.

PRIMARY TREATMENT PROGRAMS: SUD 1 –Case Plan Intervention, SUD 3, SUD 4, SUD Dual Diagnosis, Anger Management, Domestic Violence Counseling, Thinking for a Change, Sex Offender Treatment (SOT-1), (SOT-2), (SOT-4) and (SOT-4 Adaptive). OSCI does offer the Earned Release Program (ERP) for SUD treatment programs.

CHAIN OF COMMAND

Inmates are expected to follow the chain of command below when they have an issue they want addressed. Inmates must try to address issues at the first level. After waiting a reasonable amount of time for a response, inmates may then contact the next level as needed, informing them of the steps which have already been taken to attempt to resolve the issue. An interview/information request (DOC-761) should be used to address issues with staff. If an issue involves areas not listed below, and you are unsure of who to write, contact unit staff for further direction.

At any time in this process, inmates may file a complaint in accordance with DOC Administrative Code 310. Keep in mind, according to DOC 310.07(1), "Prior to filing a formal complaint, an inmate shall attempt to resolve the issue by following the designated process specific to the subject of the complaint." The ICE has the authority to direct an inmate to make an attempt on his own to resolve the issue prior to accepting a complaint. In addition, complaints must be filed within 14 days from the date of incident.

<u>Nature of Concern</u>	<u>First Level</u>	<u>Second Level</u>	<u>Third Level</u>
Accounts	Business Office	Financial Program Supervisor	Corrections Management Services Director (CMSD)
Americans with Disability Act (ADA)	ADA Coordinator	Unit Supervisor	ICE
Attorney Calls	Records Office	CPS Feltes	ICE
Canteen	Inventory Control Coordinator (ICC) {i.e. Canteen Staff}	Financial Program Supervisor	Corrections Management Services Director (CMSD)
Classification	Social Worker	Classification Specialist	Unit Supervisor
Dental	Dental Staff	HSU Manager	ICE
Education/School	Teacher	Education Director	ICE
Emergency Phone Call	Social Worker	Unit Supervisor	Deputy Warden
Food Service	Unit Sergeant/Officers	Food Service Manager/Administrator	ICE
Hobby	Hobby Officer	Corrections Program Supervisor	ICE
Housing Unit Problems	Unit Sergeant/Officers	Unit Supervisor	ICE
Institution Laundry	Laundry Sergeant	Unit Supervisor	ICE
Legal Loans	Business Office	Financial Program Supervisor	Corrections Management Services Director (CMSD)
Library	Librarian	CPS Feltes	ICE
Limited English Proficiency (LEP)	ADA Coordinator	Corrections Management Services Director (CMSD)	ICE
Mail/Property	Mail/Property Sergeant	Unit Supervisor	ICE
Medical	HSU	HSU Manager	ICE
Medical Co-Pays	HSU Assistant Manager	ICE	N/A
Notary	Records Supervisor	CPS Feltes	ICE
Open Records Request	Corrections Program Supervisor	ICE	N/A
Payroll	Work Supervisor/Education Director	Business Office	ICE
Programming	Social Worker	Unit Supervisor	Corrections Program Supervisor
Psychological Services	Psychologist	Psych Services Supervisor	ICE
Recreation	Recreation Leader	Corrections Program Supervisor	ICE
Release	Social Worker	Unit Supervisor	ICE
Religious Issues	Chaplain	Corrections Program Supervisor	ICE
Sentencing Information	Records Office	Records Supervisor	ICE
Special Visits	Social Worker	Unit Supervisor	ICE
Visiting Area	Visiting Room Sgt/Officers	Security Lieutenant or Captain	Deputy Warden
Visiting List	Social Worker	Unit Supervisor	ICE
Work Problems	Work Supervisor	Department Head/Area Administrator	ICE

PRISON RAPE ELIMINATION ACT (PREA)-SEXUAL ABUSE and HARASSMENT IN CONFINEMENT (Refer to Executive Directive 72)

The Department of Corrections has zero tolerance for sexual abuse, sexual harassment and report-related retaliation in its facilities. The Department of Corrections maintains a zero tolerance policy toward all sexual abuse and harassment of any inmate. All allegations of sexual abuse of inmates will be treated seriously. If any inmate has been the subject of any type of sexual abuse/harassment from any source, immediately report this and an investigation will be conducted. No disciplinary action shall be taken against the reporting inmate unless, as a result of the investigation, it is determined that the allegations were false or the inmate violated the Administrative Code.

Incidents can be reported in any of the following ways:

- Verbally report to any staff member.
- Write to any staff member.
- Call #777 or #888 on the inmate telephones.
- Submit a DOC-400 Offender Complaint Form.
- Tell a family member, friend or outside support person
- Write to local law enforcement

For protection and prompt response, the best way to assure the situation is addressed quickly and confidentially is to notify a staff member immediately. For additional information, refer to the POC-41: Sexual Abuse and Sexual Harassment Prevention and Intervention.

RECEPTION AND ORIENTATION

R-Building is a temporary housing assignment, with the normal stay being about 8 to 10 weeks. During this time inmates are required to participate in orientation. Until completed, inmates are only allowed to go to outdoor recreation at the appropriate times and to other areas of the institution under staff direction. While in orientation you will hear about opportunities OSCI has to offer, such as, programs, work, school and vocational programs. Various staff from various departments and inmates from different areas will educate you on processes at OSCI. Upon completion of orientation and according to institutional needs, you will be moved to a regular housing unit. Generally, inmates are moved based on how long they have been housed in R-Building, but inmates who work or go to school will likely move before any inmate that is unassigned. Other exceptions may be made for inmates that require special medical care or are enrolled in a program. R-Building staff **will not** take housing unit or roommate requests. Inmates placed into Restrictive Housing (RHU) will delay their timeframe for moving off of R-Building. Inmates are expected to review OSCI handbooks and DAI/OSCI policies and procedures, understanding that it is your responsibility to know the rules and follow them. Each inmate is issued an alarm clock, and is responsible for the clock's condition and to return it to property when transferring or leaving OSCI. Each inmate is responsible for waking up on time and is expected to complete housekeeping duties before leaving the living unit. Being tardy or absent from school, counts, or work may result in loss of pay and/or disciplinary action. Special alarm clocks are available for inmates with a documented ADA requirement. Inmate account transfers occur automatically, unless you are coming from a County Jail, in which inmates may see a delay with monies transferring.

INMATE PERSONAL PROPERTY:

Inmates arriving at OSCI generally receive their property in a timely fashion. Inmates transferring from a minimum facility will see a delay in obtaining their personal property. Unit staff does not control what the Property Department can do, but may be able to answer questions relating to your property, but unit staff cannot get you your property quicker.

INMATE WORK/PROGRAM ASSIGNMENT (Refer to DAI Policy 309.00.01 and DAI Policy 309.55.01)

Institution work assignments will be for 2 years or less, and inmates removed from an institution work assignment as a result of the 2-year limitations may not be reassigned to that department for 2 years. Per DAI 309.55.01; an inmate may work more than one assignment, but shall not be compensated for more than 40 hours per week, and no inmate shall be compensated while out to court, adjustment segregation or disciplinary separation. Inmates enrolled in programs that do not allow the inmate to maintain a paid job shall be paid at a full-time Range 3A rate. Inmates working weekends and holidays will receive an additional .02 cents per hour. Inmates assigned to a job are required to complete a probationary period of 60 days prior to applying for any other jobs. Staff may waive the 60-day requirement in considering an inmate for another job. Inmates attempting to quit a job without securing a different job/school assignment may be subject to disciplinary sanctions for refusing to work.

Inmates in involuntary unassigned (INVU) status may be used for institution/housing unit needs work. Inmates who refuse or are negatively removed from a work or full-time paid program assignment will be placed in voluntary unassigned (VUA) status and shall not be compensated for a minimum of 90 days. The Warden can waive the 90 days for an inmate negatively removed from a work assignment if a full-time paid program assignment becomes available to the inmate in those 90 days of VUA. After 90 days in VUA status, if the inmate requests a full-time work or program assignment and the assignment is unavailable, they can be placed into INVU status. Inmates must submit a request to their Social Worker requesting a change in status. Inmates housed at HSU, placed at an outside medical facility or approved for sick cell status by HSU will receive INVU pay. Inmates in lay-in status shall not be compensated, but inmates in sick cell status as a result of a work-related injury shall be compensated at the rate earned in previous status.

Monthly account statements will indicate wages placed in the inmate's account. Any pay discrepancies should first be discussed with the work/school supervisor or unit staff if unassigned. References to account balances should be addressed to the Business Office. Requests should include specific disputed amounts and the reason the inmate believes an error was made.

PAY RANGES – EARNINGS

VOLUNTARY UNASSIGNED (VUA) / DISCIPLINARY SEPERATION (DS) / OUT TO COURT	No Pay
INVOLUNTARY UNASSIGNED (INVU)	\$0.05 / hr.
RANGE 1	\$0.12 / hr.
RANGE 2	\$0.19 / hr.
RANGE 3	\$0.26 / hr.
RANGE 3A (EDUCATION/PROGRAM)	\$0.15 / hr.
RANGE 4	\$0.35 / hr.
RANGE 5	\$0.42 / hr.

EMERGENCIES

The following actions are to be taken by inmates whenever these emergencies arise:

SEVERE WEATHER (IMMINENT TORNADOES)

When on the living unit, inmates will be notified by unit staff that a severe weather alert/drill has been implemented. Remain calm and follow staff directives. All inmates will return to their rooms/bunk areas and sit on the floor with heads protected by arms, covered with a blanket/coat if available and as time permits. Stay as far away from exterior windows and doors as possible. If inmates are in a program or work area, follow staff direction where to go during the emergency. All inmates will remain in the designated areas unless otherwise directed by staff.

FIRE

During a fire alarm or drill, inmates will exit their rooms, shut the doors behind them, and wait for instructions from the staff. Staff will conduct a sweep of the area to ensure all inmates have been notified and evacuated safely. If a fire occurs in an inmate's room, exit the room, shut the door, and notify unit staff immediately. If inmates are in a program/work area, staff will notify and direct inmates where to evacuate.

OTHER EMERGENCIES

Upon notification, all inmates will clear the dayroom immediately when directed by any staff and follow all directions given. Failure to do so immediately may result in disciplinary action. No trips to the bathroom, water machine, or officer station area are to be made until authorization is given to return to normal activities. At all times, the instructions to clear the dayrooms are to be considered a direct order and responded to immediately, and all conversations will cease.

Drills will be held occasionally to familiarize inmates with these emergency procedures, and ensure the safety of everyone. All notifications or drills should be taken seriously. Many problems may be prevented by following emergency procedures (rules) and acting in a calm manner. All inmates shall review evacuation plans posted on living units.

MOVEMENT

Movement is authorized by scheduled activities, all-call announcements, or staff direction.

1. Inmates must sign in and out legibly with first name, last name, room number and specific area/dept. destination from living unit (Ex: If you are going to the Library, sign out Library, not B building.) Do NOT put any additional marks or writings next to your name, cell number, the destination or time.
2. Sign out when actually leaving the unit, NOT AHEAD OF TIME, and sign back in immediately upon return. Inmates are to leave their unit no earlier than ten (10) minutes prior to the scheduled start time of assignment/program. (Ex: 9:00 am school class; leaving before 8:50 am is unacceptable).
3. Inmates are only allowed to sign in/out for themselves, and will only sign out for 1 activity/location at a time, and don't skip any lines when signing out.
4. Inmates are to keep a constant pace walking to their destination. Loitering is defined as, "to move in a slow, idle manner, making purposeless stops in the course of a trip, journey, etc." and is not allowed.
5. Report only to the area indicated on the unit destination sign out log unless directed by staff. Inmates must utilize the paved walkways. Like the rules of the road, inmates are to walk on the right side of the walkways/hallways, leaving the middle available for vehicle traffic and staff responding to incidents.
6. Running in buildings, on sidewalks or paved walkways is not permitted.
7. All non-essential inmate movement to any destination will stop 20 minutes prior to any standing count (7:30 am, 12:25 pm, 4:40 pm and 9:45 pm). There will be exceptions to this rule, with staff approval ONLY.
8. When reporting to B-Building, with the exception of the School Hallway, all inmates MUST report to the Movement Officer Station (MOS) to check in. All group activities in B-Building, including the Library, will be announced over the all-call, and inmates are NOT allowed to sign out/leave for B-Building activities before the all-call announcement is made.
9. Inmates have 10 minutes to report back to their housing unit following the end of assignment/activity.

10. Do NOT sign out to go to an unscheduled activity (such as non-scheduled meeting with a staff member, HSU, the property room, school, etc.) without proper authorization or first being called for by staff. If an emergency exists, a staff member may call to determine if an immediate appointment is possible.
11. Inmates must remain at any activity until it ends. For scheduled appointments, visits or emergencies, a staff member may give permission to leave before the end of an activity. If leaving early from B-Building, check in with MOS or school officer, to notify the unit of the early return.
12. Interference in any way or manner with staff responding to situations will not be tolerated and may result in disciplinary action. Interference includes, but is not limited to: remarks, gestures, yelling, obstructing, or disobeying orders.

GROOMING/HAIRCUTS (Refer to DAI Policy 309.24.01)

Only the inmate barber will be allowed to trim/cut an inmate's hair. Inmates will be permitted to do personal grooming as long as appearance does not conflict with the institution's requirements for safety, identification, and hygiene. Inmates are **NEVER** allowed to perform personal grooming on another inmate.

The following standards have been established relative to inmate grooming:

1. All inmates are expected to maintain an appropriate level of personal hygiene. Medical staff may authorize cutting of hair when there is evidence of unsanitary care to warrant such action.
2. Braiding, twisting and styling of head hair is permitted. Staff may require braided hair to be unbraided for personal searches. Braided hair will be unbraided when entering Restrictive Housing (RHU).
3. Braiding, twisting, styling of another inmate's hair may be permitted ONLY with unit staff approval.
4. Any hairstyle, cut or braiding which indicates an affiliation with an unauthorized/unsanctioned group or activity is strictly prohibited.
5. Partially shaved heads are prohibited; if a portion of hair is shaved to the skin, the entire head must be shaved.
6. An inmate is allowed to maintain their own, already shaved head. To be clear, if an inmate does not already have a shaved head, they must have their head shaved by the barbershop.
7. Variations in the length of hair must be tapered gradually so that no obvious lines are created. The length of hair must be the same right to left-symmetrical.
8. One part, running from front to back, will be allowed to be cut in hair. Other designs and/or lines will not be permitted to be cut or shaved into hair.
9. Inmates are not allowed to dye or bleach hair.
10. Inmates on work assignments around machinery may be required to have head/facial hair suitably cut or wear appropriate protective equipment.
11. Inmates assigned to food prep and food serving areas must wear hairnets or other suitable hair coverings.
12. New intake inmates who have haircuts that do not meet OSCI rules will have hair cut to comply with standards.
13. Fingernails may not extend past the fingertip.
14. New identification photographs will be required for any inmate whose physical appearance changes during confinement as a result of change in hairstyle, including length of hair or facial hair.
15. Security Director/designee will determine the appropriateness of questionable haircuts/braiding and whether the hair needs to be changed.

DRESS CODE

1. Inmates are responsible for apparel and conduct. Exhibitionist behavior will not be tolerated!
2. Inmates are expected to wear appropriate clothing based on weather conditions.
3. Only state-issued green shirt, t-shirt and pants will be worn while in B-building and HSU, and for all off-ground activities including transferring to another institution. Shirts are to be tucked in. (Inmates working in B-Building will wear state-issued work clothes.)
4. All state/personal clothing must be appropriately sized and worn as intended. Baggy, oversized or tight clothing is not permitted.
5. Pants are to be worn with the waist band around the waist; at or just below the navel.
6. 8:00 am - 5:30 pm, (unless on sick call) inmates must be fully dressed in pants/shorts and shirt/t-shirt.
7. Prior to 8:00 a.m. or after 5:30 p.m. inmates may go from their rooms directly to and from the bathroom wearing a knee-length bathrobe or full pajamas (top and bottoms). Bare chests are unacceptable.
8. Inmates who wish to go shirtless outside must wear a sleeved shirt out to the recreation field (not the sidewalk) before removing it. The shirt must be put back on before leaving the recreation field.
9. Sleeveless t-shirts and tank tops can only be worn as undergarments or for recreational purposes.
10. Hats, caps, gloves, and winter coats may not be worn in the living units, with the exception of entering and exiting the unit/area. When reporting to the visiting room, training kitchen, library or school, these items are to be left in school lockers and not be worn inside.
11. Winter coats, knit hats, gloves and scarves are not allowed to be worn from Memorial Day to Labor Day. Staff discretion will be used for unseasonable cold weather and for inmates that have a documented need from HSU.
12. Work clothes are not to be worn when not in work status. Work issued hoods and hats will be allowed only during work hours. Work clothes are not to be worn in unit dayrooms prior to or upon return from work. Inmates assigned to maintenance, laundry, work crews, or horticulture will wear their issued work hats/caps at all times when in work status.
13. Thermal underwear is to be worn as undergarments only and may not be exposed as an outer garment. Thermal underwear bottoms will only be worn under long pants, not to be exposed under shorts. Thermal underwear tops may be only worn under other shirts. The sleeves of the thermal underwear may be exposed from the wrist to the short sleeve.
14. A sleeved shirt must be worn while on the unit. No muscle shirts or tank tops are permitted in the dayroom.
15. Handkerchiefs are not to be worn or displayed as outer garments.
16. Hairnets may not be worn while in B-Building, except by those inmates working in the training kitchen.
17. Religious head coverings (i.e. kufi, yarmulke) may be worn in the dayroom, in cell or at religious service.
18. Inmates are permitted to wear religious emblems, appropriate to their designated religious preference, under their clothing at all times within the facility. Catholic rosaries and Buddhist or Muslim prayer beads are not religious emblems and cannot be worn.
19. Curlers and/or plastic transparent, cosmetic caps are only permitted in an inmate's room or the bathroom.
20. Shower caps may only be worn in the shower or in an inmate's room.
21. Du-rags will only be worn in an inmate's room.
22. Jackets are not to be worn in place of a shirt or t-shirt.
23. Socks must be worn with all footwear except to and from the bathroom.
24. Shower shoes/thongs may only be worn to and from the bathroom. (Shower shoes partially cover the foot, leaving the toes and/or heel exposed.)
25. Slippers may be worn in the living unit at any time, but cannot be worn outside. (Slippers cover the entire foot with socks including the toes and heels.)
26. Shoelaces must be tied properly at all times.
27. The tennis shoes you will use at recreation MUST be carried to the gym, not worn to the gym.
28. Sweatpants and gym shorts may only be worn on the living units or for indoor or outdoor recreation.
29. Pant legs are not to be rolled up or tucked into socks or footwear.
30. Weightlifting gloves can only be worn at the gym or for self-wheelchair use.

IDENTIFICATION CARDS (Refer to DAI Policy 306.00.06)

Inmates are required to wear ID cards inside of a plastic holder around their neck with the photo front facing (not upside down) outside of their outermost garment. Lanyard's will **NOT** be draped over the back of the neck, or worn in any manner where their head is not through the center of the lanyard. Room keys are the only item that may be kept on the lanyard. Inmates are required to display their ID cards at all times with the following exceptions:

- 1) While in Restrictive Housing (RHU). The ID card will be secured by the RHU property officer.
- 2) Showering or in cell/bunk area.
- 3) Actively engaged in assigned work activity, recreational or recognized religious activities that prevent the wearing of ID card. Inmates are responsible for security of ID card and are expected to wear it to and from these activities.
- 4) Inmates released to law enforcement for court appearances will turn ID cards and keys into the housing unit Sergeant prior to leaving their living unit.
- 5) As approved by the Security Director/designee.

Inmates shall clearly display ID cards and produce them for staff when requested. ID cards shall be worn when inmates are transported off-site by DOC staff. Replacement lanyards will be available from staff, and there will be a \$3.00 replacement fee for lost or damaged ID cards, and \$1.00 replacement fee for a beaded lanyard and/or plastic ID holder. Altering of ID cards in anyway or putting anything else in or on the plastic ID holder is strictly prohibited.

The beaded lanyards provided at OSCI are latex free and hypo-allergenic and are not subject to cause skin irritations. Inmates living on the west side will be required to wear a blue lanyard, east side inmates will be required to wear white lanyards and north side inmates will be required to wear black lanyards. Misuse or possession of incorrect colored lanyard may be subject to discipline.

Work assignment supervisors will determine if inmates are required to display cards while working.

LIBRARY/LAW LIBRARY (Refer to DAI Policy 309.05.01 & DAI Policy 309.15.01)

The OSCI general library collection consists of non-fiction, fiction, popular paperbacks, reference materials, magazines and newspapers. Inmates are issued a handout containing library rules during inmate orientation, and inmates must sign an acknowledgement of the rules to check out library materials. If a housing unit is scheduled for two law library periods in a row, inmates may choose to attend either one or both.

The law library is operated in conjunction with the general library and legal resources are available through electronic media. Law Library access, services, and materials are detailed in DAI 309.15.01. An audio version of the DOC-303 in Spanish is available in the library for inmate use. Inmates requesting additional law library time must contact the institution Librarian. Inmates must be within 30 days of a court case deadline and must show proof of that deadline.

Computers and thumb drives are available for use in the library. Inmates must keep in mind the use of this equipment and service is a privilege which is not mandated by Administrative Code.

Inmates expressing need for Extended Law Library Services; above and beyond the weekly allotment, must speak with the Librarian in person. To be eligible for Extended Law Library Time, inmates must provide proof of BOTH of the following:

1. Be within one month of a court case deadline
2. Show proof of a formal, ORDERED deadline sent from the court and signed by a judge (written or electronic).

DATA STORAGE DEVICES

Inmates needing to purchase a data storage device must file a Disbursement Request (DOC-184) with the Business Office. Access and possession are limited to needs for legal, educational or re-entry purposes.

Inmates requesting to use their data storage device during their Library/Law Library time are required to sign in/out their device on the Data Storage Device Activity Log (DOC-2838); and staff will oversee handling of devices to inmates. Inmates must notify the Librarian one (1) week in advance of release or transfer to allow staff sufficient time to remove data storage device from library and send to the Property Department. OSCI is not responsible for maintenance, problems, malfunctions or data loss to data storage devices. In accordance with DAI Policies, inmates are not allowed to have in their personal possession a data storage device; and/or create, store, copy or transfer any files, which belong another inmate. Inmates are not allowed to possess duplicate (“bootleg”) reproductions of any standard DOC, DHS, LAIP or Court forms or other documents. Data Storage Devices and their content may be inspected by designated staff to prevent unauthorized activities.

UNIT LIBRARIES

- Donating items to unit libraries is STRICTLY PROHIBITED.
- Books and other reading material will have labels identifying it as “Unit Library”, and therefore must be checked out.
- A list of all books located on the unit will be maintained by a unit worker.
- Books will be rotated on a regular basis in conjunction with the OSCI Institution Library/Law Library
- No magazines will be allowed in unit library.

PHOTOCOPIES

Photocopy requests are processed at the Library/Law Library only during each unit’s regularly scheduled periods by General Population inmates only. Inmates must complete the library’s Photocopy Request form and a signed Disbursement Request (DOC-184,) with detailed, legible instructions for copying including: the Form Name and/or Number, Single or Double Sided, and the number of copies. Photocopy requests will not be processed until paperwork is complete. The cost of photocopies is \$0.15 per page; double-sided copies on a single sheet is \$0.30 per page. Inmates must have money in their account at the time of the request, or an approved legal loan, or printing will be denied. Inmates should allow sufficient time to receive copies. Every effort will be made to process material to be copied in an efficient and timely manner. However, institution needs may dictate that the inmate returns at a later period to pick-up copies. Photocopy requests from Restrictive Housing Unit (RHU), inmates must send an Interview Request (DOC-761) with a signed Disbursement Request to the Library/Law Library through institution mail only. Photocopies sent from Restrictive Housing Unit (RHU) will be returned within five (5) working days of receipt of request. Inmates with confidential documents may submit an Interview Request to the librarian providing the reasoning for the confidential copy request. The librarian will respond with a date and time for the inmate to come to the library to have the copies made.

NOTARY PUBLIC SERVICES (Refer to DAI Policy 300.00.56)

Inmates requesting notary services should submit a DOC-761, Interview Request, to the Records Department for scheduling. Inmate will be called or receive notice upon being scheduled with a specific date, time and location for notary services. Bring materials that need notarizing with black or blue pen to the appointment along with an addressed envelope (with proper postage) to immediately seal and mail the notarized paperwork. Notarized paperwork will not be allowed to go back with the inmate to the housing unit. Inmates in Restrictive Housing Unit (RHU)/SRTU or DU may submit a written request to the Records Office for notary services.

LEGAL MATERIALS (Refer to DAI Policy 309.04.01)

Inmates providing legal services to other inmates may only exchange legal paperwork through the U.S. Mail. Transfer by any other means may result in disciplinary action. The institution is not responsible for legal materials sent to another inmate. Compensation of any kind for the provision of such legal assistance is strictly prohibited. An inmate may only request photocopies of his **own** legal materials.

CERTIFIED COPIES OF TRUST ACCOUNT

Inmates may submit a written request to the Business Office for a certified copy of an inmate trust account. The request must state the number of copies needed along with a signed disbursement request (DOC-184) to cover the cost of copying. A certified copy of the last 6 months activity will be sent via institution mail. Please allow up to 10 working days for processing. Additional photocopying of a certified copy of a trust account statement is prohibited.

LEGAL SUPPLIES FOR INDIGENT INMATES (Refer to DAI Policy 309.51.01)

Indigent inmates can receive a legal loan, up to \$100 annually, for supplies, photocopies, and postage to allow them access to the courts for litigation related to their own cases. Disbursement requests (DOC-184) for additional postage must contain the full name and address of the recipient. Unit staff will verify the address on the disbursement matches the address on the envelope. Legal loans may not be used to pay for legal services, open records requests, federal or state filing fees, or personal use.

To request a legal loan, send an Interview/Information Request (DOC-761) to the Business Office. Inmates will receive and be required to sign the Loan Repayment Agreement form (DOC-1290) prior to the loan being approved. This must be done yearly or upon transfer. Funds deposited into the inmate's account will be used to repay the loan per DAI Policy 309.45.02. DAI Policy 309.51.01 will be used to determine eligibility. Supplies will be limited to those listed in DAI 309.51.01. Quantities will be determined by staff. Envelopes will only be supplied providing the inmate is actually sending mail out using the legal loan.

FINANCIAL TRANSACTIONS

DISBURSEMENT REQUESTS (DOC-184)

The Disbursement Request (DOC-184) must be used for all money transactions for any item within or outside the institution. This includes requests to send money to private individuals.

- Inmates are not allowed to send money to other inmates.
- Disbursement requests must be filled out completely and legibly, and signed legibly by the inmate.
- No transaction will be allowed that involves a time payment plan. Full payment is required before an order is placed.
- Order forms must accompany the disbursement request. If an order form is not available, provide complete order information which will include the vendor or retail outlet address, phone number if available, a ship to address, complete detailed description of each item ordered required taxes and shipping charges.
- Money, not to exceed \$25, may be sent to one close family member on your visiting list once every 30 days. Such requests must be submitted to the social worker, who will verify the appropriateness of the request.
- Inmate wishing to send money to persons other than close family members or to send money in excess of \$25.00 to close family members on the visiting list must receive written approval from the Unit Supervisor, and may only be requested once every 30 days. Inmates may be required to provide proof of need from intended receiving party.
- For commercial carrier shipping/postage, photocopies, postage, phone calls, or other transactions within the institution, the "pay to" is Oshkosh Correctional Institution (OSCI).
- Be specific with the reason for request and items requested.
- It is the inmate's responsibility to ensure items ordered meet allowable property specifications.
- Submit completed disbursement requests to unit staff. Unit staff will verify inmate submitting the DOC-184, legibly signing and initialing the request. The disbursement will not be given back to the inmate once it is signed and initialed by staff. Staff initials are only verifying inmate submitting request, not an approval of an item ordered by an inmate. The disbursement and all other paperwork will be placed in the unit mailbox by staff and forwarded to the appropriate department.
- Disbursement requests that do not follow the guidelines will be returned to the inmate for resubmission.

Reason for Disbursement	Sgt./Officer		Other Staff		
	Verify inmate identity	Approve DOC-184	Verify inmate identity	Approve DOC-184	
Personal property being purchased from vendor catalogs	X	X			Sgt./Officer
Training Kitchen purchases	X	X			Sgt./Officer
Unit Photos	X	X			Sgt./Officer
Any amount to a close family member	X			X	Unit Supervisor
Pay a bill	X			X	Unit Supervisor
Donate money to institution, person, agency, charity or church	X			X	Unit Supervisor
Religious items			X	X	Chaplain
Photocopies			X	X	Library Staff
Hobby items			X	X	Hobby Staff
Savings, transfer of funds, savings bonds	X			X	Business Office Staff
Release Clothing	X			X	Unit Supervisor
UPS or Postage	X			X	Mail/Property Staff
Other			X	X	Unit Supervisor

INSTITUTION INITIATED DONATION OF FUNDS

Inmates may be allowed to donate money as an individual towards a memorial fund or non-profit organizations (i.e., natural disaster, victim awareness, or OSCI inmate, etc.) that are **initiated by the institution**. Donations must be voluntary, may not exceed \$3 and will only be accepted for a designated period of time per notice. For further information, contact your social worker.

INDIVIDUAL DONATION OF FUNDS

Individual inmate donations may be allowed at any time to non-profit organizations with the approval of Unit Supervisor, not to exceed \$25.00.

INMATE SAVINGS ACCOUNT (Refer to DAI Policy 309.46.01)

Inmates have the option to open interest bearing savings accounts from inmate regular account and/or release account. Any interest accrued shall be credited to the inmate's specified savings account. Inmates need \$50 to initially open either savings account. New accounts require the inmate's signature and social security number on a signature card. A Disbursement Request (DOC-184) will be used for all savings account transactions. You must have your social security card in the property file to open an account. Regular savings accounts withdrawals can be made once during the month. To make a withdrawal, complete a Disbursement Request (DOC-184). Minimum balance of \$50.00 is required to keep the account open.

Requests for savings account transactions must be sent to the Business Office prior to the 15th of the month for the transaction to take place during the current month, and must be a minimum of \$20. Disbursement requests received after the 15th of the month will be posted to the inmate's account during the next month. Be sure to include savings account type on Disbursement Request (DOC-184). Once the balance in the release savings account has reached \$5,500.00, no additional deposits are allowed. Any interest accrued shall be credited to the individual's account on a quarterly basis. All transactions for savings appear on the monthly inmate statement of account balances provided by the Business Office. You do not receive a copy of the bank statement unless you request one. To do so you need to send a disbursement request to the business office for

the copy (.15 per page). If you have questions, send an interview request to the Business Office. Do not write to US Bank, as US Bank does not answer inmate mail according to their policy.

At the time an inmate is released from confinement, with the exception of discharges, his savings account shall be closed out per instructions on the Inmate Release Authorization Form (DOC-15). Discharged inmates shall receive their savings fund at the time of release. Savings Bonds are no longer available for inmate purchase. Existing Savings Bonds being held at the Institution may be cashed as long as the bond has been held for the minimum amount of time required for the type of bond purchased. The Business Office retrieves the bond from the safe, obtains the inmate's signature endorsement, and forwards the bonds by certified mail return receipt to the US Treasury. The US Treasury then sends a check in the name of the inmate to the Business Office. The principle and interest value of the bond are deposited in the inmate's regular account and the purchase price of the bond is removed from the inmate's bond account. When an inmate is released from incarceration, savings bonds shall be given directly to the inmate upon release, unless different instructions are received from the inmate's agent.

DISCIPLINE (Refer to Administrative Code DOC 303)

Staff will choose to either give a warning or issue a conduct report for rule violations. It is each inmate's responsibility to contact staff for clarification regarding start/stop dates and times for dispositions received.

LOSS OF ROOM

The inmate is prohibited from being in assigned room on the living unit during the hours determined by the conduct report disposition, unless permission is granted by staff. The inmate will be permitted to move about the living unit and movement on and off the unit.

LOSS OF DAYROOM

Inmates living in units with wet cells (R, W, CS) on loss of dayroom are NOT permitted to use the water machine during dayroom hours — only during meal times. With approval from unit security staff, an inmate on loss of dayroom may use only the water machine; not the hot water machine or get ice. Inmates on loss of dayroom are allowed to use the water/ice machine during meals or a declared heat advisory ONLY. When on loss of dayroom, the affected inmate may not engage in any activities in any dayroom, including talking to other inmates to or from one destination to another.

LOSS OF PHONE

When on loss of phone, the affected inmate may not use the telephone. An inmate serving this sanction has no reason to be sitting in the chair in front of any telephone. Having another inmate place a call for you is STRICTLY PROHIBITED. In the event of an emergent situation, an inmate serving this sanction should approach the unit Social Worker, who may place a phone call for the affected inmate.

BUILDING CONFINEMENT

Inmates may not leave the living unit unless it is for work, school/programming, visits, religious services only; not bible studies, Re-Classification, Parole Commission, HSU appointments and Law Library (with unit supervisor written approval during living unit library hours). Time sensitive and emergency situations should be directed to unit staff.

LOSS OF CANTEEN

Inmates may only receive canteen items that were ordered prior to their sanction beginning, and may not order any canteen items while on sanction. If an inmate has pending legal issues due prior to end of this sanction, a request to the Unit Supervisor must be made including evidence to support the request, prior to ordering of legal supplies through contracted commissary.

LOSS OF RECREATION

Inmates are prohibited from using the gym and the outside recreation field. Unless specifically mentioned, inmates may attend library, music, hobby, and pre-scheduled barbershop appointments.

Activities	Loss of Dayroom	Building Confinement	Room/Bunk Confinement
Be in dayroom	No	Yes	No
Outside Recreation	Yes	No	No
Gym/Indoor Rec.	Yes	No	No
Visits	Yes	Yes	Yes
Work / School	Yes	Yes	Yes
Programs	Yes	Yes	Yes
Chapel	Yes	Services Only	Services Only
HSU	Yes	Yes	Yes
Showers	Yes	Yes	With staff permission
Telephone Calls	With Unit Supervisor's permission	Yes	With Unit Supervisor's permission
Electronics	Yes	Yes	No
Kiosk	No	Yes	No
Personal Laundry	With Unit Supervisor's permission	Yes	With Unit Supervisor's permission
Library	Yes	Law Library only, with Unit Supervisor's permission	Law Library only, with Unit Supervisor's permission

COUNTS

There are four (4) mandatory, standing counts held each day: 7:30 a.m., 12:25 p.m., 4:40 p.m. and 9:45 p.m. Non-standing counts are held at 12:00 am and 3:00 am. All inmates will return to their assigned room at 11:40 p.m. for the 12:00 am count, which begins at 11:50 p.m.

Following the all-call announcement for count, inmates will immediately stand in silence in their room, wearing their ID card properly, with the overhead cell light on (not the desk light), facing the closed door, dressed in appropriate dayroom attire and be clearly identifiable. Inmates will remain standing until the unit staff announces that the living unit count is clear. Inmates must remain in their room/bunk area until the institution count has been cleared.

There is to be no inmate movement ten (10) minutes before any count time; including movement to the bathroom. To be clear, inmate bathrooms close ten (10) minutes before EVERY count and will remain closed until every institution count has cleared. Plan accordingly! Medical emergencies should be directed to unit staff.

When called for a visit, movement to the visiting room must occur twenty (20) minutes prior to count. To be clear, inmates who are called for a visit must have arrived in the visiting room 20 minutes prior to count.

In the event of an emergency count, the count will be completed as a standing count. Inmates will return to their living units if on the recreation yard. Inmates at assigned work areas will be counted at those areas and will remain there until the count is cleared.

LIVING UNITS - GENERAL RULES

1. Please be considerate of others in the living unit. Singing, loud talking, clapping, whistling, etc. is prohibited. Spitting, swearing, name calling or inappropriate comments are not proper behavior and may be subject to disciplinary actions. If you can be heard from more than 5 feet away — you are too loud.
2. Visiting between inmates will be in the dayroom only, and only while seated at the same table.
3. Inmates are only allowed in their own assigned room. Entry of another inmate's quarters is strictly prohibited.
4. Inmates may not talk to another inmate on a different floor.
5. Inmates must have their hair braiding 100% completed before engaging in any dayroom or outside activity.
6. Only 4 inmates at a table at a time. No spectators next to the tables, and no talking between tables.
7. No loitering in dayrooms; inmates must be seated in a front facing chair, facing forward at the table.
8. The **ONLY** personal items allowed in the dayroom are:
 1. Cup
 2. Bowl
 3. Individual consumable food canteen items – limit of 5 items
 4. Playing cards/games (no ceramic dominos) (Game mats must be utilized)
 5. Writing materials (pen, pencil, paper)
 6. Tablet (earbuds are not allowed)
9. No exchanging, borrowing, selling, buying, trading or sharing of any canteen items. Pooling of canteen items for group consumption (i.e. hookup) is not allowed.
10. The use of the Kiosk is considered a dayroom activity, and may only be used by one inmate at a time when the dayroom is open. When dayrooms are closed, the Kiosks are also closed.
11. Furniture is to be used as its intended for. No feet on tables/chairs, no rocking back on the chairs or sitting on tables. This includes the picnic tables outside. Furniture will not be moved without staff permission.
12. Headphones or earbuds must be used any time personal electronic equipment is turned on in your cell.
13. Electronics will not be stacked on boxes or footlockers. Do not tape electric cords, antennas or cables to the walls, windows, window sills, beds, stands/trays or ceilings. Security seals must be on all electronics, and be undisturbed. All electronics must be turned off when inmates are out of the room. State issued television cables must remain in the room and may not be removed when room changes are made.
14. For safety reasons, no coverings will be placed over any lights, light bulbs, or lamps. All protective covers must be kept in place.
15. Earplugs may only be worn in an inmate's room, and are not allowed to be worn anywhere else.
16. Each inmate is responsible for any damage and/or contraband in assigned room. Therefore, inspect the room thoroughly upon moving in and report any damage/contraband immediately to security staff.
17. Inmates assigned to a wet cell building will be living in a cell with a toilet and sink in the cell. Shower areas are available in a common area on the unit. Inmates assigned to a wet cell are responsible for proper use of the wet cell. Inmates are expected to flush only human waste and toilet paper in the toilet and are not permitted to prevent or obstruct the drain mechanism for the sink.
18. Inmates who are placed in a wet cell unit may request to have the toilet hook pulled to ensure the toilet hook is clear of any foreign objects. It is the inmate's responsibility and the request must be done within the same shift when moved to the unit/cell. Inmates assigned to a wet cell will be held accountable for foreign objects that may be blocking or restricting the flushing system.
19. Items such as calendars, photos, greeting cards, postcards and tacks can only be placed on the bulletin board. No altered property items or completed hobby projects shall be displayed. All items on the bulletin board must fit within the frame of the bulletin board.
20. Rooms must be neat and orderly any time inmates are out of the room.
21. Beds must be made properly by 7:30 a.m. on weekdays, and 12:25 p.m. count on Saturdays, Sundays and holidays.
22. Inmates being moved will take their issued sheets, blankets and pillow(s) with them.
23. Room doors must be closed and locked at all times, except for movement and cell cleaning. Propping room doors open at any time or standing in room doorways is not allowed, and may result in disciplinary action.

24. Staff will have access to inmates' rooms at all times. No furniture is to block access to the windows or doors.
25. Kicking, punching or slamming room doors is strictly prohibited.
26. All windows on the living unit will remain closed from approximately October 1st through May 1st, as dictated by staff.
27. Items such as white out, the stapler, paper clips, tape, typing paper, etc. will not be given out by staff for inmate use. The use of stapler or tape will be limited at the officer's station with staff discretion for work related benefit such as stapling a Health Service Request (HSR) and disbursement together.
28. Only hygiene items are allowed into the bathroom/shower areas. Personal cups and/or bowls are NOT considered hygiene items. Hygiene items include soap, toothpaste, toothbrush and toilet paper.
29. When the dayroom is closed, bathroom use is limited to toilet and hand-washing needs only.
30. Inmates using prayer oil must be considerate of others that may be sensitive to the oil by using only the amount necessary and as intended. If prayer oil is misused, inmates may be subject to discipline in violation of DOC 303.38 Damage or alteration of property (fire risk on a light bulb, risk of respiratory problems from environmental exposure). This may result in loss of religious property privilege.

WINDOWS

~~No items may be placed on or in the windowsills, including hanging items from the bars on the windows at any time. Windows, including the door window, are to be kept free of all obstructions and cannot be covered in anyway. Items found on/in the window sill and/or window bars will be considered contraband and is subject to immediate confiscation with a conduct report. Do not throw anything out of the window/window screen. No yelling or communication is allowed through the outside room windows.~~

DAYROOM HOURS

Dayrooms are NOT considered open until staff announces "dayrooms are open" over the unit all call.

Times listed are approximate and subject to change based on institution and unit needs. Refer to your housing unit handbook for specific information.

Every day:

8:00 am - 10:45 am (unless otherwise noted by unit handbook or Corrections Program Supervisor)

12:45pm - 4pm (unless otherwise noted by unit handbook or Corrections Program Supervisor)

6:45 pm - 9:00 pm (unless otherwise noted by unit handbook or Corrections Program Supervisor)

- Dayroom activities between 10:30PM and 11:30PM will be determined by the Corrections Program Supervisor (CPS) for the housing unit and/or Shift Commander. Institution needs, as well as staffing, may determine if the kiosk and telephone are available after 10:30PM.
- During dayroom hours, applicable inmates are allowed to use the bathrooms, showers, hot water, and ice/water machines.
- When the dayroom is closed for the night and during shift changes (6:00 AM — 6:30 AM and 6:00PM — 6:30PM) bathroom use is limited to toilet and hand washing only. 5:30 AM — 6:00 AM, inmates are allowed to get hot water/ice and have the option of brushing teeth and face washing in the bathrooms. With staff permission, inmates may be allowed to shower before work starting at 5:30 AM, i.e.: Kitchen workers.
- During meal times, the bathroom will ONLY be open for brushing teeth, hand washing and toilet use. Inmates may not shower or shave during this time.
- Bathroom sinks or hot water machines are not to be used to wash or rinse personal dishes/property.

PEER SPECIALISTS

OSCI has several inmate workers who are trained as Peer Specialists. All peer specialists have received training in how to work with other inmates to encourage them to improve in avoiding destructive or negative behaviors/beliefs.

MOVE REQUESTS

Inmate requests for moves (room/bunk changes) are a privilege; not a right. Inmates who wish to request a change will complete an interview/information request (DOC-761) and send it to the designated Unit Sergeant for housing unit staff to review. Approved moves are “locked in”, and the inmate is not eligible to move again for 60 days.

DOOR CARDS

Door name cards must remain on the room door, in the designated slot at all times. Inmates may not add to, deface, mark, or change the name card in any way. Only the incarcerated name will be used on the name card. If a new name card is needed, it is the responsibility of the inmate to immediately notify unit staff.

CLEANLINESS AND ROOM SANITIZATION

The highest standard of cleanliness will be expected in the living units at all times. Good personal hygiene and room sanitation will reduce the risk and spread of infectious disease.

Weekly room inspections will be conducted by unit staff. Room sanitization is required when an inmate moves into a new room or as deemed necessary by unit staff. This entails cleaning all furnishings with a germicidal cleaner. Staff will inspect the room to verify and document completion. Inmates are **NOT** allowed to place any items outside of their room while cleaning their room — all property must remain in the room.

The following are guidelines that inmates will be expected to follow concerning housekeeping of rooms:

- Dust mop the entire floor.
- Empty wastebasket as needed.
- Follow recycling rules for waste and recyclable items.
- Surfaces such as desktop, bed frame, any ledge area and furniture should be kept dust-free at all times.
- Mirrors and window glass that is accessible should be clean.
- The use of baby powder and prayer oil as a room deodorizer is not allowed.
- Wardrobes should be organized with all clothing hung up properly and folded neatly.
- The bulletin board is the only place material is to be posted.

FOOTLOCKERS/STORAGE COMPARTMENTS

Footlockers or storage compartments are provided for inmates to keep items of value locked up. All medications, including over the counter (OTC) medications **MUST** be locked in these receptacles. A padlock will be attached, and inmates are not allowed to share padlock combination, footlockers, or storage compartments with others.

Two (2) electronic boxes are permitted as long as the inmate possesses that type of electronic item. The boxes do not need to be the original boxes. Boxes should be stored under the lower bunk and may be used for storage of personal property. The institution is not responsible for items not properly secured in provided storage receptacles. Under no circumstances are electronics boxes to be used as table, chairs, etc. All other empty containers (those not containing the original contents) will be disposed of immediately.

UNIT TELEVISIONS

Televisions are located in each dayroom and will be played at a volume set at staff discretion with closed caption. A program will be selected based upon viewer majority by inmates who do not own a personal television. Once a show has been chosen, it will remain on until it is over. Unit staff will make the final decision when disputes occur.

HOT WATER/ICE

Hot water and ice are available for use only during dayroom hours. Please take only the amount needed. Hot water will not be allowed during mealtimes. Pitchers or containers larger than 26 oz. are not to be brought to the ice/water or hot water machine. The hot water area is not to be used to prepare foods/canteen items. Hot water machines are not to be used for washing or rinsing personal dishes/property. Nothing may be poured down the drain of the water machine/fountain. Inmates are responsible to clean up area after use. Use of the hot water machine is a privilege, and is not mandated by Wisconsin Administrative Code. Inmates serving a disciplinary sanction for loss of dayroom and/or room confinement are not allowed to access hot water or ice (except meal time).

Every effort will be made to keep ice available; however, during a heat advisory it may be impossible to keep up with the demand. Staff may close the area depending on unit operations or misuse of area.

SHOWERS

Showers are available daily and limited to 15 minutes in order to give an opportunity for all inmates to shower. An inmate may only turn on the 1 shower head being used; turning on multiple shower heads is prohibited. Inmates may only use the shower and bathroom facilities on the side of the building in which they live on. If you are unable to shower due to work or school schedule, contact unit staff for an alternate time. Showers are not to be used during meal times or while the dayrooms are closed. Inmates are expected to be done showering and out of the shower area when dayrooms close. Exceptions may be considered by unit staff if extraordinary conditions arise. Each inmate is responsible for cleaning up the shower area. Refer to unit handbook or unit schedule for any additional information regarding use of shower facilities. Disabled showers and toilet stalls are only to be used by those inmates deemed by HSU as having a permanent or temporary disability.

BASIC HYGIENE PRODUCTS (Refer to DAI Policy 309.24.01)

Hygiene products are available for inmate purchase on canteen. Basic soap, toothpaste, toothbrush and toilet paper will be available on the living units from staff during dayroom hours.

UNIT LAUNDRY

Token-operated washing machines and dryers are available in the living units, which is a privilege, and must be used for personal clothing only. Only 1 inmate is allowed in the laundry room at a time, and loitering in the laundry room is strictly prohibited. It is the responsibility of the inmates using the laundry room to keep it clean. Failure to do so may result in loss of laundry privileges. It is each inmate's responsibility to check the washers and dryers for cleanliness or items that may cause damage prior to placing any clothing in these machines. Washed/dried clothing will be removed from machines when the cycle is complete. OSCI is not responsible for damaged, lost, or stolen clothing washed in token-operated washers or dryers, except in the event of a machine malfunction. Property found in the laundry room, where ownership is not clearly identifiable, shall be disposed of after 24 hours. Do not overload washers or dryers! Bedding, linens and state clothing are **NOT** to be washed or dried in the living unit laundry rooms. Detergent and tokens can be purchased through canteen. Only canteen purchased laundry soap may be used. No bar soap shavings, liquid hand soap, or cleaning packets may be used. Regulations regarding the time and usage of these machines are noted in each unit handbook. Usage of the laundry room is considered a dayroom activity, and will only be open during dayroom hours up until 9:00 pm. The maximum allowed amount of tokens is 30 at any given time. Inmates are responsible to notify unit staff when leaving OSCI if additional tokens remain in the inmate's possession. Staff will verify number of tokens and forward to the Business Office for a refund credit for tokens personally purchased.

INSTITUTION LAUNDRY

Laundry slips must be completely filled out and laundry already sorted when reporting for laundry exchange. Slips are not to be filled out in the dining area or in the linen exchange line. When laundry is picked up, all rolls are to be checked before leaving the area. There will be no clothes issued or exchanged after leaving the area. Missing items must be brought to the attention of the unit security staff — not the laundry worker. Each inmate

is responsible for his own laundry. Any clothing left over 24 hours will be returned to the main laundry, unless inmate is out of the institution (court, hospital) as verified by staff. Inmate schedule conflicts with unit laundry/linen exchange must be reported to security staff prior to scheduled exchange time. See unit handbooks for information on linen exchange times.

STATE CLOTHING

OSCI requires all inmates to have in their possession one (1) set of state-issued clothing for transportation and work assignments. These items are:

- | | |
|------------------|---------------------------|
| 1- Winter Coat | 1- Pair of Green Trousers |
| 2- Green Shirt | 1- Pair of Socks |
| 1- Pair of Shoes | 1- T-Shirt |
| 1- Underwear | 1- Pair of Gloves/Mittens |
| 1- Knit Cap | |

*Additional state clothing may be issued for certain work assignments as determined by individual departments.

BOARD GAMES

A variety of institution authorized board games are available for use on the units and may be checked out at the officer's station or unit library. Inmates are responsible for returning the game in the same condition as it was checked out. Board games are to be played in unit dayrooms only and played as intended, no combining or partial use of game pieces is allowed. Games can be played until 9:00 p.m. on weekdays and 11:30 p.m. on weekends/night before holidays. All game materials **MUST** be cleaned up before dayroom closes — leaving game materials set up for the next dayroom time is strictly prohibited. At the discretion of unit staff, the game or entire table may be told to discontinue play if the noise level becomes inappropriate. Slapping of dominoes, cards, or dice on tables is not permitted at any time. Only one deck of cards is allowed per table. No ceramic dominos are allowed in the dayroom. Game mats will be used at staff's discretion on tables when playing games and must be used when playing dominoes. Only inmates personally owned games may be taken to the outside recreation area. **DOC forms and paper memos should not be used for score sheets. Misuse of state forms may be subject to discipline.**

MANUFACTURER'S VENDORS COUPONS - SWEEPSTAKES

- Manufacturers'/Vendors' Coupons - Possession or use is prohibited.
- Sweepstakes - Participation in any type of sweepstakes or promotion, whether there is a cost to enter or not is not permitted.

PHOTO PROJECT

Photos will be taken during the third week of each month, with each unit having an opportunity to have photos taken in a designated spot in B-Building by the Movement Officer Station (MOS). A DOC-184 Disbursement Request must be filled out and turned into 2nd shift unit staff prior to 4:00PM on the day the unit has the photo project. Unit staff will verify the appropriate funds are in the inmate's account. Between approximately 6:00PM and 8:00PM, units will be called to send those requesting photos to B-Building.

Be advised of the following requirements”

- Only state issued green shirt, t-shirt, pants and footwear will be worn for the photo project.
- Inmates are allowed 2 photos and 2 poses. This does **NOT** mean a total of 4 photos.
- Group photos, obscenity and gang signs are prohibited.
- Hats, sunglasses or any kind of prop are not allowed.
- Photos will only be taken of the following positions:
 1. Properly seated in a chair, or

2. Standing

An inmate's hands may either be:

1. Folded in front of his body, or
2. Hanging directly at his sides.

All inmates will face the camera straight on, and an inmate may not have his body angled in any other direction other than straight on. Photos must be full body or from the waist up, no less. Photos of body parts will not be taken. Inmates are allowed to remove their ID for the photo, but must put the ID back on immediately upon completion. All photos taken will be reviewed by a Shift Supervisor for approval. Inmates will pay for any photograph that is not approved by the Shift Supervisor. All inmates are reminded that the inmate photographer and equipment being used are **NOT** professional, and to expect professional photos taken through the photo project are not reasonable.

ROOM KEYS

Inmates are responsible for and must maintain possession of their own assigned room key at all times. If a room key is lost, security staff must be notified. A \$5.00 fee will be charged to replace the key. If an inmate's room key cracks or breaks accidentally, security staff must be notified immediately to avoid a charge.

OUTSIDE SITTING AREAS

The areas outside the living units are to be utilized as outside sitting areas. Only inmates that have been identified by the Unit Multi-Disciplinary team and notified by the Unit Supervisor will be allowed to utilize the unit's outside sitting area. 10 inmates' maximum per unit. Inmates must exchange room key for a red pass to be worn while utilizing this area. Inmates must be signed out to the specific unit sitting area, if inmate later chooses to go to the recreation field he must then resign out to that area. The outside sitting areas will be closed whenever the recreation yard is closed. When in the outside sitting area, inmates must be seated on the benches at all times (maximum of 3 inmates to a bench, 6 inmates to a picnic table). Shirts, pants/shorts and shoes are required. Inmates are only allowed to bring one clear beverage container with a beverage outside. It is an expectation that authorized inmates will be considerate and not monopolize the outside sitting area so other authorized inmates may use this area as well.

ENERGY CONSERVATION

Energy conservation is everyone's business. All energy sources - oil, gas, and electricity are becoming increasingly expensive and in an institution the expense rests with all of us and with our families. Electronic equipment shall be turned off when not in your room. All exterior doors are to remain closed. Windows may be opened in warm weather from May 1st to October 1st. If there is an unseasonably warm day in the months from October 1st to May 1st, a Security Supervisor or Unit Supervisor must be contacted for authorization to open windows. To save both gas and water, please limit the use of showers and flushing of toilets to the shortest reasonable time. Do not push the buttons more than absolutely necessary. Report any problems to unit staff immediately. Misuse of any of the above may result in disciplinary action.

RECYCLING

OSCI provides receptacles for all inmates to deposit recyclable material and other waste material. Containers are marked for deposit of plastic, paper, magazines and tin cans. It is the inmate's responsibility to dispose of recyclable items in the proper containers provided on the unit. Plastic and tin cans are not to be placed in the inmate's wastebasket in room. Inmates having newspapers, magazines or cardboard should deposit them in a designated area on the living unit.

HEATING SYSTEM

Each living unit is divided into zones with approximately four to five rooms contained in a zone; therefore, the rooms in each zone will have the heating/cooling monitored as a group. The primary source of heat in the room

comes in through the ceiling vent. A percentage of outside air is mixed with the recycled air in each zone and, if necessary, is pre-heated by a coil to the pre-set building temperature. Thus, the air blowing in each room may be only a few degrees warmer than the air temperature in the room. This blowing air coming into contact with skin may cause a cooling sensation. Do not cover any vents in the room as this interferes with the air exchange and heating system. Inmates may be subject to discipline if vents are covered. Heating vents located on the wall are really a backup system. In situations where the outside air temperature drops dramatically or heat loss from each zone is significant, heated water is circulated to each zone to provide additional heat. Remember, the primary heating source is the ceiling vent that may be blowing 74° air in the room and, as long as the air temperature of each zone is within one or two degrees of this pre-set temperature, the backup system will not kick in.

If the room is not maintaining a proper temperature, inform the security staff, and the temperature will be taken. If the thermometer reads between 68-72 degrees, the room is within the normal temperature range. If the temperature is outside of that range, staff will submit a work order noting the building, room number, time and date taken and the temperature reading. Remember, a cool-to-the-touch heating surface is not necessarily an indicator that the heating system is not working properly. What can be done to keep comfortable?

- Keep windows and doors closed.
- Keep legs and arms covered. Use the layered approach in clothing; that is, wear a t-shirt, shirt, thermal in layers.
- If the air seems dry in the room, wet a towel prior to going to bed and drape it over a chair.

TELEPHONE CALLS (Refer to DAI Policy 309.39.01)

All telephone calls, except properly placed attorney calls, may be monitored and recorded.

There is no limit on phone calls for all general population inmates, but the phone system will lockout inmates for 30 minutes after making a phone call. Phone calls will be made during dayroom hours only. Phone calls cannot be made during meal times or when dayrooms are closed. No 3-way calls or "call forwarding" is permitted. Inmates must use their own pin number when placing a call and may be subject to discipline if violations occur.

The first telephone call attempted at OSCI will record inmate's name. The name recorded will be saved and automatically be used for all further phone calls placed. When your name is recorded, please clearly state first and last name. If a mistake is made in recording the name, send a DOC-761 Interview/Information Request to Security Supervisors for correction.

If problems occur with the phone system, fill out a DOC-761 and forward to Security Supervisor's office via institution mail.

VIDEO PHONES (Refer to DAI Policy 300.00.35)

Video phones are available for deaf inmates whose primary language is American Sign Language. Inmates will be allowed three phone calls per week at a duration of one hour per phone call per American Disability Act guidelines. "Double calls" or back to back calls are not allowed.

EMERGENCY PHONE CALL

Emergency telephone calls may be permitted with prior approval of the Unit Supervisor, Social Worker, Chaplains or a Supervisor based upon extraordinary situations (for example, a seriously ill family member). Inmates must provide as much information as possible for staff to verify. The unit social worker should be the primary contact person for emergency calls. A fee may be charged.

ATTORNEY CALLS

Prior to requesting to make a collect call to an attorney through the Records Office, inmates must first submit a DOC-1631, Telephone Request Add/Delete form. This form is available from the unit Social Worker and should be submitted to the ICE Office. After the form is processed, inmates will be sent a copy indicating whether the attorney has agreed to accept the calls. Until that verification is received, collect calls to the

attorney are not allowed. If a DOC-1631 was completed and attorney approval was received at a previous institution, it is not necessary to submit again unless the attorney information has changed. It is the inmates' responsibility to add, delete, or update any changes in attorneys' addresses or phone numbers. Inmates are encouraged to write to the attorney and have the attorney schedule the call through the Records Office. The attorney can call the institution and schedule the call based on their availability.

Another option is to submit a DOC-761, Interview Request, to the Records Office. The Records Office will respond with a date to report to the MOS area to make the phone call. Attorney calls cannot be made from the living unit. Inmate calls to an attorney shall be made "collect". The Records Office will permit calls to attorneys for the following reasons:

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

Attorney phone calls will be scheduled during normal institution business hours of 8:00 - 11:25 a.m. and 12:45 - 4:15 p.m. When an emergency exists and a legal call cannot be made during business hours, the Record's Office Supervisor may approve and arrange for the inmate's legal telephone call to be made at a later time according to staff availability. Attorney phone calls for inmates housed in Restrictive Housing (RHU) will be coordinated through the RHU Program Assistant and will occur in RHU.

RELIGIOUS ACTIVITIES (Refer to DAI Policy 309.61.01)

There are spiritual program activities for Native American, Catholic, Protestant, Eastern Religion, Pagan, Islamic and Jewish traditions. The chapel activities schedule is posted on the living units. Each inmate must sign out of the living unit before arriving at the location of the event. All inmates must be on time and must remain until the end of the activity. Inmates arriving late may be subject to discipline. All volunteer and Chaplain coordinated services will be announced by the control center. Inmates cannot sign out of the living unit prior to the all-call announcement for services.

Inmates are invited to participate in services of their religious preference. Special activities are arranged through the chapel and announcements are made at the appropriate time to sign up for activities. Inmates must submit an interview request to participate in any events, services, studies, or choir to the Chaplain's office. Inmates attending events whose name is not on the sign-in roster will be considered to be in an "unassigned area" and may be subject to discipline. If an inmate misses four consecutive services or studies, the inmate will be removed from the roster. The inmate must then send an interview request to the chapel to request to be re-added. Inmates on building or room confinement will be allowed to attend worship services only; inmates in these statuses will not be allowed to attend any congregate meals, studies, or seminars.

Submit an interview request to see a Chaplain for counseling, institutional and sacramental matters. Pastoral visits will be arranged through the Chaplain's office during business hours, Monday through Friday, as time and space permits. Group pastoral visits may be scheduled for smaller groups if religious volunteers are available. An inmate may request a pastoral visit with clergy. The Chaplain will notify the clergy of the request and schedule the visit if the clergy is willing. Chaplains also receive requests from clergy and visits are scheduled accordingly with the inmate.

<i>Umbrella Religious Group</i> <i>(URG)</i>	<i>Religious Service</i>	<i>Religious Study</i>
Eastern Religions	Buddhist Service	N/A
Catholic	Mass	Bible Study/ Rosary Prayer/ Catechism
Jewish	Jewish Service	N/A
Islam	Jumah Prayer	Muslim Qur'an Study
Native American	Monthly Sweat Lodge	Pipe & Drum

Pagan	Pagan Service	N/A
Protestant	Sunday Service	Bible Studies

Pastoral Visitation While in Restrictive Status Housing (RHU)

1. Spiritual leaders/clergy will contact the Chaplain requesting to conduct a pastoral visit, no less than one week in advance, with an inmate in RHU.
2. Pastoral visits while in RHU will be conducted through tele-visiting only:
 - A. For a maximum of one hour per week. (Additional time requires approval of Warden/designee).
 - B. Monday/Wednesday 8:00-11:00 am
 - C. Tuesday/Thursday 1:00-2:30 pm
 - D. Friday 8:00-11:00 am and 1:00-2:30 pm
3. The Chaplain/designee will coordinate these visits with RHU staff, Control Center, W-building security staff and Unit Supervisor, if necessary.

VISITING (Refer to DAI Policy 309.06.01, 309.06.02, 309.06.03)

VISITING LISTS

The process for adding a proposed visitor to a visiting list is as follows:

1. Obtain Visitor Questionnaire (DOC-21AA) and instructions from living unit staff.
 2. Mail the DOC-21AA, OSCI Visiting Guideline pamphlet, and DOC-2424 Visitor Request for Accommodation (if needed) to the proposed visitor using a personal embossed envelope.
 3. The proposed visitor must return the form to the address listed on the form.
 4. The visitor request will be processed according to the policy and inmate will be notified when a visitor has been added or denied placement on the visiting list. This process normally takes 6-8 weeks. Inmates will receive an updated copy of the visiting list if the visitor is approved or a letter stating why the proposed visitor was denied. It is the inmate's responsibility to notify approved visitors.
- Each person placed on the visiting list must remain on that list for six (6) months from the date of approval before you can remove them. Only visitors on your approved list shall be permitted to visit, exceptions are noted under "Special Visits". Inmates are responsible to contact Program Services in writing to remove a visitor or notify of address changes using DOC-884 Visitor Information Change.
 - It is the inmate's responsibility to maintain the visiting list at twelve (12) adult visitors. Children will not be counted against the limit of 12 visitors, but must be on the approved visiting list. Any minor who visits must have the written consent of the parent/guardian prior to visiting and must be accompanied by an adult who is on the approved visiting list unless the minor visitor is the legal spouse of the inmate. A minor will not be counted as an adult visitor until reaching their 18th birthday. If there are already 12 visitors on the list, inmates are required to remove one visitor to accommodate this addition.
 - If you are requesting a new visitor be added and you are at the limit of 12, you will be notified you must remove someone from your list. Upon notification, you must do so within 15 days. Failure to do so will result in the new application not being processed.
 - With the approval of the Warden, an inmate may have more than 12 adult visitors on the visiting list if all visitors are close family members. "Close family member" means the inmate's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren, or siblings.
 - Extra OSCI visiting guideline pamphlets are also available at the lobby and visiting room for visitors.

VISITING INFORMATION FOR INMATES

1. The visiting week begins on Sunday and ends the following Saturday.
2. Visiting hours are:
 - a. Monday through Thursday – 10:00AM to 7:00PM

- b. Sundays – 8:00AM to 5:00PM
- c. Holidays – 8:00AM to 5:00PM
- 3. Inmates are permitted three in person visits (3 hours in length) as time and space allows. Only one (1) in person visit is allowed on a weekend. Only one (1) visit is allowed when a holiday is attached to a Sunday.
- 4. All inmates must wear a properly fitting state issued green shirt, t-shirt, green pants, including state issued underwear and state issued socks in the visiting area. Inmates are not permitted to wear work clothing (i.e. hoods, gloves, etc.) or baseball caps in the visiting room. Only state issued shoes/boots are to be worn to a visit, unless personal shoes are deemed medically necessary by HSU.
- 5. Inmates may bring only the following items to the visiting room with them. There will be no exceptions. Any other items will be returned by the inmate to his room prior to the visit starting. Outerwear is not to be worn while in the visiting room.
 - a. Room key
 - b. Wedding Ring
 - c. Eyeglasses
 - d. Medical bracelet(s)
 - e. Only inhalers, nitro tablets, or other medications determined to be lifesaving are permitted in the visiting room. No other medications are permitted in the visiting room without the approval of the Security Director/Designee. Medication will be kept at the officers' station.
 - f. Religious emblems

VISITING ROOM RULES

- 1. Inmates who are not at the visiting room at least 20 minutes prior to count may not be allowed entry into the visiting room. Inmates who are late and unable to make it back to their housing unit before count will report to MOS, check in with the Sergeant, and remain there until count clears. Failure to be on time may result in discipline.
- 2. When going on a visit, inmate will approach the Movement Officer Station (MOS) and wait for approval to go to the visiting room. Upon receiving approval, inmates enter the shake down room to be pat/strip searched.
- 3. Upon entering the visiting room, report to the officers' desk and inform staff of your name, DOC number, and living unit.
- 4. Outside visits are permitted adjacent to the main visiting area, staff permitting and at designated timeframes. Visits are not allowed between the pillars in the outside visiting area. All outside visits will take place at the tables and there will be no moving of tables without staff approval. Do not sit on the table tops or straddle the benches. No one is allowed to sit on the ground.
- 5. Inmates and visitors may not loiter under the outside awning. Inmates and visitors must be in plain view of the tower at all times.
- 6. There is NO strolling allowed, inside or out. Remain seated according to rules. Inmates are to remain seated unless approaching the officer's station.
- 7. Excessive displays of affection are not permitted. Inmates and their visitor(s) may embrace with a brief kiss at the beginning and end of each visit with each visitor. No other physical contact will be allowed for the duration of the visit. Physical contact shall not exceed 10 seconds in length.
- 8. Once a visit starts, inmates will **NOT** have the opportunity to use the bathroom until the visit is over. If you **CHOOSE** to use the bathroom, your visit will be considered over. Inmates will not be permitted to use the bathroom during formal or emergency counts. **Plan accordingly!**
- 9. Children of an inmate, who are age five (5) or under, may be held by the inmate during visits if the inmate is the child's father. Inappropriate behavior such as fondling of a child or bouncing a child on the inmate's lap will be cause to terminate the visit. Disciplinary action may follow a terminated visit.
- 10. Parents are responsible for the supervision of their children throughout the visit inside or outside. Children should not be left unattended and must remain at the table their visit is assigned to. For safety reasons, children are not allowed to stand or sit on table tops and must be seated in chairs. Any child

leaving the visiting room must be accompanied by an adult. Visits may be terminated due to unruly children.

11. Hands must remain above the table, and be visible to staff at all times.
12. While seated, all chairs will be squared up to the tables. Tables and chairs cannot be moved without staff approval. All inmates will sit across the table from their visitors, no straddling the seats, and no rocking of chairs will be allowed.
13. One to one visits will be required to sit at the two person visit tables both inside and out.
14. Socializing or talking with other inmates or visitors is not allowed.
15. Inmates and visitors are responsible for cleaning area prior to the end of the visit. Chairs must be pushed all the way in at the conclusion of the visit.
16. Inmates must request a meal to be saved at the living unit before reporting to the visiting room, if the visit occurs during the meal hour – staff will **NOT** assume you want a tray saved.
17. Inmates are not allowed to handle money in the visiting room. All money brought in by visitors will remain with the visitor and the visitor will make all vending machine purchases and bring them to the table for the inmate. Inmates may not approach the vending machines and must remain at the assigned table when vending machine purchases are being made.
18. Inmates are allowed to purchase plants/flowers (if available) for their visitors and food from the training kitchen. All inmate purchases from the visiting room will be made by using a DOC-184 Disbursement Request from the inmate's account. The money must be in the inmate's account at the time of purchase. ONLY POSTED AMOUNTS CAN BE USED.
19. Orders for food will be placed with the restaurant workers and the Disbursement Request (DOC-184) will be verified by visiting room staff prior to receiving services. Only authorized staff and inmates may enter the training kitchen area for any reason.
20. Upon completion of the visit, the inmate will remain seated at the table until the visitor(s) have left the visiting room. Once the visitor(s) have departed the visiting room, the inmate is responsible for cleaning the table and must report to the officers' station to report name, DOC number, and living unit, prior to leaving the visiting room.
21. At times it may be necessary to end a visit early to accommodate other visitors due to space constraints.
22. Once inmates are assigned a table by staff, requests to be moved will not be accepted. Staff may move inmates for needs determined by staff.
23. Inmates are responsible for knowing when your visit started and the time it is scheduled to end by.
24. Sharing of food or beverage is strictly prohibited.

RESTRICTIVE STATUS HOUSING (RHU) VISITS

Inmates housed in RHU will have visiting privileges. The visits will be no contact and held via the institution video visiting system. Inmates in any RHU status housed in W-Building will go to RHU for visits.

➤ TLU	One hour per visit/3 per week
➤ Adjustment Status	One hour per week
➤ Disciplinary Status	One hour per week
➤ Program Status	One hour per week
➤ Program W-Building P3 Transition Status	One hour per week
➤ Voluntary Confinement	Two hours per month
➤ Observation Status	One hour visit with Warden approval
➤ Control Status	None
➤ Administrative Confinement	Three two-hour visits per month

NO CONTACT VISITS

The Warden, Security Director or adjustment committee may impose no contact visiting for security reasons or as a disposition on a conduct report. Inmates with a no contact visit restriction will go to the Restrictive

Housing Unit (RHU) visiting area for the visit and the visitor will go to the visiting room. The visit will then be held via video and will be limited to one hour.

OFFICIAL VISITS

Public officers, clergy, and others in performance of professional duties may be permitted to visit as time and space availability allows. Visits will be scheduled during institution business hours: Monday through Friday, 8:00 - 11:25 a.m. and 12:45 - 4:25 p.m. Forty-eight (48) hour advance notice, not including weekends and holidays, is requested. Official visits must be arranged through the Records Office. Visits will be private but under staff observation.

ATTORNEY/LEGAL VISITS

An attorney/legal visit is a visit by an attorney or attorney appointee.

- The attorney will contact the Record Office to request a visit with an inmate. The Record Office Supervisor shall approve and schedule the date and time.
- Visits will be scheduled during institution business hours: Monday through Friday, 8:00 - 11:25 a.m. and 12:45 - 4:25 p.m.
- Forty-eight (48) hour notice, not including weekends and holidays, is requested in order to process.
- Scheduling of visit rooms will be arranged by the Record Office.

PROPERTY (Refer to DAI Policy 309.20.03)

The Property Department is located in F-Building, across the hall from the gym. Inmates can only report to the Property Department when specifically called, and must be dressed in state issued green shirt, pants and footwear, and be in possession of a property tag from unit staff.

PERSONAL CLOTHING

Inmates are responsible for the maintenance of personal clothing. OSCI will not reimburse inmates for personal clothing damaged as a result of wearing personal clothing on inmate assignments or activities.

ALLOWABLE PROPERTY

- Refer to above policy, and their attachments for allowable property items, conditions and limits.
- Inmates may only order from the approved vendor catalogs or institution canteen. Any allowable items that are not currently available through the catalogs or institution canteen require pre-approval from Property Supervisor prior to ordering from other vendors.
- If allowable hobby items are available through vendor catalogs, they **CANNOT** be purchased from another vendor.
- Calendars may only be purchased from the property vendor catalogs unless the inmate is a member of a religious umbrella group who has calendars unique to their faith. These calendars will be subject to review by the Institution Chaplain.
- Direct any questions to the Property Department Sergeant.

VENDOR PROPERTY CATALOGS

1. Property catalogs and order forms are available in the institution library and each housing unit.
2. Certain property items are only allowed at certain facilities. All of these items are indicated in the vendor catalogs, and it is the inmate's responsibility to know what is allowed at OSCI.
3. Inmates must complete the correct order form for the specific catalog to place an order.
4. The order form must be attached to the Disbursement Request (DOC-184) and sent to the Business Office using the unit mailbox. An envelope does not need to be sent.
5. Religious property ordered must match with inmate's designated religious preference.

6. Inmates must be registered for hobby and pre-approved by hobby staff prior to ordering any hobby item.

OTHER APPROVED VENDORS

- Allowable property items not available through the catalogs or canteen may be ordered from other approved vendors. Examples include, but are not limited to, eye glasses, publications, certain religious items and release clothing. Orders will be processed in accordance with institution procedure.
- Property items must be new and shipped directly from approved vendors.
- Each package must have the vendor's printed stamped label clearly identifying the vendor's name and address. Handwritten and typed return addresses will not be accepted.
- Each package must also include a receipt clearly identifying the amount and the date of purchase. Handwritten receipts and return address labels are acceptable. **RECEIPTS MUST ACCOMPANY THE PROPERTY ITEM. RECEIPTS WILL NOT BE ACCEPTED AT A LATER DATE.**

GENERAL PROPERTY INFORMATION

1. Inmates are responsible for any items considered contraband that are found in their room.
2. Non-standard medical items must have security approval prior to personal ordering. These items may include, but are not limited to:
 - a. Vibrating alarm clocks
 - b. Walkers
 - c. Wheelchairs
 - d. Long shoe horns
 - e. Sock hooks
3. Inmates are responsible for recording name and DOC number on all personal property.
4. Inmates must retain all Property Receipt/Disposition forms (DOC-237) to verify ownership, and it's also an inmate's responsibility to maintain all vendor receipts as proof of ownership, including canteen receipts.
5. The destroying of any item must be coordinated through the Property Sergeant to ensure the property inventories are kept up to date. A DOC-237B form must be completed by staff.
6. All inmate personal property, excluding electronic equipment, typewriters, fans, shall be stored in receptacles provided by the institution (i.e. wall lockers, footlockers).
7. Property items received, but not approved, must be returned to the retail outlet from which they were received or forwarded via a commercial carrier to a person on the inmate's visiting list (at the inmate's expense).
8. The cost of individual or combination electronic items or musical instruments may not exceed \$350.00 in value. The cost of prescription eyeglass frames shall not exceed \$125.00. The cost of all other property/clothing items may not exceed \$75.00 in value.
9. Any questions regarding allowable, lost, stolen, or damaged property, or to send property items out should be submitted to Property Department staff on an Interview/Information Request (DOC-761).
10. Electronic items being held for receipt of headphones will only be held for 30 days.
11. Any defective shoes returned for exchange after 30 days of receipt will count as a separate transaction.
12. Fantasy role playing games and associated materials will not be permitted, i.e. Dungeons and Dragons, Magic: The Gathering, World of Warcraft and others determined by Security Director or Designee.
13. No personal property will be carried to other areas of the institution unless permitted in the handbook or with staff authorization. Example: Personal items allowed on recreation field or personal items taken to property department.
14. All inmates will have access to only 2 power outlets in their room. It is each inmate's responsibility to prioritize which personal property items should be plugged in at any given time. Inmates are able to purchase surge protectors from the vendor catalogs if more outlets are needed.

PROPERTY/CLOTHING — CONTRABAND

Contraband property received either upon admission to OSCI or from outside sources will be handled in accordance with Wisconsin Administrative Code DOC 303.09.

- The inmate will have three (3) choices to pick from when disposing of contraband:
 1. Mail contraband item(s) out at the inmate's expense.
 2. Send item out within a 30-day period.
 3. If item is not picked up within the 30-day period, the item will be disposed of by sending out or destroying. Once an item is placed out on a visit, it will remain there for the entire 30 day period or until it leaves the institution.

Some items may require a fee for disposal, at the inmate's expense.

HOLD FOR INMATE COMPLAINT REVIEW SYSTEM (ICRS)

Inmates have the option of filing an inmate complaint within 14 days after an item is reviewed by property/mailroom staff. It is the inmate's responsibility to notify mailroom/property staff by completing and returning the DOC-243 or directly informing property staff to hold the item for complaint review. The inmate must then file a DOC-400. The item will be held in the ICE Office until a decision is made by the Warden. Anything that is a health or safety risk will not be held.

PERSONAL PROPERTY— SAFEGUARDING

OSCI is not responsible for personal property/clothing, which becomes misplaced, lost or stolen (DOC 309.20). Inmates are directed to keep personal property, clothing and medication secured. Loaning or giving any personal property to anyone else is strictly prohibited. Property found in common areas (bathrooms, laundry room, etc.) where ownership is not clearly identifiable, shall be disposed of after 24 hours.

DAMAGED OR WORN PROPERTY

Property items that are broken, altered or worn to the extent of being nearly or completely unserviceable will be classified as contraband and disposed of in accordance with DOC 303.09. This includes placing pictures or etching designs on cups, mugs, etc.

LOST OR STOLEN PROPERTY/CLOTHING

Inmates must report lost or stolen property items in writing to Property Department staff using DOC-761 and verbally to living unit staff immediately. A 90-day waiting period will be enforced before the item can be replaced based on notification to property staff. This includes any personal property disposed of due to a conduct report. Property found in common areas (bathrooms, laundry room, etc.) where ownership is not clearly identifiable, shall be disposed of after 24 hours.

REPAIR OF PROPERTY

Institutions have the option of determining which property items may be sent for repair under warranty to the manufacturer or to an approved retail outlet for items not covered by warranty. Repair of property will be at the inmate's expense. Property items replaced by the manufacturer under warranty may be an equivalent product and must meet current specifications. Please contact Property Department staff for more specific information.

PROPERTY SENT BY COMMERCIAL CARRIER

Property items will be sent out via designated commercial carrier for tracking and insurance purposes. FedEx is the designated commercial carrier for OSCI. Only items of nominal value that do not require a DOC-237, such as photographs, magazines, completed hobby drawings, excess cards and letters, which fit in a standard #10 envelope or a manila envelope purchased in canteen and provided by the inmate, may be sent out through the U.S. Mail.

CONSUMABLES AND HYGIENE PRODUCTS ON TRANSFER

Consumables include, but are not limited to candy, cookies, crackers, chips, drink mixes, gum, soups, mixes, deodorant, shampoo, toothpaste, etc.

- Opened containers: Edible products that have been opened are not allowed. Liquid and hygiene products that have been opened are allowed provided they are clear and in their original factory container that is clear or translucent allowing staff to view through the product.
- Unopened containers: Edible and hygiene products that have not been opened (factory sealed) are allowed.

1. New property items received, but not allowed in the institution, which cost over \$30.00.

MEDICAL ALERT MEDALLION OR BRACELET

HSU shall determine and approve the wearing of the medical alert medallion and bracelet. It shall be worn at all times. Refer to DAI 309.20.03 Inmate Personal Property policy for specifications.

PERSONAL PHOTOGRAPHS (DOC 309.04, DAI Policy 309.20.03, DAI Policy 309.04.01)

1. Inmates may possess a total of 50 photos or 50 pages of 8 1/2"x 11" standard sheets of paper containing photos. A combination individual photos and sheets of photos are allowed totaling 50.
2. Photographs include images on single thickness film, digital photos and images reproduced utilizing a computer scanner and printer.
3. Photographs which have been digitally altered by changing/adding to the background or any other part of the photo may not be allowed at OSCI.
4. Photographs are required to be square or rectangular in shape.
5. Photographs do not require a DOC-237, Property Receipt. The number of photos shall be recorded on DOC-236, Property Inventory, whenever one is completed.
6. Multiple digital photos are permitted on an 8 1/2"x 11" standard sheet of paper (each sheet of paper shall count as one photo).
7. Self-developing double thickness Polaroid pictures are only allowed from DOC facility photo projects.
8. Possession upon transfer of Polaroid pictures taken by facilities providing a photo service shall be regulated by the receiving facility.
9. Security Threat Group-related photographs that include, but not limited to; the display of gang related colors, signs, insignias etc. are not allowed.
10. Photos that pose a threat to facility security and/or the rehabilitative interests of the inmate are not permitted (Ex. Inappropriate hand gestures).
11. Commercially produced photobooks that were once allowed are able to be retained until MR, Parole or Discharge.
 - a. The number of photographs in these books shall not count toward the allowable limit of 50 single photos, and is not considered a publication.
 - b. Inmates shall be allowed to possess 1 photo book or 1 photo album; NOT 1 of each.
 - c. Photos contained in a photo book shall be evaluated the same as a personal photo for purposes of review and denial.
12. Photographs that include nudity, human excretion and sexual behavior as described in DOC 309 are not allowed. OSCI follows the definition for nudity according to DOC 309.02.
13. Laminated photographs/materials are not allowed.
14. Inmates are NOT allowed to view any photos that have been denied by staff.

PUBLICATIONS (DOC 309.04, DOC 309.05, DAI Policy 309.04.01)

Publications include newspapers, magazines, catalogs, pamphlets and books.

1. Publications must be received directly from publishers, approved retail outlets or other recognized commercial sources and shall not exceed 11" x 14." Subscriptions must be paid for in full prior to receiving any issues, no credit purchases will be accepted.
2. Publications, other than subscriptions, require cash register receipts from retail outlets.
3. Inmates may not receive or possess clippings from newspapers or other publications as they are considered altered property.
4. Inmates shall write their full name and DOC number on the inside cover of all allowable publications they are issued.
5. Publications are reviewed in accordance with DOC 309.04 and 309.05. The current year reviewed publications list is available in the institution library, and library staff can review prior review lists as well.
6. Posters, CDs and other non-allowed property items may be removed from a publication if the integrity of the publication is not be affected by removal. Inmates shall dispose of the non-allowable item per facility procedure. Pages of disallowed content may not be removed.
7. Denial of magazines shall be documented by title utilizing a DOC-243, with copies provided to the inmate if a publication is denied for reasons stated under DOC Administrative Code 309.05(2). When multiple inmates receive the same publication, a list of all inmates shall be included with a single DOC-243 to the sender of the publication.
8. Non-allowable publications shall be disposed of in accordance with DAI Policy 309.04.01, DAI Policy 309.20.03 and facility procedure.
 - a. Non-allowable publications shall be recorded by title on a DOC-243. If the inmate returns the publication to the sender, a copy of the DOC-243 shall be included. Postage applied shall be at the inmate's expense.
 - b. If the inmate requests to appeal the publication's denial, it shall be held pending ICE review.
9. Disposable publications such as newspapers, magazines, catalogs and pamphlets, do not require a DOC-237, Property Receipt, or record but count toward the total of publications in the inmate's possession. Allowable publications for which an inmate does not have a subscription for, shall require the completion of a DOC-237 as these items are not considered disposable property.
10. Publications that are part of an approved educational correspondence course in accordance with DAI Policy 300.00.26 may be approved, in advance, by the designated educational staff. "Used" condition publications may be allowed only when used for an approved educational correspondence course.
11. Maps that may compromise the security of the facility, safety of the public or safety of staff shall not be permitted. Atlases and/or individual maps shall be no larger than 11" x 14".
12. The combined possession limit is 25 books and/or publications.
13. Restrictive Housing Unit (RHU):
 - A maximum limit of four (4) personal publications shall be allowed in RHU.
 - Religious text is considered a personal publication.
 - Personal books allowed in RHU shall be soft cover only.
 - Inmates shall be permitted to exchange personal books from their stored personal property a minimum of every 30 days.
 - Personal books shall be in addition to any books RHU inmates are allowed from the facility's RHU library cart.
 - Magazines and newspapers may be permitted in RHU.
 - Publications that contain contraband, or pose a security risk in RHU shall not be delivered.

PROPERTY DONATIONS

Inmates wanting to donate an item to OSCI must notify the Property Department. Inmates may not order items specifically for the purpose of donations. Inmates arriving at OSCI with property that is not allowed and do not want to send it out may donate the property to OSCI.

Property Department staff will fill out a Property Receipt/Disposition Form (DOC-237) and send a copy of it to the Corrections Program Supervisor. The Corrections Program Supervisor will identify what department area

can best use the donated item. If no institution area is appropriate to receive the donation, an outside agency or non-profit organization may receive the donated item.

MAIL (Refer to Administrative Code 309.04 & DAI Policy 309.04.01)

THE FOLLOWING INFORMATION NEEDS TO BE SHARED WITH FAMILY AND FRIENDS:

The address for staff is:

OSHKOSH CORRECTIONAL INSTITUTION
PO BOX 3530 — ADMINISTRATION
OSHKOSH, WI 54903 — 3530

*All inmate mail that is received at the staff address listed above will be opened.

Non-privileged mail to inmates should be addressed:

OSHKOSH CORRECTIONAL INSTITUTION
MR JOHN DOE (INMATE NUMBER)
PO BOX 189
PHOENIX, MD 21131

Inmates must advise those they correspond with to only use the inmate mail post office box (PO Box 189) for cards or letters that are sent. Letters/cards with money received at PO Box 3310 may have the entire contents returned to sender.

Privileged mail, magazines/books/pamphlets, including religious or correspondence materials, that are bound should be addressed:

MR. JOHN DOE (INMATE NUMBER)
PO BOX 3310
OSHKOSH, WI 54903 – 3310

FedEX deliveries should be addressed:

MR. JOHN DOE (INMATE NUMBER)
1730 W. SNELL ROAD
OSHKOSH, WI 54903

Money to inmates:

Effective February 1, 2018, facilities no longer accept money orders or cashier's checks sent through the US Postal Service or Western Union. Family and friends shall send all funds to ACCESS Secure Deposits for processing.

Money (using a charge card) can be sent to:

[ACCESSCORRECTIONS.com](https://www.accesscorrections.com) or enroll with [CashPayToday.com](https://www.cashpaytoday.com)

There are several ways for families to give inmates money; online, via phone call or cash walk in at Speedway, Dollar General, Family Dollar or Firstech or mailing checks to a lock box. Monetary amounts of \$300 or greater may be placed on hold in the inmate account for a period of up to 30 days or longer. Money sent in from one inmate's family to another inmate is not allowed and will be returned to the sender at the inmate's expense.

Please inform friends and relatives of the OSCI street address for commercial carrier deliveries as UPS/FedEx will not deliver to a PO Box. (Note: Any items received from a retail store must have the store's stamp or sticker

— the return address cannot be handwritten or typed.) For packages inmates ship out via FedEx, the inmate is responsible to ensure the address on the package and Disbursement Request (DOC-184) is correct. FedEx will charge an additional fee (starting at \$12.00) to correct the address and this will be posted to inmate's regular account by the Business Office when the FedEx invoice is received.

Mail is not processed at OSCI on Saturday's, Sunday's and Federal/State Holidays. Incoming mail will be processed as timely as possible depending on the operational needs of the Institution. While the mail is being processed on the unit, there are to be no inmates at the officers' station. Inmates receiving mail will have their names marked on the inmate mail list which will be posted. Inmates are responsible for checking the mail list, and if your name is marked, you may approach the officers' station to pick up mail at the units designated times.

OUTGOING MAIL

Inmates may correspond with anyone in the community (unless someone is expressly denied) as long as the correspondence does not violate any institution rules, or state or federal law. Inmates should place outgoing mail (including legal mail) in the unit mailboxes before 9:00 pm to be processed. Outgoing mail to the community may be sealed. All outgoing mail may be subject to inspection. No foreign substance (i.e. prayer oil, perfume/cologne samples) is allowed on or in any part of the outgoing letter or envelope. Inmates must have their complete name, DOC number, institution name (**not abbreviated**), and return address on the envelope. Letters without this information will not get mailed.

Example:

Name/Number
Oshkosh Correctional Institution
PO Box 189
Phoenix, MD 21131

All inmate outgoing mail will be stamped THIS LETTER HAS BEEN MAILED FROM THE WISCONSIN PRISON SYSTEM.

Outgoing letters must be in embossed #10 or stamped 6x9 envelopes; both are available through canteen or from the property catalogs. Free Chapel greeting cards and catalog purchased greeting cards must be sent out in a purchased 6x9 stamped envelope. Using a disbursement request (DOC-184) for postage is not allowed for any greeting cards. If additional postage for other mail is necessary, a disbursement request payable to "Oshkosh Correctional Institution — Postage" may be used in conjunction with the stamped envelope or embossed envelope. Disbursement requests may be used alone for postage for 9 x 12 envelopes, certified mail, registered overseas airmail, legal loan, or packages. If an inmate does not have sufficient funds to cover the additional postage, the items will be returned to the inmate.

Inmates must write to the mailroom to request the appropriate forms to send a letter by certified mail or by certified mail with return receipt. There is an additional charge for this service. Send the mail, the appropriate form provided by the mailroom and a disbursement request made payable to "Oshkosh Correctional Institution — Postage" to the mailroom. Certified mail must be placed in a larger size envelope. Note on the disbursement request that the mail is to be sent certified or certified with return receipt. Outgoing certified mail may be delayed due to postal regulations. Inmates should anticipate additional processing time when sending out certified mail.

There is no limit on the number of letters sent out or received. The limit on possession of personal letters/cards is 25, which is the inmate's responsibility to maintain. All mail sent and received must be processed through the United States Postal Service (USPS). No mail is to go out or come into the institution

through other inmates, staff or visitors, and all mail must be processed through the Institution Mailroom. OSCI does not accept "Postage Due" mail, so inform correspondents to have the correct postage on their letters. Faxes will not be accepted.

If outgoing correspondence is denied, the inmate will be notified via DOC-243, Notice of Non-Delivery of Mail/Publication. If incoming correspondence is denied, the intended receiver will be notified via DOC-243. All mail (including legal Mail) in an inmate's room may be inspected. Disputes can be made through the Inmate Complaint Review System (ICRS).

INMATE-TO-INMATE MAIL

Inmate-to-inmate mail or mail to any federal, state or county jail facility must be submitted for mailing unsealed. Inmates may send and receive letters, photos, post cards, and signed greeting cards to and from other inmates. If the envelope is submitted sealed, it may be opened or returned to the sender. In order to properly identify inmate-to-inmate mail, the mailing address on the envelope must contain the receiving inmate's full name, number, full name of the institution, and the institution address. Envelopes without this information may be returned to the sending inmate. If unidentifiable, the envelope will be destroyed.

Incoming and outgoing mail will be read if the correspondence is between inmates. If the contents reflect communication concerning joint legal proceedings, staff will not read further and it shall be submitted for delivery. Mail with an inmate notation on the envelope or contents indicating "legal mail" will be reviewed by staff to verify the claim of "legal mail" by reading a portion of the correspondence.

LEISURE TIME ACTIVITIES (Refer to DAI Policy 309.36.01)

Inmates are encouraged to participate in exercise periods outside of cell that are offered. It is important for inmates' health to periodically walk around and/or to participate in other exercise activities. Extended periods of inactivity may cause serious health problems. Inmates at OSCI are provided with the following outside recreation activities; basketball, volleyball, horseshoes, softball, Frisbee, etc. on separated recreational fields for use by specific living units. Inmates are also able to sunbathe, lay or sit on the grass, or sit at picnic tables in lounging areas as identified for each specific recreation field.

RECREATION FIELDS:

- Inmates residing within C-Bldg., D-Bldg., E-Bldg., and K-Bldg. will only use the **West side** recreation field, and go to and from the recreation field as indicated on OSCI map.
- Inmates residing within P-Bldg., Q-Bldg., and R-Bldg., will only use the **East side** recreation field, and go to and from the recreation field as indicated on OSCI map.
- Inmates residing in X-Bldg., U-Bldg., V-Bldg., and W-Bldg. (general population inmates) will only use the North side recreation field, and go to and from the recreation field as indicated on OSCI map.
- When heat or cold weather advisory (DAI 300.00.03) policy is in effect, activities will be cancelled or outdoor recreation will be modified or closed accordingly.

EQUIPMENT CHECKOUT:

- An inmate recreation worker will be assigned to check out and in equipment in each recreation field area. Each area has its own white recreation equipment box. All inmates and equipment must remain on assigned recreation field.
- Recreation boxes are normally open from May 1st until October 15th, weather permitting.
- Inmates may sign out recreation equipment at the white recreation boxes. Equipment will be signed out on the "Equipment Check-out Sheet." Inmates must show their ID. Loitering around recreation boxes is strictly prohibited.
- All equipment signed out must be returned by the inmate who signed it out.

Approved outside recreation filed equipment:

1. Softball bats
2. Softballs
3. Softball gloves
4. Basketballs (only 10 inmates maximum are allowed per court)
5. Volleyballs (only 12 inmates maximum are allowed per court)
6. Horseshoes (only 4 inmates maximum are allowed per pit)
7. Frisbees (only 4 inmates maximum are allowed per Frisbee)
8. Hacky sacks (only 6 inmates maximum are allowed per hacky sack)
9. Bocce ball (only 8 inmates maximum are allowed per game)
10. Bag Toss (only 2-4 inmates max allowed per game)
11. Pull-up Bar Station (only 6 inmates allowed in area)

JOGGING

Track usage is for walkers and runners. Sit-ups, push-ups, or stretching is not allowed on the track, these must be done on the grass. Running on the grass next to the track is not allowed. Loitering is not permitted. The outer part of the track is to be used for walkers and the inner part for runners. Inmates are to be moving counter-clockwise on all tracks with the exception of blind inmates may walk clockwise.

SOFTBALL

Spectators need to be seated on the bleachers or standing between the marked pole and home base. During scheduled league games shirts must be worn by both spectators and players in softball field area. Foul or abusive language is NOT tolerated at any time. Rule infractions could result in discipline. Staff has the right to send any inmate back to their housing unit at their discretion at any time.

FENCE REGULATIONS

Inmates are not allowed to go between the drift fence (the low fence in the recreation area) and the perimeter fence. Work supervisors must approve inmates on a work detail required to be in this area or close to the perimeter fence where there is no drift fence. Work supervisors will notify the tower staff.

GENERAL RULES OF CONDUCT

1. All movement on the recreation field, other than going directly to an activity or returning to the unit, must be in counter-clockwise direction.
2. Recreation field activities should only occur in designated recreation areas.
3. Hacky sack activities are to occur in the Frisbee area of the recreation field.
4. Any inmate in the basketball, volleyball or horseshoe spectator areas must face towards the towers. When using the bleachers by the basketball courts, inmates must be seated. Inmates must sit in the correct way the bleachers were intended to be used. Inmates may not stand alongside the bleachers or basketball courts.
5. Groups or group movement of inmates may not exceed 6 in number, unless participating or being a spectator in an authorized group recreation activity.
6. No dunking of balls, climbing on nets, rims, or backboard support system.
7. No inmates are to monopolize the court areas or workout stations.
8. Anyone abusing any equipment will be sent back to the living unit and may be subject to discipline.
9. Only authorized recreation field activities are allowed. For example, no football or soccer.
10. Inmates may take a clear, personal cup, personal musical instrument (without case), 1 book or 1 magazine or personal game to the recreation field. No unit games are to be taken out of the living units.
11. No horse playing.
12. No foul or abusive language. Yelling across the recreation field is prohibited.
13. Only six (6) inmates to a picnic table, and all inmates must be seated.

14. No sitting or lying on the tops of picnic tables and no laying on table seats.
15. Tables and bleachers are not to be used for stretching or exercising.
16. No damaging or defacing of the picnic tables.
17. There is to be no loitering within **20 feet** of individual picnic tables. See attached map for authorized areas for lounging only.
18. There is to be no loitering between the track and planters on the west recreation field.
19. Shoes are to be worn at all times, unless participating in sand volleyball.
20. Shirts must be on properly prior to entering or leaving the recreation field.
21. No retrieving water from water coolers on recreation fields without using a cup.
22. Personal grooming of hair or beard is not allowed on recreation fields; this includes braiding.
23. Inmates may only sit in the basketball or ball diamond bleachers when other inmates are playing or practicing basketball or softball. Practice or "warming up" shall only be performed on the softball field.
24. Feeding or harassing of birds and/or any animals is strictly forbidden.
25. No personal tablets allowed on recreation field.

** These are general guidelines. There may be times when staff will issue directions to inmates in addition to, or different from, the above cited rules. When this occurs, inmates are to follow the specific directions of staff.*

HOBBY ACTIVITIES (Refer to DAI Policy 309.36.01)

The Recreation Department offers a variety of activities for inmates to participate in. These include music, hobby, and arts and crafts. Inmates must register with the Hobby Department to participate in the below listed hobbies prior to ordering hobby items, and may only be signed up for a maximum of two hobbies. Approved hobbies include:

- Music (limit one instrument: acoustic guitar, harmonica, keyboard)
- Beading
- Model Making
- Yarn
- Latch Hooking
- Painting/Drawing
- Cross Stitching
- Ceramics

Musical instruments must be purchased from the vendor catalogs. All allowable musical accessories are listed in DAI Policy 309.36.01, which is available in the institution library. Hobby activities may only be switched once every 90 days. Contact the Hobby Department to register for these activities or to obtain more information.

GYM PROCEDURES

1. Unit staff will announce when to sign out for scheduled recreation after being contacted by recreation staff.
2. Inmates are to enter the recreation area through the main gym door.
3. State-issued footwear must be worn to and from the gym. Personal shoes must be carried to the gym from the living unit. State-issued or personal tennis shoes must be worn in all gymnasium areas.
4. Inmates may sign up for haircuts in the gym office during the first 10 minutes of scheduled gym period. Inmates signing up for a haircut are required to stay for entire scheduled recreation period.
5. Inmates will not be allowed to enter the gym after the recreation period starts.
6. All inmates signed out for the gym and who have entered the gym or locker room area are required to stay until that period is over (except visits or emergencies determined by staff).
7. All clothing (coats, hats, greens, etc.) will be kept in lockers in the locker room.
8. Inmates will pick up gym clothes, tennis shoes, and any recreation equipment at the beginning of the period. After that, no equipment of any kind will be issued.
9. All inmates must be in complete gym attire, with tennis shoes properly worn and shoelaces properly tied, to be in the gymnasium area.

10. No lounging or loitering will be permitted in the gymnasium. All inmates present must be active participants with exception of intramural sport, if a spectator.
11. The gym will be closed during softball games.
12. No inmates are to monopolize the court areas or weight area, including individual workout machines.
13. Inmates caught abusing recreational equipment will be sent back to unit and may be subject to discipline.
14. No dunking of balls or climbing on nets, rims, or backboard support systems.
15. No dropping of weights. Weight machines must be used as the manufacturer intended.
16. No spotting is allowed in the weight area.
17. No horseplay or sparring is permitted.
18. No loud noise, or foul or abusive language will be tolerated.
19. No food, drink or canteen products will be permitted into the gym area.
20. No inmates are permitted in the recreation office without staff permission or presence.
21. All inmates will be responsible for picking up and turning in all gym clothing, including picking up and disposing of towels to ensure laundering and availability.
22. No state issued gym clothing is to leave the gym area.
23. Eye guards must be worn at all times when playing handball. Prescription safety glasses may be worn upon written approval from the recreation leader.
24. Head coverings are not permitted in the gymnasium; only sweatbands are allowed to be worn.
25. ONLY inmates assigned to work in the Recreation Department will be allowed in the laundry room and/or storage room.
26. Inmates may sign up for the handball court one day in advance at the beginning or end of any scheduled gym period.
27. Inmates may sign up for only one period of court time in person and both inmates reserving the court must be present to use the court. No one else may sign up another inmate for the court.
28. Inmates may not re-enter the locker room area, except to use the restroom facility one at a time.
29. No cards, letters, photos, or any other personal property items are allowed in the gym, with the exception of recreation related items.
30. Inmates may wear their own personal gym clothing.

BARBERSHOP (Refer to DAI Policy 309.24.01)

The barbershop schedule is included in the weekly recreation schedule. Hair will be cut on an "appointment only" basis. Inmates may sign up for haircuts in the gym office during the first 10 minutes of scheduled gym period. Inmates are required to stay for the scheduled recreation period. Appointments must be during inmate's "open hours" if enrolled in a program assignment or "non-work hours" if assigned to work. Inmates are allowed a haircut once every 28 days. If an appointment is missed or scheduled before the 28 days, a new appointment may not be scheduled for 21 days from the date of the missed appointment. Inmates must write to cancel the scheduled haircut or request unit staff to call if the appointment will be missed. Inmates may not schedule their haircut during their unit's canteen time.

Barbershop services include and are limited to the following:

- Standard haircuts
- Beard removal and mustache removal
- Beard and mustache grooming
- Total hair removal from head and face
- Neck lines and forehead grooming

Hair must be clean and free of hair grease and gel to receive a haircut. Only those inmates scheduled for appointments may be in the barbershop. Inmates may not ask for, receive, offer, or barter for any form of payment regarding barber services. If an inmate is not satisfied with the haircut, this must be brought to the attention of either the Recreation Officer or the North Support Officer prior to leaving the building and arrangements may be made to have it re-cut. If the inmate leaves F-Building, the haircut will not be changed.

BUREAU OF CORRECTIONAL ENTERPRISES (BCE) {formerly known as Badger State Industries (BSI)}

Inmates interested in applying for a job in BCE must fill out an application available from their assigned Social Worker. **An applicant must have a GED, HSED, or high school diploma.** Completed applications MUST be returned to the Social Worker for review and forwarding to BCE for processing. Applications that are not completed/filled out properly and/or signed by a Social Worker and the inmate will NOT be considered for possible employment. As job openings occur, BCE staff will interview applicants and explain job expectations and work rules. BCE is an equal opportunity employer.

HEALTH SERVICES UNIT (HSU)

MEDICAL SERVICES (Refer to DAI Policy 500.30.11)

Inmates shall communicate directly to the HSU using the blue Health Service Request (DOC-3035) for any concerns or issues relating to a health issue or requesting to be seen. HSU is staffed 24 hours/7 days a week. Inmates are seen daily and prioritized by urgency of need. Medical emergencies should be directed immediately to any staff. HSU staff will determine what constitutes an emergency.

An inmate called to HSU must report. Upon arriving at HSU, an inmate can refuse treatment. The refusal of treatment must be made directly to a nurse or doctor, not security staff, for documentation purposes.

DENTAL SERVICES (Refer to DAI Policy 500.30.11 and 500.40.02)

The OSCI Dental Clinic provides the same type of service to inmates that would be provided to the general public with the exception of cosmetic dentistry, bridgework, dental implants, and some forms of root canal treatment. Partial dentures can be provided for those patients who meet qualifying requirements. Dental services may be requested by using the yellow Dental Service Request (DOC-3392) and each dental procedure is subject to a co-pay charge. Dental services are available Monday through Friday.

MEDICATIONS (Refer to DAI Policy 500.00.02, 500.80.04 and 500.80.11)

There are 2 types of prescribed medication: Controlled and Non-Controlled.

- Non-controlled medications will be kept in the inmate's possession. All non-controlled medications must be locked in a footlocker/wall locker except inhalers, EpiPens, or nitroglycerin which can be kept on person in a clear plastic pouch provided by HSU. Inmates are held responsible for and may be subject to discipline if medications are not secured. Inmates will be responsible for following directions and self-administering the medication. Any pills found in an inmate's possession, out of pill "blister packages" will be considered contraband/misuse of medication and will be addressed through the disciplinary process. HSU may be notified if an inmate is frequently failing to take prescription medications.
- Controlled medications are kept at the Officer's station and issued by unit staff. The inmate will be observed by security staff while taking medication. Only institution provided clear cups with water are to be used when receiving controlled medication. Personal cups/glasses may not be used. Inmates are responsible for reporting to the officer's station and requesting or refusing the medication at the designated time. Medication will be dispensed at the following approximate times unless specifically prescribed otherwise:

AM: Between 7:30 AM – 8:00 AM (After count clears)

Noon: Between 11:30 AM – 12:00 PM

PM: Between 4:00 PM – 4:30 PM

Bed: Between 9:00 PM – 9:30 PM

The Officer's station is restricted to only those inmates receiving medication during medication pass timeframes to respect the privacy of inmates and ensure accountability. Furthermore the noise level and

movement must be kept to a minimum. All requests of staff must wait until all medication is distributed on the unit.

Inmates will order both types of medication refills in a timely manner using the white Medication Refill Requests (DOC-3035C). Inmates are directed to send refill slips 7 to 10 days before their medication runs out and to use the proper refill slip DOC 3035C. Inmates are also reminded, if medications are designated for a monthly limit; these will not be filled prior to the established timeline. **DO NOT** send multiple slips for the same medication within the next couple of days as it simply slows the process down. Send only one refill slip for multiple medications when possible and keep in mind the medication room is not staffed on weekends and holidays. If a medication outage occurs, inmates are responsible to inform unit staff to call HSU.

Medications which are designated as **PRN** means they are to be made available "as needed" or within a designated time frame. This means that the medication may be requested and given with less frequency, but not more often, than prescribed. Within reason, these medications should be made available to inmates at times other than designated medication schedule distribution. (**PRN Medications should typically be made available to the inmate within one hour of the request.**)

Inmates required to take medications at the HSU must report during the following times:

AM: Between 7:45 AM – 8:15 AM
Noon: Between 11:30 AM – 12:00 PM
PM: Between 3:30 PM – 4:00 PM
HS: Between 7:45 PM – 8:15 PM

*Inmates are **NOT** allowed to wait outside of HSU. All inmate aides and those waiting to see HSU staff have to wait inside the building, in the waiting room.

Inmates are required to report to the delivery location to take or refuse their medications at the ordered time. If an inmate fails to comply with the medication schedule described above, the inmate may be issued the medication **as determined by nursing staff**, and will be subject to discipline. At times HSU may be contacted for approval/denial. Refusal remains the right of the inmate, but the inmate is required to follow the distribution schedule when medications are requested. If the inmate knows he will be unavailable to receive the medication per the medication schedule, it will be the inmate's responsibility to make arrangements with the unit officer or HSU as to when to receive the medication.

Inmates who take medication that require an HS snack will be issued crackers on the living unit. Each inmate may request no more than 2 packages of individually wrapped saltine crackers, with HS medication administration, to be eaten in the day room and not taken back to room.

Certain medications may cause sensitivity to the sun and heat, a "sun allergy", otherwise known as photosensitivity. This "sun allergy" can affect the skin within several minutes of sun exposure and can look like a red rash; large, itchy hives; blotchy blisters, and even scaly patches. There are several ways to reduce the risk of "sun allergy" or photosensitivity:

1. Avoid excessive sun exposure if possible.
2. Protect your skin by wearing long sleeved shirt, pants and a cap.
3. Apply SPF-15 or higher sunscreen to areas not covered by clothing. Sunscreen is available in canteen.

CO-PAY (Refer to DAI Policy 316.00.01)

All inmates will be charged \$7.50 medical co-pay for each inmate-initiated health/dental services request resulting in a face-to-face contact with a health care provider. Inmates will not be charged for appointments initiated by health care providers, for medical emergencies **as decided by HSU**, or for work related injuries as verified by staff. Follow-up examinations scheduled by HSU staff and referrals made by nurses and doctors to other facilities for follow-up health care are also not subject to co-pay.

The ability to pay for health services is not a prerequisite to being seen and treated at HSU. Health care is provided regardless of the ability to pay. Payment is secured as inmate funds become available. Inmates should not refuse medical assessment due to co-pay charges. Nursing assessments are necessary to determine the level of care need and referral to a provider. A charge may be disputed after the appointment by writing the HSU Managers, and waiting 30 days for a response. If no response is received after 30 days of writing the HSU Managers, inmates may then file a complaint through the Inmate Complaint Review System (ICRS).

SPECIAL NEEDS COMMITTEE (Refer to DAI Policy 500.30.07)

Submit a Health Service Request (HSR) addressed to the Special Needs Committee for new or existing special needs restrictions one month prior to expiration for review or renewal. Evaluation of special needs restrictions may require a nursing assessment. Requests should be limited to only special needs items, i.e. do not combine questions regarding file reviews, medications, appointments, or other medical issues on the HSR.

PROTECTED HEALTH INFORMATION (Refer to DAI Policy 500.50.13, 500.50.14, 500.50.19)

- An inmate must complete form DOC-1163A for any health information to be provided to family member(s) about their medical condition while in the care of the DOC or hospitalization.
- A DOC-3335 must be completed if an inmate has medical records at a health care facility outside of the Department of Corrections.
- A DOC-3484 must be completed for an inmate to challenge to amend or correct the personal health information (PHI) contained in his Health Care Record.

Forms can be obtained through HSU by submitting DOC-3035 to request each specific form.

MEDICAL FILE REVIEWS AND COPIES

Inmates who would like to review and obtain copies of their health care information must complete a Health Services Request (medical file), Dental Services Request (dental file) or a Psychological Services Request (psychological file) to request a file review or copies. Inmates will be required to sign an Authorization for Use and Disclosure of Protected Health Information form (DOC-1163A) to review the file. Inmates will be charged a copying fee for any requested copies. Inmates will be charged for each side of a page. A Disbursement Request (DOC-184) must be completed to pay for the copies.

ADVANCED DIRECTIVES FOR HEALTH CARE (Refer to DAI Policy 500.00.01)

Accidents and illness can occur at any time without warning. If an inmate becomes unable to make medical decisions for himself, there are advanced directives to be put in place ahead of time. Forms are available from HSU. Inmates are encouraged to contact their Unit Supervisor with question.

LAY-IN STATUS (Refer to DAI Policy 309.55.02)

Inmates unable to attend school or work may request Lay-in status. Lay-in is a non-medical, non-paid status which simply indicates that the inmate has been excused from his work/school assignment. Lay-in status will end at midnight of the day lay-in status is approved. Authorization for illness, personal matters, or death of a close family member and will be at the discretion of a supervisor.

To request Lay-in, the inmate requesting lay-in shall report each day to their assignments to request lay-in from the assignment supervisor. If the assignment supervisor allows Lay-in status, he/she will notify unit staff who will monitor the inmate. Housing unit staff shall notify the assignment supervisor and HSU when an inmate is obviously ill or injured to report to the work site. Inmates will only be allowed out of their room to use the bathroom, for meals, medication or as instructed by unit staff. Violations may result in a conduct report. Inmates on lay-in due to illness are encouraged to submit a blue Health Services Request (DOC-3035) to obtain medical attention and may be required to work/attend school until seen by HSU and approved for Sick Cell. The Supervisor has the discretion to require that an inmate submit a request.

Additional lay-in time is handled on a day-by-day basis. No medical/psychological authorization is required for the inmate to return to his assignment unless the inmate has missed 3 or more days of work or the work supervisor believes the inmate is unfit for duty. On the 3rd consecutive day an inmate is on Lay-in status, the assignment supervisor must contact HSU and the inmate must be seen by HSU the same day. A copay will not apply per policy. HSU will then determine sick cell status and activity level.

SICK CELL RESTRICTIONS

The following are medical restrictions that *could* be placed on inmates by HSU staff:

- NO WORK - The inmate may not perform his assigned job duties.
- NO SCHOOL – The inmate may not attend school, library, hobby, or music classes.
- BED REST WITH BATHROOM PRIVILEGES – The inmate must stay in his room except to use the bathroom, go to the Officer's station, and stand for count.
- UNIT CONFINEMENT – The inmate may not leave the living unit for any reason unless exceptions are listed. The inmate may not attend any off-unit activities such as hobby, school, work, gym, music, track, rec field, library, canteen, or property. The inmate may go to appointments at HSU, religious activities or visits.
- NO STRENUOUS SPORTS - The inmate may not participate in any of the following activities except as a spectator: baseball, jogging, basketball, volleyball, Frisbee, racquetball, ping-pong, horseshoes, or the weight room.
- MEALS IN ROOM – This will require that the inmate eat all meals in his room.
- NO VISITS – This restriction will be limited to cases involving a communicable disease. A Social Worker will contact the inmate's family in these cases.

HOSPITAL STAY

An inmate admitted to a hospital will be allowed the following personal property items only while at the hospital:

-1 wedding ring, 1 watch, Dentures, Glasses, Other necessary medical devices, Comb/small hair pick, Stationary (envelopes, stamps and pen/pencil) may be requested for extended stays, Approved legal materials, limit 1 bag, may be requested for extended stays.

MEDICAL MODIFIED DIETS (Refer to DAI Policy 500.30.24)

1. A modified diet is a medical order that authorizes Food Service to make modifications to an inmate's diet for health purposes. The inmate can accept or refuse the diet, but the medical order will remain in the inmate's HSU file as long as Health Services believes it is necessary.
2. Inmates must complete and submit a DOC-3035 and send it to HSU be considered for a modified medical diet order, unless upon transfer there is an Advanced Care Provider order already in place.
3. A nursing appointment subject to co-pay for an assessment is needed before the request is reviewed by an Advanced Care Provider to determine the medical need for a modified medical diet order. If ordered, the modified diet is permanent and affects all meals until formally refused by the inmate and processed.
4. The time in which an inmate with a modified diet eats may vary from living unit to living unit. If an inmate receives a tray, a bag, a supplement or anything different than what is served to the general population, this is a modified diet.
5. Inmates receiving a modified medical diet are not allowed to eat from the regular serving line, trade, give away, or substitute food items.
6. An inmate may refuse a modified medical diet. Such requests will be made in writing to HSU using a DOC-3035. Nursing staff will provide education on the consequences of refusing a modified medical diet.
7. The refusal will be forwarded to the inmate's Advanced Care Provider for review to determine the need to discontinue diet and then sent to Food Service to process.

FOOD SERVICE

The Food Service Department's working hours are from 4:30 a.m. until approximately 7:30 p.m. daily. Inmates requesting information from the Food Service staff should use a DOC-761 form.

MEALS

1. Only server workers are allowed in housing unit serveries.
2. Menus and portions are determined by the Department of Corrections' Nutritionists. Do not pressure server workers for larger or different portions.
3. Food must be eaten in the dining room and may not be taken to inmates' rooms. An exception is 1 piece of whole fruit which may be taken to an inmate's room from the dining room which must be eaten within 24 hours. To be clear, each inmate may only possess 1 piece of fruit in their cell. Personal food is not to be stored in the living unit refrigerators in the servery.
4. Inmates may eat only when their section is called to eat. Inmates may only go through the meal line once. Meal lines will be single-file and conversations will be kept to a low level. Once the line is complete, no additional inmates may join unless authorized by staff.
5. Inmates going through the meal line may not rinse or wash cups/glasses/utensils with hot water, cold water or milk.
6. Reserving of tables or chairs is not permitted. Once seated at a table, inmates may not move to another table. No personal cups or dishes will be used or taken into the dining room during meal times.
7. The following are the only personal food items that can be brought into the dining area during any scheduled meal: (You may bring no more than 4 to each meal.):

Jalapeno Peppers	Ketchup	Mustard
Mayonnaise	Honey	Mrs. Dash
Hot Sauce	Onion Powder	Picante Sauce
Garlic Powder	Season Salt	Sweet and Low

8. Only 2 - 8 oz. cups are to be used at each meal. The cups are to be used for milk or water only. 1 milk per meal. When 4 oz. juice cup is served, inmates are allowed 1 juice cup for a total of 3 cups on their tray.
9. Trading of food while in the food line or between tables is not permitted. Inmates may ONLY trade food with those seated at the same table. Inmates on a medical/religious diet are not allowed to trade/exchange food with anyone.
10. Due to the number of inmates needing to eat, a 20-minute time limit will be enforced and loitering is not permitted. Inmates will leave the dining room upon completion of eating, even if it has not been 20 minutes. It is expected inmates demonstrate self-control and respect for others by keeping voices and noise levels low.
11. The dining room area will be closed during specific times to allow server workers to prepare the dining area for meals and to complete clean up after the meals. Refer to each unit handbook for meal times and dining room hours.
12. Inmates who will not be on the living unit during meal times due to a visit, parole commission, medical appointments, etc. may request that a meal be saved. It is the inmate's responsibility to request from staff that the meal is saved before the inmate leaves the living unit. The saved meal must be eaten immediately upon the inmate's return to the unit.
13. Inmates may not use state cups, utensils or dishes except at meal times or when authorized by staff. Milk machines will not be used between meals. Removal of the tops of the salt and pepper shakers is prohibited.

SPECIAL DIET PROCEDURES

Refer to each living unit handbook for times scheduled for modified diets. If an inmate receives a bag, a supplement or anything different than what is served to the general population, the inmate is on a modified diet. Inmates on a modified diet may get different items or the portion size may be different than the standard menu.

Special diets are designed to promote good health. It is in everyone's best interest to comply with the diet. This procedure helps to assure proper nutrition, eliminate waste, and ensure there are sufficient portions to feed everyone on the living unit. For that reason, the policy will be enforced and violations may be addressed through the disciplinary process.

RELIGIOUS DIETS (Refer to DAI Policy 309.61.03)

1. Inmates must complete and submit a DOC-2167 to the Chaplain be considered for a religious diet. All sections of the request form must be completed in sufficient detail to ensure the request is clear and complete.
2. Once approved, the religious diet is permanent and affects all meals until formally cancelled.
3. An inmate may request that the religious diet be cancelled. Such requests will be made in writing to the Chaplain using DOC-761. An inmate must wait for a period of 6 months before requesting that the current diet be reinstated or before requesting that a new diet be approved.
4. Inmates who violate the terms of the religious diet participation agreement, as outlined on the DOC-2167, twice in a 6 month period may be terminated from the program for no less than a period of 6 months.

Both Medical and Religious diet portions can and do change from meal to meal and day to day. For example; 4 tbsp. of peanut butter may be served for breakfast, but then only 2 or 3 tbsp. of peanut butter may be served for lunch.

TRAINING KITCHEN SERVICES

The training kitchen schedule is posted on living unit information boards.

Visiting Room Restaurant Program (New Beginnings Restaurant) - When the training kitchen is open during visiting hours, inmates are allowed to purchase food items from the restaurant menu for their family and friends. Inmates must complete a Disbursement Request (DOC-184) for the order. The money must be posted to the inmate's account prior to placing the order. Limited to only 1 order per person – per day may be processed.

Unit Orders – Carefully selected meals will be available for delivery during evening hours to different living units each week. To order, inmates must complete the appropriate order form and a Disbursement Request (DOC-184). These orders must be submitted to the training kitchen and received no less than 5 days prior to scheduled delivery date. Cancellations will be granted if canceled at least 5 days prior to the scheduled delivery date. Refund requests will be reviewed and may be granted if an inmate is placed in RHU, sent out to court, or sent out on a medical trip after the order due date. Refund requests must be given in writing on an interview/information request form (DOC-761) and submitted to the Training Kitchen for review.

CANTEEN (Refer to DAI Policy 309.52.01)

Canteen purchases are limited to a bi-weekly specified amount as indicated in policy. Refer to the regular account balance on the canteen phone system to determine funds available for spending limit. Sufficient funds must be in your regular account to cover the canteen items purchased. The canteen schedule, prices and items carried are published and updated regularly and posted in the living units.

There will be limited off unit movement; there will be no recreation during canteen distribution hours. Only a limited number of inmate jobs will be allowed to be off the unit during canteen. If an inmate did not purchase

any canteen, that inmate will still be held to the same unit rules for the duration of the canteen process. All closed dayroom rules apply during canteen distribution. No talking is allowed while waiting for your canteen.

Canteen is ordered using dayroom telephones. The canteen vendor has an automated system that allows the ordering of canteen by using the telephone keypad. Instructions are posted near the telephones. All orders should be completed by 12:00AM Sunday of the week prior to your canteen week. Orders are pulled at 11:00PM on Tuesday and new orders for the next canteen period can be started on Wednesday. Inmates can request the use of a bubble sheet order forms from the Unit Supervisor. If approved to use bubble sheets, they will be received the week prior to scheduled canteen. The canteen order form must be legibly completed by the inmate to include full name, DOC number and signature in black or blue ink or #2 pencil prior to depositing the order form into the Canteen Order boxes on the unit. The order form must be filled out and submitted by 12:00 a.m. on the Sunday evening/Monday morning the week prior to your canteen week. Days will be adjusted for short holiday weeks, watch for an announcement on the institution TV channel. The contracted Canteen ordering instructions and the Wisconsin Department of Corrections Canteen Menu (price sheet) are provided by R-Building staff during inmate orientation. Additional Canteen Menus can be requested by sending a disbursement request (DOC-184) to the Business Office for \$0.15 cents per page/side.

THE FOLLOWING PROCEDURES WILL BE FOLLOWED ON CANTEEN DAY:

1. Dayrooms will remain closed while canteen is being handed out. Bathroom use will only be allowed for toilet and hand washing use. No hygiene, no showers — plan accordingly.
 2. There will be NO talking or loitering in the dayrooms while canteen is being handed out.
 3. Remain in your room until your tier is called. Inmates MUST report at the time they are called. You must have your inmate ID and the most current canteen account statement. Bulk items are not disputable once the inmate leaves the table with his order.
 4. Canteen Account statements must be signed by the inmate in the presence of canteen staff. Canteen staff will collect the Canteen account statement when you are called to the table to pick up your canteen.
 5. If an error is found, staff will note the missing or damaged item(s) on your receipt. Staff will forward the receipt to the Business Office to refund your account. Refunds could take up to 4-6 weeks.
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- Inmates may not order canteen more than once every two weeks. Inmates either OCO or OWO must write to canteen staff informing them they have returned to the institution. Canteen staff will deliver the canteen order within a week of receiving the information request.
 - With the exception of greeting cards, canteen items are to be purchased for the inmate's individual use and consumption only. Purchasing canteen items for other inmates is **STRICTLY PROHIBITED!** Purchased items are considered personal property.
 - No stockpiling of canteen items is allowed; inmates must use items as intended and according to directions. The storage time limit for consumable (food & hygiene) items is 2 months or 60 days from the date received, or by expiration date whichever is sooner. All other canteen items purchased have a possession limit, it is each inmate's responsibility to know and stay within the limits. Canteen purchase receipts will be required to verify purchase dates, and it is the inmate's responsibility to save all the canteen receipts until products are used. Any inmate who possesses items from canteen and does not have a canteen receipt may be subject to disciplinary action.
 - If expired items are discovered, inmates should contact canteen staff in writing to facilitate a review and possibly an exchange or credit.
 - Failure to report to the dayroom to receive your canteen (i.e.: sleeping, etc.) will result in a written warning on your face card and you may be subject to discipline if this happens in the future. You should be aware of your canteen day and be ready when called.
 - Bags (both plastic and canvas) are not allowed to remain in inmate possession. They will be collected at the end of canteen.

RECORDS

The Record Office is located in B-Building across from the library. Questions about release date, sentence structure, court appearances, pending court cases/charges, detainers or Parole Commission appearances should be directed to the Record Office with an interview request. The OSCI Records Department does not have an “open door” policy, and inmates are NOT allowed to “walk in” to the Records Department without prior approval. Social service or legal file review requests should be directed to the Record Office and can be reviewed once every 6 months. Exceptions must be approved by the Records Office Supervisor.

COURT APPEARANCES

Inmates must wear state-issued clothing when making off-grounds trips. State-issued clothing includes state shoes, socks, underwear, pants, shirts, and jacket. No personal clothing is to be worn. Inmates released to law enforcement for court appearances will turn in ID cards and keys to the Unit Sergeant prior to leaving the living unit. Items listed below are allowed subject to the rules in the county where the court is located. Inmates are not allowed to bring any personal property items back from court except items taken with them.

1. One religious pendant
2. Legal materials pertaining to that case (must have case # and can be carried by the inmate)
3. Glasses
4. One wedding ring
5. Other approved medical devices

Money up to \$10 will be allowed for off-grounds appearances that involve an overnight or more than 1 day. Arrangements for funds to be sent should be made by completing a disbursement request (DOC-184), getting Unit Supervisor approval and sending it to the Business Office as soon as the date of the off grounds is known. More than \$10 will be allowed for out-of-state trips.

PSYCHOLOGICAL SERVICES UNIT (PSU) (Refer to DAI Policy 500.70.20)

PSU services are offered in the following priority order:

1. Crisis of a clinical nature
2. Clinical evaluations for Re-Classification and the Parole Commission (per staff request only)
3. Responding in writing, or by interview requests. Inmates coming into OSCI on medication for psychological needs will be monitored automatically by PSU. If an inmate is not on medications, requests to see the Psychiatrist will be screened and referred by PSU staff if deemed appropriate
4. Providing treatment groups

The green Psychological Service Request (DOC-3035B) must be used when requesting services. Inmates are triaged and screened and responded to in the order of urgency. Please be aware, there may often be time limitations and staff will focus on A&E identified treatment issues. Please be specific with written requests. If an inmate is experiencing a clinical emergency requiring priority attention, please contact unit staff and request a PSU staff person be contacted. Evaluations are requested only through a Re-Classification written referral and/or a referral from staff.

RECLASSIFICATION COMMITTEE (RC) FORMERLY KNOWN AS THE PROGRAM REVIEW COMMITTEE (PRC) (Refer to DAI Policy 302.00.01)

OSCI Offender Classification Specialists (OCS) are employed under the Bureau of Offender Classification and Movement (BOCM) located in Madison and are headquartered at OSCI. In accordance with DOC 302, BOCM conducts hearings on each inmate at least once every 12 months. At each hearing, BOCM staff re-evaluate custody, institution placement, and program assignments since your last Reclassification. System wide issues such as population pressures are also considered.

Social workers can answer most classification related questions and are usually more accessible. Please submit an Interview/Information Request (DOC-761) to BOCM with questions regarding the classification process.

TYPES OF RECLASSIFICATION HEARINGS

- **Scheduled** hearings occur sometime during the month of an inmate's scheduled recall. BOCM can set scheduled recalls up to 12 months.
- **Early** hearings are conducted on a case by case basis when significant changes occur affecting custody and/or placement. Examples (not all inclusive) are:
 1. Pending charges are resolved.
 2. Parole Commission endorses treatment and/or movement.
 3. Treatment program is completed which now affects custody and site.
 4. Due process referral resulting from negative institution adjustment.
 5. Termination from treatment program.

Prior to Reclassification Hearings

An institution staff person will interview the inmate to discuss classification issues. An inmate may elect to appear or waive the appearance at the hearing or prior to the hearing. Classification staff encourages inmates to attend to address any concerns or questions for the committee. Inmates may be instructed to attend, even if the hearing is waived. A written document is prepared for each reclassification hearing based on file information and the interview. Many inmates at OSCI are interested in obtaining minimum custody, therefore inmates are encouraged to attend the hearing to discuss suitability for custody reduction.

Reclassification Hearings

Notification of the reclassification hearing times is posted in the daily bulletin. Inmates who chose to attend the reclassification hearing are directed to bring their portfolio. The committee is comprised of an OCS (chair) and institution representatives as designated by the Warden. Classification staff will work with the inmate to facilitate assessment of risk and needs to identify appropriate programs or interventions, custody level, and/or transfer as deemed appropriate. Classification staff and the Reclassification Committee do not determine when inmates are enrolled into identified programs or other interventions. Program enrollment is guided by DAI Policy #300.00.25, and case plan interventions are coordinated through the inmates Social Worker/Case Manager.

Following Reclassification Hearings

After receiving classification documentation, inmates may request an Administrative Review of the Classification Decision, pursuant to DOC 302.18, by filing a current DOC-1292, Administrative Review of Classification Decision, within 10 days of receipt of the final decision. Administrative Reviews are based on erroneous information, **not** disagreement with custody and/or placement recommendation. Administrative Review forms (DOC-1292) are available on the living units.

Transfers

The speed of transfer will be affected by bed space availability. Transfer priorities are typically for security, medical, clinical, and program reasons. Typically transfers do not occur within 60 days of release. Inmates are responsible to communicate issues/changes which could affect classification with their unit Social Worker.

PAROLE COMMISSION HEARINGS

Parole hearings will be held in B-Building on a scheduled basis to report to the Movement Officer Station (MOS) in B-Building. See dress code of additional information.

INMATE COMPLAINT REVIEW SYSTEM (ICRS) (Refer to Administrative Code 310, DAI Policy 310 00 01)

Inmates have a right under Wisconsin Administrative Code Chapter 310 to raise concerns by filing a complaint using form DOC-400. Inmates are expected to try to resolve issues informally by following the chain of command before filing a formal ICRS complaint; this can often be less time consuming than filing a formal complaint. The only exceptions to following the chain of command includes confidential reporting of staff misconduct or any type of sexual misconduct.

- After contacting appropriate staff, ensure the complaint is submitted within the 14 day calendar time limit. List any attempts to contact staff (who and when) in the complaint submission. A primary language may be used **ONLY** if English is not known.
- Complaints will be returned (not processed) if filing requirements are not met. The inmate will have **1 chance** to resubmit after following the direction provided by the ICE in the return letter.
- Before accepting a complaint, the ICE may direct the inmate to attempt resolve of the complaint issue with appropriate staff.
- If an inmate's complaint is accepted, it may be rejected based upon reasons listed in DOC 310.10(6).
- **ONLY** after **exhausting** the appeal process for RC hearings, disciplinary hearings, administrative confinement hearings or a denial of authorized leave, an inmate may use the ICRS to challenge **only the procedure** used in those situations.
- Complaints are limited to 1 per week, unless the complaint(s) involve health, safety or PREA issues. The ICE may waive this limit for good cause.

ICRS PROCEDURES

1. A legibly written DOC-400 form must be completed to file a complaint in ICRS. Please use a dark pen or pencil. Do **NOT** highlight any portion of the DOC-400. Provide specific, concise details regarding the incident date of occurrence. Do **NOT** staple or tape multiple forms together.
2. Lock boxes are available on every housing unit to confidentially submit the DOC-400 form no later than 14 days after the date of incident.
3. If accepted, a receipt will be sent to the inmate within 10 days of receiving of the complaint, and the inmate is responsible for keeping that receipt for his own tracking and record keeping.
4. The ICE will use discretion in deciding the best method to conduct an impartial investigation of the complaint and either reject it based on DOC 310 or make a recommendation to the Reviewing Authority. If a complaint is rejected, it may be appealed using form DOC-2182 to the Reviewing Authority within 10 days, and placing the form in the ICE lockbox. The Reviewing Authority's decision on a rejected complaint is final.
5. The Reviewing Authority will issue a decision on the complaint. If the complainant does not receive the Reviewing Authority's decision within 45 days following the ICE's acknowledgement of receipt of the complaint, the complainant may appeal directly to the Corrections Complaint Examiner (CCE).
6. If the inmate is not satisfied with the Reviewing Authority's decision, an appeal may be filed by using DOC-405. **An appeal of a Reviewing Authority decision must be made by US Mail** and it must be received by the CCE within 14 days of the date the inmate received the Reviewing Authority's decision.
7. A receipt from the CCE will be issued within 5 working days after receiving an appeal.
8. The CCE investigates the appeal and makes a recommendation to the Office of the Secretary (OOS).
9. The OOS shall make a decision following receipt of the CCE's recommendation. The OOS may extend the time for making a decision for cause and must give written notice to the inmate.
10. If the inmate does not receive the OOS's written decision within 90 working days of the CCE's acknowledgement of receipt of the appeal, the inmate may consider the administrative remedies to be exhausted, unless the time has been extended by the OOS. The department shall implement an affirmed decision within 30 working days from the date of decision.
11. If an inmate's complaint is affirmed and it has not been implemented within 30 days, the inmate may directly inform the decision-maker in writing of the failure to implement the decision.
12. Complaints filed with the ICRS are confidential. Persons working in the ICRS may reveal the identity of complainants and the nature of the complaint only to the extent necessary to investigate the complaint,

implement the remedy, or in response to litigation. See sec. DOC 310.16, Wis. Adm. Code for exceptions to complaint confidentiality.

EDUCATION (Refer to DAI Policy 309.55.03 and DAI Policy 309.55.04)

OSCI's Valleyview School offers Academic and Career & Technical (CTE)/Vocational Programming as well as Correspondence Course opportunities, Guidance and Counseling, GED and TABE Testing, ESL/ELL (English as a Second Language/English Language Learners) instruction, and Personal Development classes.

Academic Programming consists of Adult Basic Education (ABE) aimed at addressing the needs of those inmates who do not have a high school diploma or its' equivalent.

Inmates who have been screened and identified with an educational program need for Academic Primary shall be required to attend school. Inmates assigned an Academic Primary need who refuse to attend school shall be placed on Voluntary Unassigned Status and shall not be eligible for an inmate work assignment or compensation. OSCI provides instruction in the areas of: reading & writing, mathematics, science, social studies, health, civics and employability. Classes are structured by subject as well as grade level as measured by the TABE test (Test of Adult Basic Education). Class times are as follows:

Class Schedule	Unit Sign Out	Class Times
1st Period	7:50 AM	8:00 - 8:50 AM
2nd Period	8:45 AM	8:55 - 9:45 AM
3rd Period	9:40 AM	9:50 - 10:40 AM
4th Period	10:35 AM	10:45 - 11:35 AM
5th Period	12:35 PM	12:45 - 1:35 PM
6th Period	1:30 PM	1:40 - 2:30 PM

CTE/Vocational Programming available at OSCI includes the following Wisconsin Technical College System (WTCS) certified programs:

- **Building Maintenance & Construction:** A 1 Year technical diploma through Moraine Park Technical College consisting of 22 credits in the areas of Basic Carpentry, Electrical, Plumbing, Blueprint Reading and Building Trades Safety. In addition, students learn student success, workplace success, Occupational Math and Communications.
- **Food Service Production:** A 1 year technical diploma offered through OSCI Training Kitchen and consists of 28 credits in a variety of Culinary Arts, Food Production Skills, Restaurant Operations, Professionalism & Hospitality as well as Applied Communication, Mathematics and CPR/First Aid.
- **Horticulture Technician:** A 1 year technical diploma consisting of 34 credits in the areas of plant identification, landscape design, integrated pest management, plant maintenance, planting and pruning, soils and fertilizers, turf management, equipment maintenance and operations as well as business operations. In addition, course work includes Applied Communications and Mathematics.
- **Institutional Food Production:** A 10 credit certificate giving students a foundation in Quantity Food Production, Culinary Arts, Baking, Sanitation and hands-on experience in institutional kitchen operations. Program length is 4-5 months and prepares students for work as institutional kitchen workers as well as entry-level positions in the Food Service Industry.
- **Microsoft Office Suite:** A 12 credit certificate program giving students essential computer skills used in today's business world. These skills are necessary for potential employees in almost any field in today's job market. Program is self-paced and typically takes student's 4-5 months to complete.
- **Multi-Occupational Aide:** A non-credit bearing certificate program giving students basic on the job training in a variety of areas as well as classroom instruction in Personal Development, Financial Literacy, Cognitive Structuring, Health, Communications and Conflict Resolution. Program takes 6 months to complete.

- **Braille Transcription:** A 10 credit certificate program leading to Library of Congress certification in Braille Transcribing. This program not only gives students an opportunity to learn a skill that can provide valuable supplemental income upon release, but also provides inmates an opportunity to give something back to the community by providing Braille textbooks and materials to blind and visually impaired students throughout the country. Students typically complete the instruction portion and become certified in 12 months.
- **Dog Training:** A 13 credit certificate in which students will explore the various dog behaviors related to the major breeds. Behaviors include those of social/environmental events, chronological age, and how reinforcement can modify any behavior. Methods of conditioning will be developed and practiced including developing a training plan, using proper terminology, which will be successfully executed and documented. Additional courses are, Applied Communications, Personal Leadership, Entrepreneurial Mindset, Animal Health and Wellness.
- **Dog Grooming:** A 13 credit certificate in which students learn the terms associated with dog grooming. Identify and demonstrate proper use of tools and sanitation requirements. Assess all aspects of the dog's well-being before, during and after grooming and use critical thinking and problem solving to offer suggestions. Proper industry record keeping will also be explored and followed. Additional courses are, Applied Communications, Personal Leadership, Entrepreneurial Mindset, Animal Health and Wellness.
- **Correspondence courses** are approved courses of instruction that allow an inmate the opportunity to participate in post-secondary educational opportunities through distance education. Most inmates enrolled in correspondence courses are taking courses in post-secondary/college level courses that will lead to either an Associate or Bachelor's degree. Some correspondence courses may be taken that are not for college credit and may be considered more "personal development" than academic.
- **Guidance and counseling** provides new inmates an orientation to educational programs, oversees the testing program at OSCI, reviews inmate education files, and interviews prospective students as to Educational and CTE/Vocational needs. In addition, the Guidance Counselor schedules students into school, maintains academic and vocational waiting lists and offers counseling on additional educational and vocational opportunities.
- **ESL/ELL** (English as Second Language) classes are offered at OSCI and focus on those inmates who either have language barriers or need to improve their literacy level in English or their native language.

Questions regarding enrollment into any of the OSCI school programs should be addressed to the Education Department using DOC-761, Interview Request. School rules will be discussed and provided to the inmate upon enrollment in school.

VETERAN'S ACTIVITIES

Representatives from the federal and state Veteran's Administrations and area Counties come to OSCI as schedule permits and will assist veterans in areas regarding benefits, status, and other military service matters. The representatives can inform inmates about what services are available upon release for employment assistance, personal counseling, vocational training, etc.

Any veteran inmate wishing to see a representative from Veteran Affairs should submit an interview request to X-Building Unit Supervisor. A list is kept and inmates will be notified when the representative is available. Close North housing unit is designated as the Veterans unit. The Veterans unit is a community of incarcerated veterans with a focus on continued support and service. Residents of this unit will be expected to maintain a positive attitude and demonstrate the ability to follow the rules of the institution.

This is a VOLUNTARY placement and all interested veterans will be considered and selected by the Veterans' Unit Staff based on the following criteria:

- Institution conduct: NO Major CR's within the last 6 months, excessive minor CR's will be considered as well.
- Attitude: Willing to work with supportive services within the institution (HSU, PSU, Program providers).

- Institution Job: Maintain placement in an institution job/school/program or willingness to participate in community service opportunities.
- Community: Willingness to assist others to support an esprit de corps type atmosphere.

Placement on the Veterans' Unit is dependent on confirmation of Veteran Status (DD-214).

LEGAL ASSISTANCE TO INSTITUTIONALIZED PERSONS PROJECT (LAIP)

LAIP is a clinical program of the University Of Wisconsin Law School's Frank J. Remington Center. LAIP is an educational program in which students learn to practice law by assisting inmates under the supervision of clinical faculty. LAIP may provide free legal assistance to inmates in Wisconsin prisons on certain criminal and civil law issues. To apply for this service, submit an interview request to Program Services. LAIP will interview and screen inmates for appropriateness.

LAIP will not provide representation on the following issues:

1. Prison disciplinary issues
2. Suits against the institution or staff (i.e. "conditions of confinement" suits)
3. Civil lawsuits seeking money damages against other parties

OPEN RECORDS REQUESTS (Refer to Executive Directive 21)

Requests for documents not immediately available for copies (i.e. documents in the library or on the unit) should be requested via an open records request. This request can be made on a DOC-761 (Interview / Information Request), and does not need to contain any special language, only what the documents being requested are. The request(s) should be addressed to "OPEN RECORDS REQUEST" for proper distribution. All requests should be sent along with a signed disbursement for copies.

RELEASE TO THE COMMUNITY

PRE-RELEASE CURRICULUM (Refer to DAI Policy 300.00.14)

OSCI offers voluntary Pre-Release workshops to assist inmates with transitioning back into their communities. Staff and community members facilitate workshops targeting topics to include Housing, Financial Literacy, Employability Skills, and Interpersonal Relationships. Inmates may submit a request to the Reentry Social Worker to be placed on the waiting list for these workshops and will be enrolled based upon release date. Additional information about the reentry workshops and other resources will be posted in the daily bulletin. Participation will be documented in COMPAS to better prepare for release and build case plans for PRC. There are Reentry Binders available in the library for inmates to review material which had previously been available in the Pre-release curriculum. The Reentry section in the library also holds community resource binders, and books covering topics such as resume writing and job readiness.

INMATE PORTFOLIO (Refer to DAI Policy 300.00.15)

A blue portfolio has been issued to all inmates in DAI to keep important documents including certificates, credentials, checklists, letters, resumes, and pictures of projects. You are responsible for the portfolio and its contents. Portfolios should only be used to store material related to release planning and identified on the Portfolio Checklist (DOC-2399). Inmates are expected to bring their portfolio to Classification and Parole Hearings to share with staff. If you need a new portfolio, please submit a request to the Reentry Social Worker. Inmates who have already received a portfolio will be charged a fee to receive a new one.

RELEASE CLOTHING (Refer to DAI 309.45.02 Appendix A)

Inmates who have personal clothing in their property will wear these items upon release. Release clothing may be sent to the institution no more than 30 days prior to your scheduled release date to be stored in property. Family/friends may also bring release clothes on the day of release for you to change into. If you don't have personal clothing in your property and you are unable to get release clothes from family/friends,

contact your Social Worker. Release clothing will consist of one pair of pants, socks, underwear, shoes, a T-shirt, shirt/sweatshirt and one jacket. The Unit Supervisor may approve up to \$150 from your Release Account to purchase clothing up to 90 days prior to release. Allowed clothing for release will be stored in Property up to 30 days prior to release and any additional or non-allowed items will be returned at the inmate's expense. The Unit Supervisor may approve additional specific items based on individual needs for release and will notify Property prior to receipt of the item.

CHECK OUT PROCEDURE

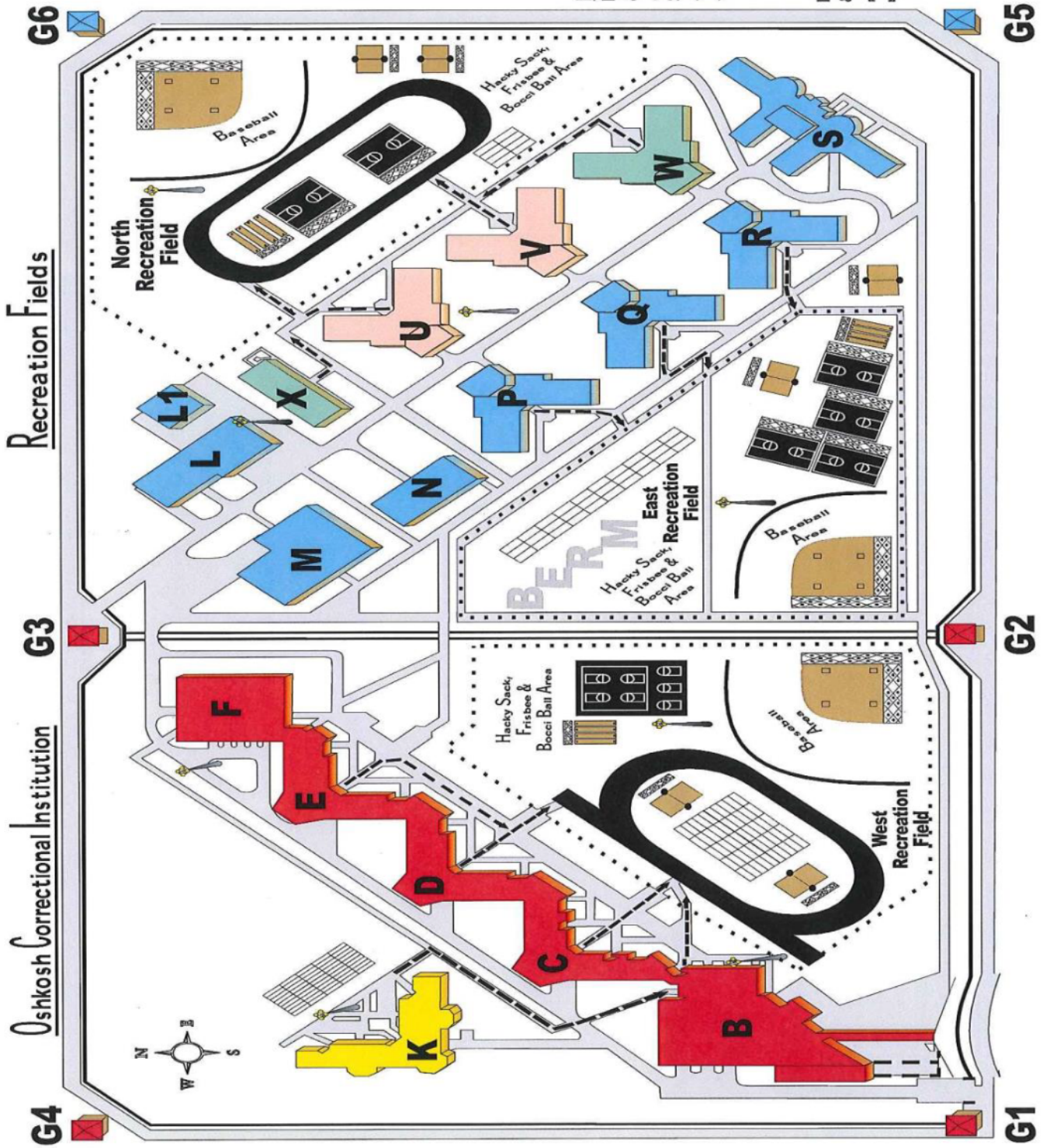
All personal property will be inventoried and packed the day prior to release. This does not include essential hygiene items that are needed prior to departure. All state-issued clothing, state-owned materials (books, textbooks) must be returned to the proper area (school, library) during the checkout process.

An inmate photo will be taken before release as required by law. All inmates currently incarcerated for a felony conviction in Wisconsin are required to submit DNA prior to release. DNA will be verified and if not submitted, arrangements will be made to obtain. Release funds will be provided to the inmate in the form of a check on the day of release as approved by the agent.

Please inform family or friends, release will occur during normal business hours of 8:00 a.m. 4:30 p.m., Monday through Friday, excluding holidays. Family or friends will not be allowed in the lobby prior to 8:00 AM.

INSTITUTION MAP

See next page.



Revised 3/14/2014

DAI Handbook References – General Population

Accounts (funds) (PLRA)]	<p>28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act</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 – Inmate 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 inmate 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 Inmates</p> <p>Wisconsin Administrative Code s. DOC 309.45 – Inmate 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 inmate requests for disbursements of inmate account funds</p> <p>Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p> <p>Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee</p>
2017 WI Act 89 Requests	<p>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 inmates in the Department of Corrections Contracted facilities.</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)</p> <p>Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services</p>
Canteen	Wisconsin Statutes s. 301.27(2) – Vending Stands

	<p>Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients</p> <p>Wisconsin Administrative Code s. 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose</p> <p>Wisconsin Administrative Code s. 309.52 – Canteen</p> <p>Wisconsin Administrative Code s. 316.04 – Copayment</p>
Classification Corrections Compact	<p>Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
Compensation (I/M)	<p>Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal</p> <p>Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use</p> <p>Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement</p> <p>Wisconsin Administrative Code s. DOC 309.55 – Compensation</p> <p>Wisconsin Administrative Code Ch. DOC 313 – Prison Industries</p>
Complaints (I/M)	<p>WI Administrative Code 303 – Discipline</p> <p>WI Administrative Code 310 – Complaint Procedures</p>
Contraband	<p>Wisconsin Administrative Code Ch. DOC 303 - Discipline</p>
Count	<p>Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count</p>
Digital Legal Materials	<p>Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)</p>
Discipline (I/M)	<p>Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats</p> <p>Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program</p>
DNA Collection	<p>Wisconsin Statutes s. 165.76 – Submission of human biological specimen</p> <p>Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements</p>
Education	<p>Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment</p>
ERP Programs	<p>Wisconsin Statutes s. 302.045 – Challenge Incarceration Program</p> <p>Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program</p> <p>Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision</p>
HSU Access to Care	<p>Wisconsin State Statutes s. 301.03 General Corrections authority</p> <p>National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014</p>
HSU Co-Payments	<p>Wisconsin State Statutes s. 301.03 General Corrections authority</p> <p>Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care</p> <p>Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review</p>

	<p>Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge</p>
Hygiene/Hair	<p>Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene</p> <p>Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene</p>
Interstate Transfers	<p>Wisconsin Administrative Code s. 303.28 – Disobeying Orders</p> <p>Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication</p>
Lay In / Sick Cell	<p>Wisconsin Administrative Code s. DOC 309.55 – Compensation</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Copayment</p>
LEP	<p>Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency</p> <p>Federal Title VI, 42 U.S.C. s. 2000d, et seq</p> <p>28 C.F.R. s.42.104</p>
Law Library	<p>Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix)</p> <p>Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties</p> <p>Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties</p> <p>Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying</p> <p>Wisconsin Administrative Code s. DOC 309.155 – Legal Services</p>
Legal Loans	<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 and limitations on Litigation Loans to Prisoners</p> <p>Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)</p> <p>Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports)</p> <p>Wisconsin Statutes s. 809.62 – Rule (Petition for review)</p> <p>Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents</p> <p>Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages</p> <p>Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect</p> <p>Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment)</p> <p>Wisconsin Statutes s. 974.06 – Postconviction Procedure</p> <p>Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post conviction DNA testing for certain evidence)</p> <p>Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail</p> <p>Wisconsin Administrative Code s. DOC 309.155 – Legal Services</p> <p>Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying</p> <p>Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures</p>
Library Law 101-336	<p>American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public</p> <p>American Library Association (ALA) – Library Bill of Rights</p> <p>American Library Association (ALA) – Freedom to Read Statement</p> <p>American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)</p>

	<p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p>
Mail	<p>Wis. Stat. §19.31</p> <p>Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband</p> <p>Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail</p> <p>Wisconsin Administrative Code s. DOC 303.72 – Major penalties</p> <p>Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying</p>
Marriages	<p>Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministration</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 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)	<p>Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles</p>
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	<p>Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls</p> <p>Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys</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 – Inmate 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	<p>Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation</p>
Religious Practices, Property and Diets	<p>Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized 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 ministration</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 – Inmate 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	<p>Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area</p>
Searches	<p>Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution</p> <p>Wisconsin Administrative Code s. 306.17 – Search of Inmates</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	<p>Wisconsin Statutes s. 301.45 – Sex Offender Regulations</p> <p>Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law</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 Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs</p> <p>Criminal Justice Drug Testing Act May 1990</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates</p>

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 Inmates
Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

Visiting

Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate
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 Inmates
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