

**Prairie du Chien Correctional
Institution**

**PDCI
Handbook**

Updated policies and procedures take precedence
over the rules stated in this handbook.

Your account will be charged \$3.00 upon transfer or release if this
handbook is missing or damaged.

Revised 2021

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Limited English Proficiency (LEP) Policy Notice

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing LEP persons in its custody or under its supervision meaningful access to vital documents, important information, and health services and to ensure LEP persons 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 individual. The DOC shall not retaliate against anyone 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, except en casos en que las medidas de seguridad sí lo requieran. Si Usted necesita ayuda con el idioma Inglés por favor notifique al miembro de personal más cercano.

INTRODUCTION

It is your responsibility to read this handbook so you know the institution rules or know where to find them.

The Prairie du Chien Correctional Institution (PDCI) is a minimum custody adult correctional institution. Four people are assigned to a room. One room on each unit houses eight people. There is also a single barracks unit (Crawford) and River Unit. Rules are intended to help individuals live together in an orderly manner. Any form of disrespect, disruptive conduct, disobeying orders, or damaging property will be subject to a conduct report.

PDCI offers education and treatment programs, and participation is expected. A variety of recreational offerings, volunteer-led programs, religious services, and medical care is available.

This handbook should be used as a guideline for your behavior at this institution. It does not contain a rule for every human behavior. You are expected to use good judgment and exert a responsible attitude in your behavior at all times. Differences in the interpretation of rules between staff and inmates will be weighted in support of the staff member. Staff direction must be followed.

Division of Adult Institution (DAI) policies and PDCI procedures are referenced where pertinent. These are available for review in the PDCI library.

Reception and Orientation

Upon admission to PDCI you will be assigned to intake status in South Housing (Building F). Various staff members will conduct orientation to the institution. If you have any questions about procedures, ask during the orientation discussions. Upon completing orientation phases, you will be removed from intake status.

Interview/Information Requests

To meet with a member of the unit staff or to obtain information from staff (except officers and sergeants), place a completed DOC-761 "Interview/Information Request" in the unit mailbox. When writing the reason for your request, be as detailed as possible so staff are prepared to assist you or direct you to the appropriate staff member. Allow at least five (5) working days to receive a response.

You may ask staff questions as you encounter them, realizing the person you ask may not be able to fully respond at that time. You may be told to approach a different staff member or ask your question at another time if this person is not able to speak with you immediately. Please be as specific as possible when presenting your concern or question to staff. If an emergency arises which you believe requires an immediate interview with the unit supervisor, social worker, or security supervisor, you should first explain the circumstances to the sergeant. The sergeant will decide whether or not to make an immediate referral. All other needs should be addressed through the interview request process. Please refer to **Chain of Command** on page 5 & 6 of this handbook.

Americans with Disabilities Act (ADA) Accommodations

PDCI is committed to assuring compliance with the ADA and will adhere to all applicable Federal and State laws, regulations, and guidelines with respect to providing reasonable accommodations and equal access to services as required affording equal opportunities to disabled individuals. All requests for accommodations should be directed to the PDCI ADA Coordinator. Requests should be made on form DOC-2530-Reasonable Modification/Accommodation Request (the form is available from unit staff and is pre-addressed to the ADA Coordinator).

Refer to **DAI Policy 300.00.15-Americans with Disabilities Act** for more information.

Prison Rape Elimination Act (PREA)

The DOC maintains a zero-tolerance policy toward all sexual contact/assault on any inmate. All allegations of sexual assault shall be treated seriously. If you have been subject to any type of sexual conduct/assault from any source, immediately report this and an investigation shall be conducted. No disciplinary action shall be taken against the reporter (unless as a result of the investigation, it is determined to have been a false allegation). Incidents can be reported in any of the following ways:

- Notify any staff member (verbal or written).
- Report via telephone (enter your DOC number first, like a regular call). See postings on the unit regarding hotline numbers.
- Submit a DOC-400 Offender Complaint form.

The best way to assure the situation is addressed quickly and confidentially is to notify staff immediately.

Refer to **Executive Directive 72** and **Executive Directive 16A**.

TV Channels

PDCI receives local broadcast channels: CBS, NBC, ABC, FOX. The number of channels is limited by the surrounding area.

In addition, PDCI has three internal broadcast channels.

- **Channel 71-3 & 71-4** are programmed to run a dvd selection on the weekends.
 - Recreation staff are responsible for placing the order for these movies. Timely delivery of the discs is dependent upon the US Postal Service.
 - Recreation staff take requests, but cannot guarantee a selection or timeframe.
 - Selection of films must comply with **DAI 300.00.50** (nothing rated higher than PG-13).
- **Channel 6**
 - Regularly runs updated announcements and information about upcoming religious or volunteer-led programs/events at PDCI.
 - Available 24/7 on personal televisions.
 - Yoga and mindfulness videos are regularly scheduled throughout the day.

Chain of Command

You must attempt to address and resolve your issues at the first possible level. A DOC-761 may be used to address issues to institutional staff. At any time in this process you may file a complaint in accordance with **DOC Administrative Code 310**. Note: Complaints must be filed within 14 days from the occurrence giving rise to the complaint regardless of the chain of command step in which you are involved. More information about the complaint process is available on page 31 of this handbook.

The chain of command, outlined below, spells out whom you should contact first if you have a question or concern. After waiting five working days for a response or resolution, you may then contact the next level as needed, informing them of the steps which have already been taken and responses received. Failing to follow this chain of command, sending requests to multiple staff, or failing to wait five working days will only cause delays. You may “jump levels” or ask someone sooner only for a valid reason. To do so, you must explain why you are not following the chain of command and what has been said or done so far by any staff. The last level in addressing any institution issue is always the warden.

Resource	1 st Level	2 nd Level
ADA (Americans w/Disabilities Act)	ADA Coordinator	
Accounts	Inmate Accounts – Bus. Office	Financial Program Supervisor
Attorney Calls	Warden’s Secretary	Deputy Warden’s Secretary
Barber	HSU Sergeant	
Birth Certificates or Social Security Cards	Re-Entry Coordinator	Unit Program Supervisor
Canteen	Unit Staff	Financial Program Supervisor
Classification	Social Worker	Reclassification Committee
Clothing, State-issued	Laundry Officer	Financial Program Supervisor
Co-Pay	HSU Manager	

Resource	1st Level	2nd Level
Correspondence Courses	Teacher	Education Director
Dental	Dental Staff	HSU Supervisor
ERP (Earned Release Program)/SOAR Program	SOAR Provider	SOAR Program Supervisor/ Classification
Education	Teacher	Education Director
Extended/Special Visits	Social Worker	Unit Program Supervisor
Food Service Issues	Food Service Administrator	Corrections Mgmt. Service Director
Hobby	Recreation Department	Program Supervisor
Housing Unit Issues	Unit Sergeant	Unit Supervisor
ID Cards (State of Wisconsin) / Drivers' Licenses	Re-Entry Coordinator	Unit Program Supervisor
Kiosks	Unit Supervisor / Admin. Captain	Financial Program Supervisor
Legal Loans	Business Office	Financial Programs Supervisor
Library/Law Library	Librarian	Education Director
Law Library – RH	RH Staff	Administrative Captain
Mail	Mailroom Officer	Mailroom Supervisor
Medical Concerns	HSU Staff	HSU Supervisor
Musical Instruments	Recreation Department	Program Supervisor
Notary Service	Library	Education Director
Parole	Social Worker	Records Office
Photo Project	Visiting Officer	Program Supervisor
Property – General Population	Property Sergeant	Property Supervisor
Property – RH	RH Property Officer	Administrative Captain
Psychological Services	Staff Psychologist	PSU Supervisor
Records	Records Staff	
Recreation	Recreation Leader	Program Supervisor
Religious Issues	Chaplain	Program Supervisor
Sentencing Information	Records Office	
Substance Use Disorder Treatment Programming / SOAR program	SOAR Provider	SOAR Program Supervisor
Telephone Problems	Unit Sergeant	Telephone Supervisor
Visiting - General	Visiting Officer	Program Supervisor
Visiting List	Deputy Warden's Secretary	Program Supervisor
Work Assignments	Area Supervisor	Financial Program Supervisor

The nearest available staff should be notified of any medical emergency.

GENERAL INSTITUTION RULES

Appointments

- You are responsible to check the appointment list posted on your unit each morning.
- You are required to attend all appointments and may only decline in person.

Barber

The barber shop is located in Building H. Only standard haircuts will be given at the barber shop.

- Barbers are not allowed to charge for haircuts or to accept favors or gifts for a haircut.
- Disbursements for haircuts should be submitted for scheduling.
- Haircuts cannot be scheduled during your school, programming or work hours. You are not excused from a program or work assignment to receive a haircut.
- Haircuts can last no longer than 20 minutes.
- Haircuts are not “re-done” unless directed by a staff member.
- Shaved heads must initially be done by the barber. After the initial shave, you can maintain it on the unit.
- Partial shaving of the head is not permitted. (No. 2 blade or less is considered shaving.)
- Barbers are the only inmates allowed to handle the barber shop equipment.

Refer to the section in this handbook entitled “Hair” on page 9 or ***DAI Policy 309.24.01-Personal Hygiene and Hairdressing*** for more information regarding hair styling or the barber shop.

Cafeteria

- State-issued green pants or personal jeans, state-issued shirts, personal gray T-shirts, and sweatshirts are allowed to be worn to the cafeteria.
- Shirts must be tucked in. Hats/caps and gloves must be removed upon entry to the cafeteria.
- ID must be visible.
- No sweatpants, insulated underwear, or tank tops are to be worn as an outer garment in the cafeteria.
- Form a single-file line. No moving forward or back once in line.
- No canteen items, with the exception of one (1) allowed condiment item may be brought into the cafeteria. Allowed condiments are ketchup, mustard, seasoning salt, sugar, hot sauce, barbecue sauce, garlic powder or onion powder.
- One (1) milk and one (1) water OR two (2) waters at each meal are allowed unless otherwise authorized by food service staff.
- Only one tray is allowed.
- No visiting with kitchen workers during meal time.
- No items are to be placed on or at the tables before sitting at the table.
- Tables shall be filled before the next table is seated.
- No changing tables once seated.
- Trading food is only allowed at your assigned table.
- No visiting/talking when going to a table or outside of your table.
- No returning to the serving line without staff permission.

- No leaving your seat or the cafeteria until directed by a staff member.
- Plastic ware and cups must be placed in the bus tubs and hand your tray to the worker when permitted to leave.
- Tableware or cups must not be taken back to the housing unit.
- One (1) piece of fruit may be taken back to the housing unit and must be eaten before the next meal.

Clothing

- The allotted number of state-issued clothing items will be distributed.
- Personal clothing is washed and dried in the machines on the housing unit.
- All personal and state-issued clothing will be stored in the locker or on designated hooks. Clothing may not be hung on the bed, chair, doorknob, window grates, or room lights.
- Makeshift clotheslines are not allowed.
- A shirt or T-shirt, pants or shorts, socks, and footwear must be worn whenever out of your room on the housing unit.
- State clothing is to be worn when outside of the housing units unless attending recreation, courtyard, or cafeteria. Undergarments and shoes are the exception.
- Shirts must be tucked in at all times upon leaving the housing unit, except at courtyard or recreation.
- Tank tops and sleeveless shirts are to be worn as undergarments only, except at courtyard and recreation.
- Thermal underwear bottoms must not be worn as outer garments.
- Thermals and sweat pants are not to be worn under shorts.
- Clothing may not be worn inside out.
- All pants and sweat pants are to be worn on the waist covering the underwear at all times.
- No jacket, hat, or gloves may be worn on the unit other than when leaving or returning.
- Shower caps, pajamas, kitchen whites, durags, and hairnets are not allowed to be worn in the common areas of the unit.
- All clothing, personal and state issued, must be properly fitted/sized. If not, you will be sent to laundry to be resized.
- No alteration of state-issued or personal clothing is permitted.
- No torn or patched personal clothing is permitted.
- Two (2) pair of personal shoes and (one) 1 pair of state-issued footwear is allowed. In addition, you may have one (1) pair bedroom slippers and (one) 1 pair shower shoes.
- Shoes are to be tied in the customary manner.
- No open toe shoes in the dayroom.

Refer to ***DAI Policy 309.20.03-Inmate Personal Property and Clothing*** for more information.

Counts

- You are not allowed to leave your room before count clears without staff permission.
 - Plan accordingly for restroom use.
- There are four formal standing counts daily: **6:10 a.m., 11:10 a.m., 4:10 p.m., and 9:40 p.m.**
 - Standing count is mandatory.

- Stand on the floor in your room in direct sight of staff.
- Stand at the head of the bunk if assigned the top bunk; stand at the foot of the bunk if assigned the lower bunk.
- Face the door and have nothing in your hands.
- The door will be secured and the overhead light will remain on.
- Talking is not permitted during count.
- TVs, radios, and tablets must be turned off and earbuds/headphones not worn during count.
- Shirt and trousers, pajama top and bottom, or bathrobe must be worn for standing counts.
- Nothing worn on the head.
- There are two formal, non-standing counts daily: **12:00 a.m. and 3:00 a.m.**
 - Must be in assigned room and in/on assigned bunk for all non-standing counts.
 - Some part of the body (e.g. hand, foot, head) must be visible for count.
- Emergency counts may be called at any time. Follow staff directives.

Grooming – Personal Hygiene

Personal hygiene is extremely important. Each person shall shower often enough to keep their appearance neat and to preserve acceptable personal cleanliness as stated in **DOC 303.57**.

DOC 303.57 Poor personal hygiene.

- (1) Any inmate whose personal hygiene is a health risk to the inmate or others, or is offensive to others, and who has knowledge of this condition and the opportunity to correct it, but does not, is guilty of poor personal hygiene.
 - (2) Any inmate who fails to comply with department policy regarding personal hygiene is guilty of poor personal hygiene.
- All personal hygiene (washing up, brushing teeth, hair care, etc.) must be conducted in the bathroom.
 - Fingernails must be kept trimmed and may not exceed the end of the finger.
 - Tattooing and body piercing is not permitted.
 - Medical staff may authorize the cutting of one's hair when there is evidence of unsanitary care to warrant such action.

Refer to ***DAI Policy 309.24.01-Personal Hygiene and Hairdressing***.

Hair

- Proper hair cleanliness must be maintained.
- Hair cutting is not allowed on the housing units.
- Hair grooming must be completed prior to engaging in any unit or institution activity.
- New identification photographs shall be required of anyone whose appearance significantly changes due to hair style.
- Questions/concerns regarding hair should be directed to a security supervisor who will determine the appropriateness of questionable haircuts/styles and whether or not any changes will be made.

Refer to ***DAI Policy 309.24.01-Personal Hygiene and Hairdressing*** or the "Barber" section on page 7 of this handbook for additional information.

Health & Safety

- **Fire/Building Evacuation:** In the event of a fire alarm, quickly exit the building following staff direction. You will either be sent back to your unit or another designated space for your unit.

- **Severe weather:** Announcements shall be made over the public address system. Movement will likely be restricted. Be ready to take action quickly. You may be directed back to your unit and/or to a central hallway (the safest area in most of our buildings) to sit or kneel on the floor facing the wall and protecting your head. You shall remain there until directed otherwise by staff.
Refer to *PDCI Procedure 900.419.05-Safety Plan – Weather/Evacuation*.
- **Unannounced drills:** Drills shall be held periodically to help you understand the proper procedures. You are expected to take action for all drills the same as for actual events.
- **Heat Advisory:** Announcements shall be made over the public address system. Activity shall be limited. You are encouraged to drink extra fluids and avoid strenuous activity.
- **Cold Advisory:** Announcements shall be made over the public address system. Activity shall be limited. You are encouraged to layer your clothing and cover all extremities.
Refer to *DAI 300.00.03-Heat and Cold Weather Advisory*.
- **Wildlife:** Do not feed any wildlife (birds, squirrels, rabbits, etc.). Do not leave food out or disperse any type of attractant for wildlife.
- **Litter:** Place all trash in garbage cans.
- **Work:** Follow all safety instructions posted in work areas and on equipment.
 - Operate only the equipment you are authorized and instructed to use by supervisory staff.
 - Use the proper personal protective equipment (e.g. glasses, gloves, etc.)
 - Ask questions if unsure of proper procedure.
- Improper lifting causes back injuries.
 - When lifting heavy loads, keep the load close, bend knees, and never twist or turn.
 - When in doubt, get help or divide the load.
- Keep aisles, passageways, and exits clear at all times. Clean up spills immediately.
- Horseplay is prohibited and may result in discipline.
- Report unsafe conditions/practices to staff.
- No running (except when participating in recreation/courtyard).

Identification Cards

- Wear your ID card properly, in a necklace type fashion and at all times when out of your room.
- Photo must be visible and worn around the neck on the colored lanyard designated by unit. Only one unit color lanyard may be worn.
- Report worn or damaged ID cards/lanyards to staff immediately and submit a disbursement for replacement cost, unless determined otherwise.
- ID cards are not to be tampered, altered, or destroyed.

Refer to *DAI Policy 306.00.06-Inmate Digital Photo Identification System* for more information.

Institution Laundry

- All state-issued clothing items except gloves hats, socks, sheets, pillowcase, and blankets shall be labeled with your name and DOC number.
- Personal clothing items may be labeled for a fee.

- You are responsible for accepting correct sizes and quantities of clothing from laundry before leaving the laundry area.
- You shall be held accountable for all state clothing issued to you.
- Blue, state-issue rags are used for personal cleaning of your room.

Refer to ***PDCI Facility Procedure 900.112.05-Laundry and Clothing Process*** for more information.

Kiosks

- Available in south housing and the library.
- Messages may take up to five (5) days for processing prior to receipt/delivery.
- Tablets need to be synced to the kiosk.
- Credits may be purchased via the kiosk.
- Unused media credits shall be refunded after release and included on final release check.

Refer to ***DAI Policy 309.00.53 – Kiosks*** for additional information.

Mail

All mail sent to you should be addressed:

Your Name and DOC Number
PDCI
P.O. Box 9900
Prairie du Chien, WI 53821

- Your DOC number should be written legibly as part of the address on all correspondence to avoid delays in the delivery of incoming mail. Illegible handwriting will delay the mail delivery process.
- Money should be put on Access Corrections accounts; sending funds through the mail will result in delays.
- PDCI mail is not delivered on Saturdays, Sundays, or legal holidays.
- Final unit mail pick-up is after the midnight formal count.
- Incoming and outgoing mail, except as stated in ***DOC Administrative Code 309.04 (3)***, may be opened and examined for contraband. Mail containing contraband shall not be delivered.
- Mail from the ICRS (Inmate Complaint Review System) is delivered sealed.
- All outgoing mail must include either Prairie du Chien Correctional Institution or PDCI in the return address and shall be stamped on the back of the envelope, "This Letter Has Been Mailed from the Wisconsin Prison System".
- Inmate-to-inmate mail sent within or between institutions must include your DOC number and the DOC number of the inmate receiving the mail. Do not seal the envelope. It will be processed through the USPS. Omissions shall result in non-delivery of the mail.
- Correspondence readily identifiable as being sent or received by an inmate to/from any of the parties listed in ***DOC 309.04 (3)*** shall be stamped "Open in the presence of inmate." Staff shall open the envelope in your presence in order to determine whether it contains contraband.
- You have 30 days to claim non-delivery items. Notify the mailroom as soon as you file a complaint regarding a Notice of Non-Delivery.
- You are allowed 30 embossed envelopes (this includes greeting card envelopes from canteen).
 - Embossed envelopes may only be purchased from the approved property vendors.
- An interview request should be sent to the mailroom to process 75%/80% sentence adjustment paperwork.

- Plain #10 envelopes cannot be used.
Refer to ***DAI Policy 309.04.01-Inmate Mail*** for additional information.

Meal Schedule

The following meal periods are approximate:

Breakfast	After 6:10 a.m. count is cleared
Lunch	After 11:10 a.m. count is cleared
Supper	After 4:10 p.m. count is cleared

- Housing units shall be released to the cafeteria as directed.
- You must leave with your unit (as a group) when called if you choose to eat.

Movement

You are required to sign out/sign in to the unit whenever leaving and immediately upon returning.

- Information must be legible.
- Complete name required; no nicknames.
- You may not sign out/in for anyone else; each inmate must sign out/in for themselves.
- No extra marks are allowed on the sheet.
- No skipping lines; sign on the next available line.
- No signing out ahead of time.
- No loitering or stopping to visit when moving from one area to another.

Refer to ***900.408.50-Housing Movement*** and ***PDCI 900.413.04-Modified Inmate Movement***

Outdoor Movement – Unauthorized Areas

- Remain on sidewalks or roadways at all times unless participating in courtyard movement. Do not cut across the grass.
- Littering, loitering, or spitting on the walkways is not allowed.
- Yelling or talking in loud voices may result in disciplinary action.
- Vehicles and staff have the right of way on roads and walkways.
- No sitting on the concrete steps or the platforms outside south housing or building H entrances.
- No sit on the backs of benches or the tops of the picnic tables.
- The following areas are off limits to inmates unless accompanied by a staff member:
 - Roadway to the front gate.
 - Roadway behind food service and building H.
 - Roadway behind the restrictive housing (RH) building.
 - Roadway adjacent to the fence west of the RH building.
 - Anywhere within 10 feet of the perimeter fence.

Property

- Form DOC-236 (Property Inventory-Male) listing all property is prepared upon arrival at PDCI. You must make certain all items brought to the institution are listed on the form and do not have anything in your possession not listed.
- Maintain the receipt for proof of ownership when receiving new property.

- It is your responsibility to ensure DOC-236 remains current.
- A padlock is issued to secure your property. The padlock on your footlocker should be locked at all times when out of your room. PDCI is not responsible for any property not properly secured in the footlocker.
- You are responsible for keeping your property organized and within regulations.
- Items not listed in DAI policy are not allowed.
- Turn in worn out or broken property items to property staff for disposal and complete a DOC-237B. You are responsible for missing items.
- A minimum 90-day wait is established before missing/unaccounted property can be replaced.
- No additional boxes allowed to store property unless designated by policy.

Refer to **DAI Policy 309.20.03-Inmate Personal Property and Clothing** or **DAI 309.61.02-Attachment: Property Chart** for more information.

Trips (Court and Medical) and Inter-Institution Transfers

- You are required to wear all state-issued clothing (including the underwear, socks, and footwear) when going to an outside court appearance, an off-site medical trip, or transfer to another institution. General population shall wear a green uniform; RH shall wear an orange uniform.
- If the trip is of a legal nature, legal materials are authorized, along with a pen/pencil controlled by the staff member.
- Keys shall be turned in to unit staff prior to leaving.

HOUSING UNIT RULES

Bathroom

- Only those actively using sink, toilet, or shower may remain in the bathroom.
 - Overcrowding shall be addressed by staff and may be sent back to your room until space becomes available.
 - Only one showerhead per person.
- All personal hygiene (washing up, brushing teeth, brushing hair, etc.) must only be conducted in the bathroom.
- No dishes are allowed in the bathroom.
- Showering or use of toilet facilities shall not interfere with count, janitorial duties, work, school, or program assignments.
- Keep the bathroom clean. Clean up sinks and mirrors after use. Mop up spills.
- State-issue hand soap is not to be used for dishes or laundry.
- No handwashing of personal or state-suued clothing.
- Hand dryers may only be used to dry hands.
- State-issued toilet paper may only be used for intended purpose; it may not be taken out of the stall.

Bed and Desk

- The desk is not to be used for storage of any personal property.
- Your bed must be made whenever leaving your room.
- Beds are to be made with the sheets and blankets pulled tightly.
- The ends of assigned bunks are to be open and free of any and all obstructions.
- Linens may not be hung on grates or over windows.

Dayroom – General Rules

- The dayroom includes the television, telephones, kiosk, microwave, ice machine, card table, and the sink/counter area.
- Dayroom chairs are to remain facing the officer station and attached unless otherwise directed by staff.
- Do not tamper with the ice machine.
- Ice shall only be taken in a cup to ensure there is a supply for everyone. No pitchers or large size containers. If the ice supply is being abused it will be addressed with the individual and may result in an ice restriction.
- Only one individual allowed at the counter at a time.
- Foot basins not allowed in the dayroom and not to be used in the microwave.
- No eating in the TV area or by the blue chairs.
- No spectators or loitering.
- You must be seated when in the dayroom.
- Noise will be kept to a minimum.

Dayroom Hours

- Dayrooms are open from 5:30 a.m. – 11:30 p.m.
 - Dayrooms close 30 minutes prior to counts until count clears (excluding the 6:10 a.m. count).
- You must be cooking or be seated (in the blue chairs or at the table) when in the dayroom. No standing around or loitering.
- Water may still be obtained from sink with staff permission when the dayroom is closed.
- Games are allowed in the dayroom only between 8:00 a.m. and 9:10 p.m.
- Tablets may be used in the dayroom, but volume must be silenced. Earbuds and headphones are not allowed in the dayroom.
- Early morning workers can use the microwave/sink/counter area and sit quietly in the dayroom (without television on) beginning at 4:30 am. until leaving for work.

Dayroom Microwave

- One person at the microwave at a time.
- Food preparation is not allowed in the dayroom. All food must be prepared in your room. Food items must be ready to be heated when brought to the dayroom.
- No melting of candies or like items in the microwave.
- Food must be cooked in the microwave only as directed on the food packages.

Dayroom Tables

- Gambling is not permitted per **DOC 303.61**. Poker or any variations is not allowed.
- Up to four people may sit at the table. Standing next to the table as a spectator is not allowed.
- Card playing and table games are permitted at the times designated on specific units. Persons engaged in these activities are responsible for cleaning up the immediate area when finished.
- Slapping cards or dominos on the table top is not permitted.
- Card games, board games, dominos, etc. are permitted in the dayroom only at the tables.
- Homemade dice or role playing games and related materials are not permitted.
- Nothing is to be left on the dayroom tables during counts or when the dayroom is closed.

Dayroom Television

- You are not allowed to use the remote to the television.
- You are not allowed to change channels or adjust the volume.
- Individuals watching the television at the start of a program will determine the program to be watched. Decisions will be made by a majority vote of those actually watching the television.
- Staff will make the decision if a disagreement arises during voting.
- A program shall remain on until its completion once it has started.
- You must be seated while watching the television.
- Close captioning must remain on at all times.

General Rules of Conduct

- State forms may only be used for their intended purpose. This applies to all areas of the institution.
- Running is not permitted anywhere in the housing unit.
- Do not enter another inmate's room or ask to have their door opened.
- Persons may not enter a floor/unit to which not assigned without authorization.
- Loud talking, singing, whistling, or other boisterous conduct is not allowed.
- No pounding on any walls, counters, tables, etc.
- No feet on furniture, walls, air vents, etc.
- No tipping chairs backward; all 4 legs of the chair must be in contact with the floor.
- No sitting on any surface other than chairs.
- No canteen food and candy items may be taken outside the unit.
- Shut off all personal lights, televisions, radios, fans, etc. when leaving your room.
- Headphones/ear buds are mandatory to be on/in your ears and plugged into your television, radio, or tablet while in operation and cannot be used as a speaker.

Late Night Movement

- You are permitted to leave your room only to use the bathroom or in an emergency when the dayroom is closed. Nothing is to be taken out of the room during these instances.
- Refer to the bathroom section on page 13 of this handbook for further clarification.

Phones

- PDCI uses an automated telephone system. Stationary phones are installed on each unit.
- Phone credits may be purchased via the phone once per week.
- General population inmates are allowed to place 28 calls per week Sunday through Saturday for a total of 15 minutes per call.
- Only three attempts can be made to place a call and must wait 15 minutes before trying again.
- You may not maintain a phone list or control use of the phones.
- You are responsible for monitoring your allotted calls.
- You may only use your PIN to place a call. Do not use any other PIN numbers.
- Only the individual who initiated the call may talk to the party called.
- Three-way calls are not permitted. Call forwarding is not permitted.
- You may not share the phone or talk to other inmates while using the phone.
- You must be seated while making calls.
- You may not move/turn the chairs provided for phone use.
- You may only use phone or kiosk after 4:00 p.m. on program days when in Voluntary Unassigned status.

Refer to ***DAI Policy 309.39.01-Monitoring and Recording of Inmate Telephone Calls***

Rooms

- Hall nametags are to be unaltered, accurate, and in acrylic holders at all times.
- Discipline may result if you move to another bed or to the floor without staff permission.
- Keep doors shut and locked at all times unless otherwise authorized by staff.
- Do not slam room doors.
- Security lights shall be turned off in the cells at 11:30 p.m.
- Security lights shall be turned back on all days of the week at 6:00 a.m.
- Personal reading lights (ordered off of canteen) and televisions are to be turned off at 1:00 a.m. and may be turned back on at 6:00 a.m.
- Items may not be hung from or attached to the light fixture, ceiling, window grate, doorknob, door, smoke alarm, bed, intercom, or walls.
- All items must be stored in their proper containers.
- All personal items must be stored and secured in the assigned footlocker. Use of standing lockers is at your own risk since they are not secured. Use of standing lockers does not grant additional property over and above the allowable limits.
- Locks must be tethered to the footlocker at all times.
- Blocking or covering any part of the door or window is prohibited.
- State-issued towels or washcloths are not be used for decorative purposes.

Room Keys

- You are responsible for the key assigned and must carry it on your person when out of your room.
- You may not be in possession of another person's key.
- A fee will be charged for any lost or damaged key unless it is determined by key control staff to be normal wear and tear.

Room/Bed Assignment Changes

- Room/bed assignments are determined by staff and assigned by bed space availability.
- Changes are based on job, medical, programming, or security reasons, not on inmate request.
- Requests made for security reasons must be on form DOC-1803-Offender Request for Separation and submitted to the security department.

Sanitation

The highest standard of sanitation is expected from all inmates and shall be maintained at all times throughout the housing units.

- Everyone assigned to a room must keep it clean. Only those residing in the room may clean it.
- Sweep and dust your room; empty trash and recycling baskets regularly. Request staff permission to place items in the hall during cleaning.
- Keep property organized.
- Room inspections by staff may be done at any time.

Refer to ***PDCI Facility Procedure-900.421.10-Unit Sanitation and Inspections*** for more information.

Unit Washer & Dryer

- Available on each floor.
- Consult the signup sheet on each unit for availability.
- Sheets and state-issued clothing may be washed on the unit; no blankets or jackets may be washed on the unit.
- Personal clothing can only be washed on the unit.
- You must provide your own laundry soap. Institution soap is prohibited in the washer.
- Laundry tokens must be purchased from the PDCI Business Office.
- Laundry tokens must be handed in to staff at time of signup.
- Laundry soap and clothing must be handed over to the worker the morning of the scheduled wash.
- Washer/dryer may only be used in the intended manner. No tampering or modifications allowed.

Refer to ***PDCI Facility Procedure 900.421.05-Unit Laundry Operations*** for more information.

Crawford Unit

Crawford Unit is a barracks unit with differences from the other living units. It is the intake unit and standard housing rules apply to the Crawford Unit unless specifically mentioned.

- Your bunk area = your assigned bunk and the space containing your storage compartments.
- Your bunk is for your use only.
- Remain on your bunk until institution count clears.
- Only clothing items may hang from the clothing rod.
- Window sills must be kept clear except for one electronic item per individual.
- A chair may be taken to your bunk area and returned to the designated area when done using.

- The tables in the center area of the unit between the beds are considered part of the dayroom. If a disposition for loss of dayroom is issued, those tables apply to the disposition along with all the other guidelines regarding the dayroom.
- The dayroom tables closest to the bunk areas are designated for quiet activities.
- The bathroom may be used as a dressing area.
- Aisles must remain clear.
- Only quiet talking is allowed when the dayroom is closed.
- Do not enter other bunk areas. Visiting or talking into bunk areas is not permitted.
- Talking loudly, yelling, or tossing anything across bunk areas/aisles is not permitted.
- All food must be prepared in the kitchen/dayroom areas.
- No personal laundry shall be started after 8:00 p.m.
- All hobby work is to be done on or at your bunk.
- Room confinement = bunk confinement.

River Unit *(in Building G)*

All standard housing rules apply to the River Unit unless specifically mentioned here.

- Hallways must remain clear. No loitering in front of rooms or the entryway.
- Use the intercom button to notify staff to leave or to gain access to your secured cell.
- Your door may be left ajar while on the unit.
- Your door must be secured when you and your roommate are off the unit.
- The kitchenette/laundry room may be used for folding laundry, prepping food, and eating. **No** eating in the dayroom area.
- You are responsible for doing your own personal laundry.

WORK/SCHOOL/PROGRAM ASSIGNMENTS AND LIBRARY

Assignments

- All work/school/program areas have specific rules which must be followed.
- Rules governing the area shall be presented when assigned.
- Sign and date the rules to acknowledge awareness of them.
- A notation will be made by staff if rules are not signed that the opportunity was given and refused. You are accountable to abide by the rules in the area assigned.
- When assigned to work and school/program, you are expected to return to your work assignment when the class/program is not in session.
- You are required to wear any and all protective/safety devices associated with any machines or other equipment used in connection with work/school assignments.

Library

The general library and law library are located on second floor of Building H.

- 15 individuals are allowed to use the library during each session. Availability is on a “first come, first served” basis. Those with a legal need have priority in determining library capacity.

- You may go to the library during your unit's scheduled times which are posted on each unit.
- Library movement is the same time as school movement.
- School dress code is required when using the library.
- Books or materials taken from the library must be checked out at the circulation desk.
- Law library is located in the library and may be accessed during your unit scheduled time.
- Persons who are within a 30-day court deadline may request additional legal time by sending an Interview/Information Request to the education director detailing the extra-legal time needs. Written documentation indicating the deadline is required.

Refer to ***PDCI Facility Procedure 900.812.00-Institution Library*** and ***DAI Policy 309.15.01-Law Library*** for more information.

Photocopies and Notary

- Photocopy requests must be sent to the appropriate department, accompanied by a Disbursement Request for \$.15 per copy.
- Originals can be brought to the library during your unit's scheduled time.
 - Material judged inappropriate will not be copied.
 - An ID card must be presented when requesting photocopies in the library.
 - Copies of posted memos can be purchased from the library.
- It is an individual's responsibility to plan ahead for photocopying needs. Courts operate by providing sufficient notification of important dates.
- Notary service is available in the library. Send an information request explaining what you need to have notarized and an appointment will be scheduled.

Refer to ***PDCI Facility Procedure 900.104.05-Disbursement Requests*** and ***DAI 300.00.56-Notary Services to Inmates*** for more information.

Programs

- Program needs assigned on your Classification Report will automatically place you on the wait list.
- Names are placed on the wait list in order of release not arrival at PDCI. Those releasing first are at the top of the list.
- An interview will take place prior to placement into the program. A placement date will be assigned after interviewed by the program provider.
- Program placement questions should be addressed with your social worker.

SOAR (Success, Optimism, Avail, Recover) – Substance Use Disorder Treatment

The SOAR treatment program serves those with a designated SUD treatment need, both earned release program (ERP) and non-ERP.

- A ***tentative*** date is assigned by the Bureau of Offender Classification and Movement for inmates in the ERP. PDCI does not assign dates for ERP participation.
- The wait list for persons eligible for SUD/ineligible for ERP is organized by release date with those nearest release reviewed first.
- PDCI shall interview those eligible for SUD treatment prior to program participation.
- All participants will be placed on the assigned unit.

- All participants are responsible to adhere to the rules in this handbook along with those in the SOAR handbook.

Refer to **DAI 300.00.11-Substance Use Disorder / Earned Release Program** for more information.

School/Program Assignments

- The institution dress code (state-issued pants, shirt, and shoes) shall be enforced.
 - Sweatshirts and thermals may only be worn under green shirts.
 - Sweatshirts worn as outerwear must be removed in the class/program room.
 - All shirts tucked in and coats off in the class/program room.
- Sunglasses may not be worn indoors unless specifically prescribed by HSU for indoor use.
- No unauthorized personal items allowed.
- Excessive requests to use the bathroom during instruction are not appropriate. Exceptions may be made at the discretion of the individual instructor.
- Sit only on chairs and keep feet off furniture.
- Do not interrupt class/program with side conversations. Be respectful of others in attendance.
- Cheating on assignments and/or tests is prohibited.
- Unexcused tardiness or absences shall be documented and may result in a conduct report, reduction in school schedule, or termination from programming.

Voluntary Unassigned Status (VUNA)

- Persons in VUNA status are not allowed dayroom, recreation, or courtyard privileges during the program day. This includes phone and kiosk use.
- Program day = Monday – Friday (excluding holidays) from 8:00 a.m. to 4:00 p.m.
- Proof of attempting to get a job must be sent to the business office to be removed from VUNA status after 90 days.

Refer to the **PDCI Facility Procedures** for **DAI Policies 309.00.01-Inmate Work Placement** and **309.55.01-Inmate Compensation Plan** for additional information.

Work Assignments (Institution)

- Apply for a job by writing the area supervisor and submitting a DOC-2118.
- Job openings may be posted for a specific work area, however, are often not posted due to frequent openings.
- Each area has its own work schedule. Just as punctuality is stressed in reporting for work, it is equally important you do not leave your work assignment prior to the authorized time.

Refer to **DAI Policies 309.00.01-Inmate Work Placement** and **309.00.01-Inmate Compensation Plan** for more information.

GROUP ACTIVITIES

Alcoholics Anonymous

- The PDCI Alcoholics Anonymous group meets regularly. The schedule is posted on the PDCI activity calendar each month.
- Interested persons can write the SOAR program supervisor to be placed on the attendance list.
- The group is run by community volunteers and is not connected in any way with the institution's SOAR treatment program.

Religion/Religious Activities

Participation in religious activities is governed by *DAI Policies 309.61.01-Religious Beliefs and Practice, 309.61.02-Religious Property*, and *309.61.03-Religious Diets*.

- The chaplain is a non-denominational staff member available to answer your questions about religious practice or assist with the grief process or personal crises. You may contact the chaplain through an Interview Request form.
- Community volunteers lead most congregated religious programming.
- Physical contact with volunteers, other than a very brief, formal handshake, is not allowed.
- A schedule of current services and special activities (including non-religious evening activity) is broadcast on Channel 6 and posted in the chapel.
- Sign up to attend services or activities by writing the chapel.
- Movement for services/study/activities is announced over the public address. Be on time and must remain until the end of the event.
- Appointments with the chaplain or pastoral visitors are noted on the institution appointment list.
- Pastoral visits with community volunteers are generally scheduled as appointments in the chapel during regular business hours. Write the chaplain if interested.
 - Notify staff as soon as possible if you wish to cancel a pre-scheduled appointment with a volunteer.
 - You must show up for the appointment and inform the visitor in person you do not wish to speak with them if unable to cancel the appointment ahead of time. Failure to do so may result in a conduct report.
- Only limited personal items are allowed in the chapel or at any chapel activities, as noted in the *Religious Property Chart (See DAI 309.61.02 Attachment)*.
- A variety of religious materials are available in the chapel library for use including books and DVD/cd players. See the posted schedule for availability.
- Donated greeting cards are available through the chapel library at no cost.
- Prayer oil is not allowed to be worn as cologne or at all in posted areas due to health sensitivity concerns.
- Inmates shall be excused from assignments in order to attend religious services.
- Prior permission is needed to be excused from an assignment in order to attend other religious programming (i.e. pastoral visits, study groups, or special religious event). It is your

responsibility to work with staff to meet expectations when choosing to miss scheduled work/school/program.

- Services or studies cannot be inmate lead.
- Most dietary religious preferences can be accommodated by self-selecting from the regular menu. See DAI 309.61.03 for more information.
- The Annual Religious Dietary Accommodations Memo lists deadlines for requesting fasting or other dietary accommodation is posted in the chapel.

In the event of serious illness or death of a close family, refer to **DAI 309.00.08-Death Bed & Memorial Visitation within a Facility** or **DAI 325.00.02-Temporary Release Under Supervision – Funeral and Death Bed Visits** for more information. Pamphlets and other information on grief is available through the chapel.

Volunteer-led Programs

- PDCI hosts a variety of programs led by volunteers from the community when possible.
- Watch Channel 6 for schedules and information on how to sign up.

LEISURE TIME ACTIVITIES

- No physical or aggressive contact allowed while participating in any leisure time activity.
- No horseplay.
- No excessive yelling or taunting.
- Accidents or damaged equipment must be reported immediately.
- No more than four (4) persons in a group unless participating in an approved team activity.
- ID must be worn. While actively engaged in activity that prevents wearing the ID card, it shall be carried or readily available upon request.
- It is your responsibility to be on time for scheduled appointments.
- Differences in the interpretation of rules between staff and inmates shall be weighted in support of the staff member.
- Inmates who have loss of recreation privileges or medically restricted from recreation may not spectate or participate in any recreation activity in the courtyard, gym, or recreation yard.

Adaptive Recreation

Refer to **PDCI Facility Procedure 900.712.15-Leisure Time Activities** for more information.

Courtyard

The area designated for courtyard movement includes a jogging/walking track surrounding the grass area with tables, exercise stations, a volleyball court, and the soccer area in front of the RH building. You may not use the courtyard when scheduled to attend work, school, or programs.

- The courtyard will not be open during inclement weather as determined by the shift supervisor.
- Not all units are allowed in the courtyard at the same time.
 - The schedule rotates units to ensure equitable access.

- The track is not open to those scheduled to be at gym/recreation.
- The public address system is used to summon individuals back to the units and to announce the end of the period.
- Inmates in the courtyard are visible to guests of the institution and are expected to maintain an appropriate appearance.
- Limit of two (2) persons at each workout station, rotating use to allow others to access.
- Stay within the posted boundaries. Anyone signed out to courtyard and found outside the boundaries may be subjected to a conduct report.
- Return to your unit after work or school to sign in/out prior to attending courtyard during your unit's scheduled period.

Grass Area

- No more than four (4) persons allowed at any table. Loitering at the tables is not permitted.
- Items approved for use in this area include:
 - Board games - personal
 - Writing/reading materials
 - Hobby materials, including musical instruments
 - Personal cup/beverage
- Equipment (located in a storage bin at the gym) is available for use in the courtyard per printed instructions or manner intended.
 - Frisbee – may not be tossed over sidewalks
 - Horseshoes – Limit of two 2-person teams
 - Volleyball – Limit of two 6-person teams; shoes may be removed only in sand
 - Soccer – Limit of two 6-person teams
 - Bocce Ball – Limit of two 2-person teams; rules are provided with the game
 - Hacky sack – Limit of 6 persons
- Return checked-out equipment to the storage area as soon as you are finished or at the end of the period.
- Report any damage to equipment immediately.
- Missing equipment shall result in the discontinuation of the use of the area until all is located.
- Calisthenics are not allowed on sidewalks.

Jogging/Walking Track

- You may jog or walk on the track.
- Track movement shall be in a clockwise direction on odd-numbered days and counterclockwise on even-numbered days.
- No more than four (4) persons in a group when walking or jogging.
- Avoid stopping or forming groups on the track. Conduct reports for loitering may be issued.

Health and Safety at Courtyard/Recreation

- All injuries that occur during courtyard/recreation must be reported immediately to courtyard/recreation staff.
- Each person is responsible for reviewing their individual medical category and limitations.

- Inmates with medical recreation restrictions may not be allowed to attend regular recreation periods in the gym.
- **Rhabdomyolysis** is a breakdown of muscle tissue that releases a damaging protein in the blood, which can result in serious and permanent damage to organs and/or death; overexertion is a common cause. Do not push yourself too hard, especially in hot weather or if you are starting a new exercise routine. Ask recreation staff for more information or write HSU.

Hobby

- Participation in up to two (2) separate hobbies is allowed.
- Submit a completed DOC-661-Hobby Enrollment form to the recreation department if wishing to participate in hobby activities on the unit.
- Only order items for an approved hobby (DOC-661 on file).
 - Orders must be received directly from an approved retail outlet and require a receipt.
 - An approved DOC-661 must be on file to receive items on the hobby chart.
 - Orders received for hobby items without an approved DOC-661 on file will be returned to the vendor at your expense. This includes any sent by family or friends.
- Completed hobby items cannot be maintained for personal use.
- Hobbies are not to be used as a business enterprise.

See guidelines and rules for approved hobbies and supplies: ***DAI Policy 309.20.03-Inmate Personal Property and Clothing***, ***DAI 309.20.03-Attachment B-Hobby Property Chart***, and ***PDCI Facility Procedure 900.712.15-Leisure Time Activities***.

Recreation

Gymnasium

Basketball courts
Volleyball court
Table tennis
Weight machines
Stationary bikes

Recreation field

Softball diamond
Basketball courts
Sand volleyball court
Horseshoe pits

General Recreation Rules

This is not a complete list of rules and regulations governing the gym and recreation field. If a staff member observes inappropriate activity, the behavior shall be addressed at their discretion.

- Once you leave the area, you may not return.
- No personal items may be brought to recreation other than medically necessary items (e.g. inhaler, epi-pen).
- WALK to and from recreation. Running is not permitted.
- No arguing with recreation staff or recreation worker, umpires or referees.
- Do not remove recreation equipment from storage. An assigned recreation worker will distribute the equipment.
- All equipment must be returned by the individual who signed it out prior to leaving the area.

- Recreation equipment may only be used in the manner it was intended. Ask if unsure of how to properly use equipment.
- No dunking basketballs.
- No climbing on the nets, rims, or backboard support systems.
- Only one person at a time allowed in the bathroom.
- No hair grooming allowed in the gym.
- Anyone who arrives at recreation with fingernails exceeding the ends of the fingers will be sent back to the unit to cut their nails. They may not return to recreation that day.

Gym Rules

- Athletic shoes must be carried and changed into inside the gym (to protect the wood floor). Cubbies are provided for shoes and jackets.
- Inmates without a pair of athletic shoes may be eligible to borrow a pair from the institution. Write recreation staff if interested and eligible (may take two weeks):
 - Currently do not own a pair of tennis shoes.
 - No sufficient funds available to purchase shoes.
 - No conduct reports for 60 days.
- No loitering between entrance doors and gray line in front of the gym.
- No sitting or standing near the mats on the gym walls during basketball games.
- Yoga participants may remove shoes/socks, must remain on the mat, and must sanitize the mat when finished.

Recreation Field Rules

- No loitering at entrance of recreation field or near fence.
- No communication permitted to anyone outside of the recreation field.
- Nothing may be hung on or leaned against the fence.
- No sitting or lying on table tops.
- No more than four (4) persons at a table.
- No moving tables.
- No throwing rocks, sand, dirt, or anything found in the field.
- No walking or jogging allowed near softball field during a game.
- No banging baseball bats on the backstop, fences, or poles.
- No soccer allowed during a softball game.
- Not permitted beyond the northeast corner of gym.

HEALTH SERVICES

General Information

The Health Services Unit (HSU) is closed on weekends and holidays. When HSU staff are not on-site, a registered nurse is on-call for medical concerns and shall report to the institution as needed.

- All health service copays shall be charged in accordance with **DOC Administrative Code 316** and **DAI Policy 316.00.01-Inmate Copayment of Health Services**.
- For scheduled appointments (health service, optometry, and PSU), a list shall be posted on the units.
- If scheduled for a HSU appointment during your lunch period, report to HSU first. You will be sent to the cafeteria to eat after your appointment is completed.
- When necessary to add you to that day's schedule, unit staff will notify you the time of the appointment.
- Notify staff immediately if you get hurt or suddenly become sick.

To schedule an appointment with a nurse, doctor, optometrist:

- Submit a blue **DOC-3035-Health Service Request (HSR) & Copayment Disbursement Authorization** form. Forms are available on the unit.
- Complete the HSR legibly. Place in the locked HSU mailbox on the unit.
- HSU staff shall pick up and review HSR's at least once daily Monday-Friday (except on holidays). Appointments are scheduled as needed.
- Complete a HSR to review your medical records or to ask a question.

Dental

To schedule an appointment with the dental unit:

- Place a completed yellow **DOC-3392-Dental Service Request (DSR) & Copayment Disbursement Authorization** in the HSU mailbox.
- Dental staff shall respond to your dental concern on the bottom of the DSR. HSU staff shall review the DSR when dental staff are not on-site.

Optometry (eye)

- Those 39 years old and younger are allowed an eye exam and one (1) pair of state glasses every two (2) years. Those 40 years old and older are allowed an eye exam and one (1) pair of state glasses annually.
 - Submit a blue **DOC-3035-Health Service Request (HSR) & Copayment Disbursement Authorization** form to request an appointment.
 - A copay will apply.
- HSU is not responsible for repair, adjustment, or maintenance of personal glasses.

Psychological Services Unit (PSU)

- Place a completed green **DOC-3035B-Psychological Services Request (PSR)** in the HSU mailbox on the unit. HSU staff shall pick up and forward to PSU. HSU staff shall review the PSR when PSU staff are not on-site.

- PSU provides services listed below:
 - Screening for mental health needs
 - Clinical monitoring
 - Brief crisis intervention
 - Individual therapy – based on need and availability
 - Placement and review of inmates in observation
- PSU provides brief crisis intervention. Sessions focus on learning or reviewing coping strategies and self-management skills.

Medications

- Upon arrival to PDCI most medications are delivered to HSU for review. All white-labeled and other “Keep-on-Person” medication is returned to individuals on the evening of arrival. HSU shall submit a STAT order to Central Pharmacy for prescription medication not sent.
- White-label and over-the-counter medications shall be distributed by staff.
 - If it is during your meal time, eat with your unit and then report to HSU to pick up your medications/medical supplies.
- PDCI staff and RN’s distribute all yellow-labeled medication at designated medication pass areas. Report to these areas when medication pass is called.
- You must still report to the designated medication pass area if you wish to refuse a scheduled medication. Refusal must be done in person.
- **DOC-3035C-Medication/Medical Supply Refill Request** must be completed and placed in the locked HSU mailbox to order refills.

Lay-In/Sick Cell Policy

Report to your assignment supervisor each day to request a lay-in unless obviously ill or injured at which point unit staff may notify the supervisor.

- Lay-in is a non-pay status and follows the same rules as room confinement.
- You will remain in lay-in status until your next scheduled work/program day.
- Phone use is also in accordance with room confinement.
- “Sick cell” is a status paid at involuntary unassigned rate.
- Only HSU staff can designate a person to sick cell status.
Refer to ***DAI Policy 309.55.02-Lay-In and Sick Cell Status*** for more information.

FINANCIAL SERVICES

Canteen

- Canteen service is contracted for PDCI.
- Retain canteen slips and receipts for all canteen items in your possession.
- A price list of available canteen items is available to check out from the officer station.
- Canteen must be ordered weekly via phone.

- If pre-approved to order via paper order form, submit to unit staff the night before the canteen ordering deadline.
- You may only possess edible canteen items (excluding condiments) purchased in the past four (4) canteen periods.
- You will not receive your order if out of the institution (OCO or OWO) during canteen distribution. The items shall be returned and your trust account credited.

Refer to **DAI Policy 309.52.01-Inmate Canteen** for more information.

Disbursement Request Forms (DOC-184)

- Disbursement requests must be filled out completely and legibly.
- Purchases of clothing and/or property may only be made through the approved vendors.
- You are permitted to send funds from your general account in accordance with **DOC Administrative Code 309** and **PDCI Facility Procedure 900.104.05-Disbursement Requests**.
- Requests of \$25 or less can be disbursed to one close family member once per calendar month.
- Requests of \$25 or less can be disbursed to a religious organization of designated URG once per calendar month.
- Requests in excess of \$25 require the approval of the unit corrections program supervisor with funds used to assist paying bills such as utilities, medical, rent, and mortgage payments.
 - The bill must be addressed to the inmate, dependent child, or spouse.
 - Original or copy of the bill must be provided for staff review.
 - Disbursement must be payable to the creditor of the bill.
 - Disbursement requires approval by the unit corrections program supervisor/designee.
- Special limits shall be established for holiday gifts and are intended to give the inmate an opportunity to participate in the holiday gift giving season (Nov. 1 thru Dec 31). Funds may be spend from regular accounts and can give up to the maximum amount(s) if funds are available.
 - Children of inmate — maximum \$100.00 each
 - Parents of inmate — maximum \$100.00 each
 - Spouse, girlfriend or boyfriend — maximum \$100.00 (limit 1)
 - Grandparents — maximum \$50.00 each
 - Grandchildren — maximum \$50.00 each

General Accounts

- All monies received must be deposited in your general account (after required deductions).
- Institution pay periods are in two-week intervals.
- Monthly statement shall be sent out indicating the amount of money in your account.
- Balances can be accessed via the phone system.
- Deductions shall be made according to **DOC Administrative Code 309** and **DAI Policy 309.45.02-Inmate Trust System Deductions**.
- Work release or study release funds may only be accessed while in that particular status per **DOC Administrative Code 324.04**.

Interest Bearing Savings Accounts

Refer to **DOC Administrative Code 309.49** and **DAI Policy 309.46.01-Interest Bearing Accounts**.

Release Accounts

- \$25 shall be temporarily withheld to cover any outstanding balances.
- Remaining funds after final payroll shall be sent by check to the approved address provided by your agent.

Refer to ***DAI Policy 309.45.02-Inmate Trust System Deductions.***

VISITING

Visiting General Rules

- Refer to ***DOC Administrative Code 309*** and ***DAI Policies 309.06.01-Visiting*** and ***309.06.02-Visitor Entrance-Special Needs*** for a complete list of the rules and regulations regarding visiting and visiting lists.
 - Applications and other forms are available on each unit, along with Entrance Guidelines which list procedures and visiting times. The information is also available to visitors at ***doc.wi.gov***.
 - Sign and send an application to anyone wanting to visit.
 - Applications are processed in the order received. Allow 3-4 weeks for processing.
 - Incomplete or inaccurate information on an application may result in denial for six months.
 - Authorized guardian or parent signature is required on all applications for minors.
 - A DOC-2424-Visitor Requesting Accommodations form must be completed for anyone with a disability or metal implant which may require special accommodation to clear the lobby.
 - You must send the form to your visitor.
 - Allow sufficient time for processing.
 - Special visit requests must be made to your social worker (extended visit time is only available to visitors traveling more than 200 miles or for a special/unusual circumstance). Allow sufficient time for processing.
- Full state-issued clothing and shoes must be worn to visits. Personal underwear is acceptable.
- Video visiting is available; see the unit posting for more information.

Institution Photo Program

Photographs may be purchased of yourself and your visitors. Refer to ***PDCI Facility Procedure 900.716.00-Photos for Inmates*** for more information.

CONDUCT REPORT DISPOSITIONS

Assignments without Pay

An individual may be assigned extra work duty without pay for a specific number of hours.

Building Confinement

Building confinement begins immediately after the affirmed disposition unless otherwise specified. Building confinement ends at midnight of the last day. Those on building confinement are confined to their unit with the following exceptions:

- Assigned work duties
- Scheduled school/program hours
- Visits
- Religious services as defined under room confinement
- HSU appointments
- Re-classification hearings
- Parole commission hearings
- Law Library – if verification of an upcoming court date or deadline is provided and preapproved by the education director.
- Other meetings with unit corrections program supervisor approval.

Loss of Dayroom

Prohibited from engaging in any activity involving the dayroom. With staff permission, inmates on loss of day room:

- May get drinking water from the sink.
- May make one (1) telephone call per day (with three attempts allowed).
- May use the kiosk once per day.

Loss of Recreation

Prohibited from attending recreation and courtyard movement.

Loss of Specific Privileges

Privileges may include, but are not limited to visits, telephone, kiosk usage, canteen, and electronics.

Restitution

Restitution is payment to the owner for the replacement or repair of stolen, destroyed or damaged property, and medical bills. You may be ordered to make full or partial restitution and money may be withheld from your pay or taken from your account to satisfy the restitution requirements.

Room Confinement

Room confinement begins immediately after the affirmed disposition unless otherwise specified. Room confinement ends at midnight of the last day. Persons on room confinement:

- Must remain in their room with the door closed unless otherwise authorized by staff.
- Must receive permission from staff to shower or use the bathroom facilities.
- May go to a visit.
- May use law library if verification of an upcoming court date or deadline is provided and preapproved by the education director.
- May wash up and brush teeth after each scheduled meal. Specific permission from staff is required for all other times.

- May attend scheduled education classes, work assignments, and primary programming.
- May attend volunteer-led groups provided scheduled (or signed up) prior to the beginning of room confinement.
- May attend Umbrella Religion Group worship services for which they are on the attendance list.
- May not attend religious studies, chapel library, choir or special events posted as “open to all” even if included on the attendance list. Studies include: Native American Pipe/Drum ceremony and Bible or other religious studies.
- May not attend recreation, courtyard, and reflection garden or participate in any other functions not specifically authorized.
- Must contact unit staff via the room intercom every time needing to leave the room unless scheduled or called.
- Must stand for all formal counts in the manner described in the count section on page 8.
- With staff permission, persons on room confinement:
 - May get drinking water from the sink.
 - May come out once to initiate one telephone call per day (three attempts allowed).
 - May use the kiosk once per day.
- May leave the room to contact unit staff with a serious question or an emergency.

INMATE COMPLAINT REVIEW SYSTEM (ICRS)

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

- Inmates not comfortable using English to file a complaint may file in their native language.
- Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE.
- The ICE shall acknowledge your complaint with an ICE receipt, or return the complaint for correction or with further instructions. This will be processed within 10 days of receiving your complaint submission.
- Complaints may contain only one clearly identified issue and must contain sufficient information to investigate.
- An inmate may not file more than one complaint per calendar week except for complaints regarding health and personal safety or complaints made under PREA. (A calendar week means Sunday through Saturday.)
- Challenges to a complaint or submission returned by the Corrections Complaint Examiner (CCE), a parole commission decision, a classification decision, records or actions not originated by the division, the declination or denial of a public record request, the content of health care records, actions of the legislature or court decisions or orders are not subject to review through the ICRS.
- A complaint or appeal shall not be processed and a referral for disciplinary action may occur in accordance with **ch. DOC 303** if the complaint contains a foreign substance or obscene, profane,

abusive, or threatening language (unless such language is necessary to describe the factual basis of the complaint).

Procedure

- An inmate shall file a complaint within 14 days after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. The request in the written complaint must explicitly provide the reason for the late filing.
- Inmates must use a DOC-400 Inmate Complaint form. All sections of the form must be completed.
- Inmates must use a DOC-400B form if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple, or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. Inmates must print clearly. Illegible forms will not be processed.
- An inmate shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
- Complaints must be typed or written legibly and must be filed only under the name by which the inmate was committed to the Department (or the legal name granted by a court), and include the inmate's original signature.
- Complaint submissions may not exceed 500 words total and may not exceed two pages.
- The ICE shall collect and stamp all complaints with the date collected. The ICE shall return, reject, or accept the complaint.

Returned Complaint

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

Rejected Complaint

- The ICE shall assign a file number and classification code and give written notice to the inmate within 10 days of collection that the complaint has been received.
- The ICE shall reject a complaint within 30 days from the date of receipt.
- An inmate may appeal a rejected complaint within 10 days to the appropriate reviewing authority who shall review the basis for the rejection of the complaint.
- The reviewing authority shall make a decision within 15 days following receipt of the recommendation or appeal of rejection.
- The reviewing authority's decision is final.

Accepted Complaint

- The ICE shall assign a file number and classification code and give written notice to the inmate within 10 days of collection that the complaint has been received.
- The ICE shall send a recommendation to the appropriate reviewing authority within 30 days from the date of receipt.
- The ICE may recommend to the reviewing authority the complaint be affirmed or dismissed, in whole or in part.
- The reviewing authority shall make a decision within 15 days following receipt of the recommendation.

- The reviewing authority shall affirm or dismiss the complaint in whole or in part or return the complaint to the ICE for further investigation.
- If the inmate does not receive a decision within 45 days after the date of acknowledgement by the ICE, the inmate may appeal to the CCE.

Appeal

- An inmate may appeal the reviewing authority's decision to the CCE within 14 days after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. **310.12(6)**
- Appeals must be typed or written legibly and be filed only under the name by which the inmate was committed to the department (or the legal name granted by a court), and include the inmate's original signature.
- Appeal submissions may not exceed 500 words total and not exceed two pages.
- Inmates must use a DOC-405 Inmate Appeal form. All sections of the form must be completed.
- Inmates must use a DOC-405B form if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple, or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. Inmates must print clearly; illegible forms will not be processed.
- Inmates must provide relevant supporting documentation (limited to the issue raised in the original complaint) which may be accepted at the discretion of the CCE.

Rejected Appeal

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

Accepted Appeal

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

PREA Complaints

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

Refer to **DOC Administrative Code 310** for more information regarding the ICRS.

OTHER SERVICES

Classification (Bureau of Offender Classification and Movement – BOCM)

This office, commonly referred to as program review or PRC, is responsible for reviewing the custody level, program needs, and placement of inmates during their incarceration.

- The Reclassification Committee is typically composed of the offender classification specialist (OCS) and a representative from security and/or treatment/education per **DAI 302.00.01 – BOCM Reclassification Committee Membership**.
- Each inmate is seen at a regular reclassification recall date. Recall dates are set at the time of the hearing for up to 12 months depending on release date, program participation, and conduct.
- Early recall requests can be obtained through your social worker.
- Early recalls are considered at the discretion of the reclassification office and only if there have been significant changes to your sentence structure, program completion, parole action, etc.

Legal Assistance for Incarcerated Persons (LAIP)

LAIP is a service provided by the University of Wisconsin Law School. Information about LAIP is available in the library. DOC staff are not involved with this program. If interested, you will need to mail an

application to the program and may be seen at their convenience, usually a fall screening with possible follow-up throughout the remainder of the school year.

Records Office

The records office is located in Building H. Information may be requested from the records office via an Interview/Information Request form. You are not permitted to go to the records office unless called by staff. Records office staff are responsible for:

- Sentence computations and structures
- Determining if/how detainees will impact release planning
- Requests for sentence transcripts
- Petitions for sentence adjustments per DAI policies available for review in the library
- Scheduling parole hearings

Refer to ***PDCI Facility Procedure 900.706.30-Inmate File Review*** regarding reviews of legal and social service files.

DAI Handbook References – General Population

Accounts (funds)

28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]
 38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)
 Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments
 Wisconsin Statutes s. 301.31 – Wages to prisoners
 Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers
 Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners
 Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison
 Wisconsin Statutes s. 303.065(5) – Work Release Deductions
 Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision
 Wisconsin Statutes Ch. 767 – Actions Affecting the Family
 Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act
 Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges
 Wisconsin Statutes s. 973.042 – Child Pornography Surcharge
 Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge
 Wisconsin Statutes s. 973.045 – Crime Victim Witness
 Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge
 Wisconsin Statutes s. 973.05 – Fines
 Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments
 Wisconsin Statutes s. 973.06 – Costs
 Wisconsin Statutes s. 973.20 – Restitution
 1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)
 Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard
 Wisconsin Administrative Code Ch. DOC 303 – Discipline
 Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
 Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose.
 Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge
 Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds
 Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds
 Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints
 Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges
 Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release
 Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee

2017 WI Act 89 Requests

Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities.
 Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners
 Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

ADA

Americans with Disabilities Act of 1990, as amended, 42 USC Ch. 126, Subch. II, Public Services
 ADA Amendments Act of 2008 (P.L. 110-235)
 Code of Federal Regulations, 28 CFR Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services

Canteen

Wisconsin Statutes s. 301.27(2) – Vending Stands

Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients

Wisconsin Administrative Code s. 309.20 – Personal Property

Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose

Wisconsin Administrative Code s. 309.52 – Canteen

Wisconsin Administrative Code s. 316.04 – Copayment

Classification

Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact

Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners

Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

Compensation (I/M)

Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal

Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use

Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement

Wisconsin Administrative Code s. DOC 309.55 – Compensation

Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

Complaints (I/M)

WI Administrative Code 303 – Discipline

WI Administrative Code 310 – Complaint Procedures

Contraband Wisconsin Administrative Code Ch. DOC 303 - Discipline

Count Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count

Digital Legal Materials

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

Discipline (I/M)

Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats

Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences

Wisconsin Administrative Code Ch. DOC 303 – Discipline

Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program

DNA Collection

Wisconsin Statutes s. 165.76 – Submission of human biological specimen

Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements

Education

Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment

ERP Programs

Wisconsin Statutes s. 302.045 – Challenge Incarceration Program

Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program

Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision

HSU Access to Care

Wisconsin State Statutes s. 301.03 General Corrections authority
National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014

HSU Co-Payments

Wisconsin State Statutes s. 301.03 General Corrections authority
Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care
Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review
Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients
Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge

Hygiene/Hair

Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene
Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene

Interstate Transfers

Wisconsin Administrative Code s. 303.28 – Disobeying Orders
Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

Lay In / Sick Cell

Wisconsin Administrative Code s. DOC 309.55 – Compensation
Wisconsin Administrative Code Ch. DOC 316 – Copayment

LEP

Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency
Federal Title VI, 42 U.S.C. s. 2000d, et seq
28 C.F.R. s.42.104

Law Library

Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix)
Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties
Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties
Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying
Wisconsin Administrative Code s. DOC 309.155 – Legal Services

Legal Loans

Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers
Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners
Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports)
Wisconsin Statutes s. 809.62 – Rule (Petition for review)
Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents
Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages
Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect
Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment)
Wisconsin Statutes s. 974.06 – Postconviction Procedure
Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence)

Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail
 Wisconsin Administrative Code s. DOC 309.155 – Legal Services
 Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds
 Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
 Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

Library

American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336
 American Library Association (ALA) – Library Bill of Rights
 American Library Association (ALA) – Freedom to Read Statement
 American Library Association/Association of Specialized and Cooperative Library Agencies
 (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)
 Wisconsin Administrative Code s. DOC 309.02 – Definitions
 Wisconsin Administrative Code s. DOC 309.04 – Inmate mail
 Wisconsin Administrative Code s. DOC 309.05 – Publications

Mail

Wis. Stat. §19.31
 Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband
 Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail
 Wisconsin Administrative Code s. DOC 303.72 – Major penalties
 Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition
 Wisconsin Administrative Code s. DOC 309.02 – Definitions
 Wisconsin Administrative Code s. DOC 309.04 – Inmate mail
 Wisconsin Administrative Code s. DOC 309.05 – Publications
 Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose
 Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying

Marriages

Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministrations
 Wisconsin Statutes Ch. 765 – Marriage
 Wisconsin Statutes Ch. 767 – Actions Affecting the Family
 Wisconsin Administrative Code s. DOC 309.06 – Visitation
 Wisconsin Administrative Code s. DOC 309.08 – Visiting List
 Wisconsin Administrative Code s. DOC 309.10 – Special Visits
 Wisconsin Administrative Code s. DOC 309.20 – Personal Property
 Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices

Meals

Wisconsin Administrative Code s. DOC 309.23 – Food
 Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids

Medications

66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140
 Standards for Health Services in Prisons, National Commission on Correctional
 Health Care, 2014, P-C-05 -- Medication Administration Training
 Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008,
 Pharmaceuticals P-D-01 and Medication Services, P-D-02

Name Changes (I/M)

Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles

Notary Services

1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)
 Wisconsin Statutes s. 20.919 – Notary public

Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property
 Wisconsin Statutes s. 706.07 – Uniform law on notarial acts
 Wisconsin Statutes s. 782.04 – Petition; contents
 Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages

Observation Placements

Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act
 Wisconsin Administrative Code Ch. DOC 311 – Observation Status

Phone Calls

Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls
 Incl. Atty and International Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys
 Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval

PREA

34 U.S.C. §30301 Prison Rape Elimination Act of 2003.
 28 C.F.R § Part 115, *et seq.* National Standards to Prevent, Detect and Respond to Prison Rape

Programming

Wisconsin State Statutes s. 301.03 General Corrections authority
 Wisconsin Administrative Code s. 302.13 - Program Need Assignment
 Wisconsin Administrative Code s. 302.14 – Program Enrollment

Property

Wisconsin Administrative Code s. DOC 309.02(16) – Pornography
 Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail
 Wisconsin Administrative Code s. DOC 309.05 – Publications
 Wisconsin Administrative Code s. DOC 309.20 – Personal Property
 Wisconsin Administrative Code s. DOC 309.40 – Clothing
 Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying

PSU Access

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation

Religious Practices, Property, and Diets

Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons
 Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers
 Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations
 Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction
 Wisconsin Administrative Code Ch. DOC 303 – Discipline
 Wisconsin Administrative Code s. DOC 303.35 – False names and titles
 Wisconsin Administrative Code s. DOC 309.02 – Definitions
 Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail
 Wisconsin Administrative Code s. DOC 309.05 – Publications
 Wisconsin Administrative Code s. DOC 309.10 – Special Visits
 Wisconsin Administrative Code s. DOC 309.20 – Personal Property
 Wisconsin Administrative Code s. DOC 309.23 – Food
 Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice
 Wisconsin Administrative Code s. DOC 309.23 – Food

Room Cleanliness

Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area

Searches

Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution

Wisconsin Administrative Code s. 306.17 – Search of Inmates

Wisconsin Administrative Code s. 309.20 – Personal Property

Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301

Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, *et seq.* National Standards to Prevent, Detect and Respond to Prison Rape

Sex Offender Notification

Wisconsin Statutes s. 301.45 – Sex Offender Regulations

Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law

Social Media Use (I/M)

Wisconsin Administrative Code s. 303.28 – Disobeying Orders

Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

Urinalysis Testing

Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs

Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs

Criminal Justice Drug Testing Act May 1990

Wisconsin Administrative Code Ch. DOC 303 – Discipline

Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates

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