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

Your account will be charged $3.00 if this handbook becomes missing or damaged.

Revised 2018
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INTRODUCTION

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

The Prairie du Chien Correctional Institution (PDCI) is a medium custody adult correctional institution but also houses inmates with a minimum custody classification. While our perimeter is secure, our living arrangements and level of supervision are different. The housing units have four inmates to a room with regular doors and screened windows rather than cells or dormitories. Also, there is a barracks unit and one cell on each housing unit that houses eight inmates. Rules are intended to help individuals to live together in an orderly manner.

PDCI offers a combination of education and treatment programs. Participation in these programs is expected. The programs here contain many opportunities for education, group and individual counseling along with a variety of recreational offerings, religious services, and medical care.

It should be pointed out this handbook is to be used as a guideline for your behavior at this institution. It does not contain a rule on every phase of human behavior since most of this is dependent on normal good judgment and good common sense. It would be virtually impossible to list all the rules and regulations of living in an institution, but you are expected to use good judgment and exert a responsible attitude in your behavior at all times and in all aspects of the daily program of the institution. Differences of interpretation between staff and inmates of these rules will be weighed in support of the staff member.

RECEPTION AND ORIENTATION

Upon admission to PDCI you will be assigned to intake status in the South Housing building. You will become acquainted with the institution and the varied programs and opportunities which are available to you.

Various staff members will conduct orientation to the institution. If you have any questions about the procedures here, please ask during the orientation discussions. Upon completing the orientation program, you will be removed from intake status.

INTERVIEW/INFORMATION REQUESTS

To meet with a member of the unit staff, or obtain information from staff (except officers and sergeants) place a completed “Interview/Information Request” (DOC-761) 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 working days to receive a response.

You may ask staff questions as you encounter them, but realize the person you ask may not be able to fully respond to you at that time. You may be told to approach a different staff member or to ask your question again 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 in all your interactions with the unit staff. If an emergency arises, which you believe requires an immediate interview with the unit manager, social worker or security supervisor; you should first explain the circumstances to the sergeant. The sergeant will then decide whether or not to make an immediate referral. All other needs should be addressed through the interview request process.

CHANNEL 6

Information about upcoming programs or events at PDCI is available on PDCI’s internal broadcast Channel 6. Channel 6 is available 24/7 on personal televisions. Dayroom televisions will be tuned to Channel 6 during breakfast and lunch time until movement is called.

LIMITED ENGLISH PROFICIENCY POLICY NOTICE

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

Inmates must attempt to address and resolve their issues at the first possible level. An Interview/Information Request may be used to address issues to institutional staff. At any time in this process an inmate may file a complaint in accordance with DOC Administrative Code 310. Note: Inmate complaints must be filed within 14 days from the occurrence giving rise to the complaint regardless of the chain of command step in which an inmate is involved.

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

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GENERAL INSTITUTION RULES

BARBER SHOP

The barber shop is located in the basement of the South Housing building. Only standard haircuts will be given at the barber shop.

- Inmate barbers are not allowed to charge for haircuts or to accept favors or gifts for a haircut.
- The haircut period can last no longer than 20 minutes. Haircuts are not “re-done” unless directed by a staff member.
- Shaved heads: Inmates must initially have their head shaved by the barber. After the initial shave he can maintain it on the unit.
- The barber is the only inmate allowed to use the barber shop equipment.

Refer to DAI Policy 309.24.01 - Personal Hygiene and Hairdressing for more information regarding the barber shop.

CAFETERIA RULES

- Only state issued green pants and state issued shirts or personal gray T-shirts or sweatshirts are to be worn to the cafeteria. No jeans, insulated underwear or tank tops are to be worn as an outer garment in the dining room.
- No canteen items, with the exception of one allowed condiment item may be brought into the cafeteria; allowed condiments are ketchup, mustard, seasoning salt, sugar, hot sauce, garlic powder or onion powder.
- No items are to be placed on or at the tables before sitting down at the table.
- No line jumping.
- Inmates are only allowed one tray.
- Once an inmate is seated at a table he cannot change tables.
- No trading food items in the serving line or between other tables.
- No visiting/talking between tables or when going to a table.
- No returning to the serving line without staff permission.
- Inmates are not to leave their seat or the cafeteria until directed by an officer or supervisory staff.
- Once directed to leave, inmates will immediately place their plastic ware and glasses in the bus tubs and dump the items remaining on their food tray into the receptacle provided. Then exit the cafeteria to return to their housing unit as directed.
- Inmates may take one piece of fruit back to their housing unit and it must be eaten by the end of the day that it was listed on the menu.

CLOTHING

Upon arrival at PDCI all inmates will be issued state clothing. Your clothing, upon return from the laundry department, must be stored in your room. You may also have various items of personal clothing. Possession of excess clothing, both state issued and personally owned, is not permitted.

- With the exception of undergarments and shoes, state clothing is to be worn when outside of the housing units unless attending recreation, courtyard or cafeteria as stated above.
- No alteration of state issued or personal clothing is permitted.
- No torn or patched personal clothing is permitted.
- Inmates are allowed a total of 2 pair of personal shoes in their possession and 1 pair of state issued footwear. In addition, you may have 1 pair of bedroom slippers and 1 pair of shower shoes.
- Shower shoes are only to be worn to and from the shower or in cell. No shower shoes in the dayroom.
- Tank tops and sleeveless shirts are to be worn as an undergarment only; except at courtyard and rec.
- Stocking caps and scarves can only be worn outdoors when the temperature is below 50°F. However, they can be worn inside your cell year round.
- Personal clothing is to be washed and dried in the machines on the housing unit.
- All personal and state issued clothing will be stored in the locker provided or on hooks on bunk posts.
- Thermal underwear tops and bottoms must not be worn as an outer garment. Thermals and sweat pants are not to be worn under shorts.
- All pants and sweat pants are to be worn on the waist covering the underwear at all times. Shoes are to be tied, in the customary manner.
- Shirts must be tucked in at all times except when on the housing unit or at rec.
- All clothing, personal and state issued, must be properly fitted/sized. If not, you will be sent to laundry to be resized.
- Whenever an inmate comes out of his room on the housing unit, he must be wearing a shirt or T-shirt, pants or shorts, socks, and footwear.
- Inmates are not allowed to wear their jackets, hats, or gloves on the units other than returning to or leaving the unit.
- Shower caps, pajamas, kitchen whites and hair nets are not allowed to be worn in the common area of the unit.

Refer to DAI Policy 309.20.03 – Inmate Personal Property and Clothing for more information regarding inmate clothing.

COURT TRIPS/MEDICAL TRIPS/INTER-INSTITUTION TRANSFERS

- Inmates going to an outside court appearance, an off-site medical trip or transfer to another institution are required to wear state issued uniforms, state issued underwear and socks along with state issued footwear. Inmates in general population will wear a green uniform and RH inmates will wear an orange uniform.
- Inmates may be allowed to bring paperwork.
If the trip is of a legal nature, legal materials are also authorized, along with a pen/pencil that must be carried by the officer.

Braids will be removed for all inmate transportation trips. The only exception is release trips to the bus. If an inmate refuses to remove his braids, they will be scanned with the hand-held scanner and a conduct report will be issued.

**ERP (EARNED RELEASE PROGRAM)**
Inmates participating in ERP are responsible to adhere to the rules in this handbook along with those in the ERP handbook.

**GROOMING – PERSONAL HYGIENE**
Personal hygiene is extremely important. Each inmate shall shower often enough to preserve acceptable personal cleanliness (as stated in DOC 303.57) to keep their appearance neat. Inmates will be permitted to adopt any hairstyle, including facial hair, subject to regulations made necessary by occupation, health, security concerns and hair standards listed in the Inmate Hair section below.

- Medical staff may authorize the cutting of an inmate’s hair when there is evidence of unsanitary care to warrant such action.
- All personal hygiene (washing up, brushing teeth, brushing hair, etc.) must be conducted in the bathroom only.
- Allowable limits of canteen purchased and state issued soap is 5 bars along with a limit of 2 tubes of toothpaste.
- Fingernails must be kept trimmed and not exceed the end of the finger.
- Earrings, rings, or other materials affixed to holes pierced in the skin are not permitted.
  - (Married inmates will be allowed to wear their wedding rings, provided they are able to verify the marriage.)
- Tattooing and body piercing is not permitted.
- State issued toilet paper and soap will be exchanged weekly. Additional rolls/bars may be purchased with a maximum of 4 rolls of toilet paper in possession at a time.

**IDENTIFICATION CARDS**

- Inmates are required to wear their inmate ID cards properly (in a necklace type fashion) at all times when out of their cells.
- The photo must be visible and worn around the neck using designated unit colored lanyard.
- Inmates are to report worn or damaged ID cards/lanyards to unit staff immediately and submit a disbursement for replacement cost unless determined otherwise.
- ID cards are not to be tampered with, altered or destroyed.
- ID cards must be displayed for staff inspection upon request.

Refer to DAI Policy 306.00.06. – Inmate Digital Photo Identification System for additional information.

**INMATE HAIR**
Inmates are permitted their choice of personal grooming as long as their appearance does not conflict with the institution’s requirements for safety, security, identification and hygiene. The following standards apply:

- Hair cutting is not allowed on the housing units.
- All inmates are expected to maintain proper hair cleanliness.
- Inmates are not permitted to have mohawks, punk, gang related, or other bizarre unusual haircuts.
- Cutting or bleaching of hair is not permitted.
- Partial shaving of the head is not permitted. The entire head must be shaved (No. 2 blade or less is considered shaving.)
- No recognizable patterns or designs (lines or parts which conform to suspected gang affiliation), letters, numbers and/or symbols, zigzags, lightning bolts and/or other discernible designs cannot be cut, shaved, styled, or braided into the hair.
- Hair curlers, perm rods, and plastic caps may only be worn in an inmate’s cell or in the bathroom/shower room (includes to and from) if you are in the process of having your hair groomed.
- Hair grooming must be completed in its entirety prior to engaging in any unit or institution activity.
- New identification photographs will be required of any inmate whose appearance significantly changes, as related to hair styles.
- Questions/concerns regarding inmate 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 for additional information.

**INSTITUTION LAUNDRY**

- All state issued clothing items except gloves, hats and blankets will be labeled with the inmate’s name and DOC number.
- Inmates may have personal clothing items labeled, however a fee will apply.
- Inmates are responsible for accepting correct sizes and quantities of clothing from laundry before leaving the laundry area.
- Inmates will be held accountable for all state clothing issued to them.

Refer to PDCI Facility Procedure 900.112.05 - Laundry and Clothing Process for details regarding the laundering of state issued items.

**KIOSKS**

- Kiosks are available in South Housing and the library.
- Refer to DAI Policy 309.00.53 for additional information.
MAIL
Letters and greeting cards to you should be addressed:
Your Name and Number
PDCI
P. O. Box 9900
Prairie du Chien, WI 53821

- Money orders are to be sent to the address located on the DOC public web site.
- PDCI does not deliver mail on Saturdays, Sundays and Legal Holidays.
- Final unit mail pick-up is at 9:30 p.m.
- To avoid delays in the delivery of incoming mail your inmate number should be clearly written as part of your address on all correspondence you receive. Handwriting that is difficult to read will delay the mail delivery process.
- Incoming mail and outgoing mail, except as stated in DOC Administrative Code 309.04 (3) may be opened and examined for contraband. Mail containing contraband will not be delivered.
- Mail from the ICRS (Inmate Complaint Review System) is delivered to the inmate sealed.
- All outgoing mail must include either Prairie du Chien Correctional Institution or PDCI in the return address and will be stamped “This Letter Has Been Mailed From the Wisconsin Prison System” on the back of the envelope.
- Inmate-to-inmate mail sent within or between institutions must include your DOC number and the DOC number of the inmate receiving the mail. It will be processed through the USPS. Omissions will 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) may not be opened for inspection or read by staff. Incoming mail will be stamped “Open in the presence of an officer”. Staff will direct the inmate to remove the contents, and show the envelope to staff to determine whether it contains contraband.
- Inmates have 30 days to claim non-delivery items. Inmates are to notify the mailroom when they appeal a Notice of Non-Delivery.
- Inmates are allowed 30 embossed envelopes. This number includes greeting card envelopes from the canteen. The inmate will ensure his DOC number is on each envelope. Envelopes without numbers or numbers that have been altered will be considered contraband. Embossed envelopes may be purchased from the approved property vendors.
- Plain #10 envelopes cannot be used.
- The hours the mailroom is available to inmates is posted on each unit. Inmates may only go to the mailroom to take care of the following:
  - 75% or 85% sentence adjustment
  - Money orders
  - Income taxes

Refer to DAI Policy 309.04.01 – Inmate Mail for additional information regarding inmate mail.

MEAL SCHEDULE
The following meal periods are approximate:
Breakfast................................................................................................................................. 6:10 a.m. to 7:15 a.m.
Lunch...................................................................................................................................... 11:00 a.m. to 12:30 p.m.
Supper.................................................................................................................................... 4:00 p.m. to 5:30 p.m.

- Housing units will be called by the shift supervisor and will be released to the cafeteria as directed. If an inmate chooses to eat they must leave with their unit as a group at the time their unit is called.
- Dayrooms are closed during meal period and will reopen at 12:15 p.m. and 5:15 p.m.
  - Bathrooms (toilets and sinks) can still be utilized, but no brushing of teeth, washing up or showers until dayroom opens.
  - Inmates are allowed to brush their teeth and wash their face and hands beginning at 5:30 a.m.

MOVEMENT
Inmates are required to sign out and sign in to the unit whenever leaving an area and immediately upon their return. Each inmate must sign himself in and out.

OUTDOOR INMATE MOVEMENT – UNAUTHORIZED AREAS
- Inmates are expected to remain on sidewalks or roadways at all times unless participating in courtyard movement. Do not cut across on 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 sidewalks.
- Inmates may not sit on the concrete steps or the platform outside the south housing or Building H entrances. Inmates may not sit on the backs of the benches or the tops of the picnic tables.
- The following areas are off limits to inmates at all times unless accompanied by a staff member:
  - The roadway to the front gate.
  - The roadway behind the Food Service building and Building H.
  - The roadway behind the RH building.
  - The roadway adjacent to the fence west of the RH building.
  - Anywhere within 10 feet of the perimeter fence.
PROPERTY

- Inmates are responsible for keeping their property organized and within regulations. Inmates will be issued a padlock to secure their property. The padlock is to be locked on your locker at all times except when you are using your locker or in your room. PDCI is not responsible for any lost, stolen or altered property not properly secured in the footlocker.
- Form DOC-236 (Property Inventory-Male) listing all property arriving at PDCI with an inmate will be prepared. All inmates must make certain all items he has brought to the institution are listed on the form and he does not have anything in his possession that is not listed.
- When an inmate receives new property, form DOC-237 (Property Receipt/Disposition) will be filled out in quadruplicate. The original (white) copy will remain in the inmate’s master property inventory, the blue copy will be sent to the housing unit, and the inmate will receive the yellow copy. The inmate must retain property receipts for all items he receives.
- It is each inmate’s responsibility to keep his personal property form current.
- If items on the property inventory wear out or break, they are to be turned in to the property sergeant for disposal. Inmates will be responsible for missing items. A minimum 90-day wait is established before missing property can be replaced.
- If an item is not listed in the aforementioned DAI Policies, it is not allowed.

Refer to DAI Policy 309.20.03 – Inmate Personal Property and Clothing for information regarding allowable property at PDCI.

SOUTH HOUSING RULES

BATHROOM

- Showers are not allowed when the dayroom is closed, unless permission is granted by staff.
- An inmate is to use one shower head. No steam baths.
- Showering or the use of toilet facilities will not interfere with count, janitorial duties, work or school assignments.
- All personal hygiene (washing up, brushing teeth, brushing hair, etc.) must be conducted in the bathroom only.
- Keep the bathroom clean – clean up sinks etc. after use.
- No dishes are allowed in the bathroom.

BED AND DESK

- The desk is not to be used for storage of any personal property.
- Whenever an inmate leaves his room his bed must be made.
- Bed linens, blankets, and pillows are not to leave the room.
- Beds are to be made with the sheets and blankets pulled tightly.

COUNTS

- The ends of assigned bunks are to be open and free of any and all obstructions.
- There are four standing (formal) counts daily: 7:40 a.m., 12:40 p.m., 5:40 p.m., and 9:40 p.m.
  - Standing count is mandatory. Inmates will stand inside their room on the floor in direct sight of staff. Inmates on the top bunk will stand at the head of the bunk. Inmates on the lower bunk will stand at the foot of the bunk. The door will be closed and the overhead light on for count. Inmates will face the door and have nothing in their hands.
  - Talking is not permitted during count.
  - TV and radios must be turned off and earphones cannot be worn during count.
  - Shirt and trousers, pajama top and bottom, or bathrobe must be worn for standing counts. Nothing is to be worn on the head.
  - Inmates are to remain in their room until count clears.
- There are two non-standing (formal) counts daily: 12:00 a.m. and 3:00 a.m.
  - Inmates will be in their assigned rooms and be in/on their assigned bunks for all non-standing counts.
  - Some part of an inmate’s body (hand, foot, head) must be visible for count.
  - Inmates are not allowed to leave their room before count clears without staff permission.

CRAWFORD UNIT

Crawford Unit is a barracks unit and there are some differences from the other living units. It is a working unit. To reside on Crawford inmates must have a 3-5 max rate work assignment. Inmates earning a beginning minimum pay rate of 2 may be moved to the unit. This section of the handbook provides information about the unit’s unique rules. All of the other standard housing rules apply to the Crawford Unit unless specifically mentioned here.

- All hobby work is to be done on or at your bunk.
- Room confinement = bunk confinement.
- Inmates are to remain on their bunk until institution count clears.
- The dayroom tables closest to the bunk areas are designated for quiet activities.
- “Visiting” or talking into bunk areas is not permitted.
- All food must be prepared in the kitchen/dayroom areas.
- Only quiet talking is allowed when the dayroom is closed.
- An inmate’s bunk area = the assigned bunk and the space containing his storage compartments.
- An inmate’s bunk is for his use only.
Talking loudly, yelling, or tossing anything across bunk areas/aisles is not permitted.

Property boxes are to be stored only under your bunk.

Aisles must always be kept clear.

Chairs are provided in the bunk area for the occupants of the upper bunk and are not to be moved.

Towels may only hang on the bed frame closest to the wall – no hangers.

Only clothing items, blankets, etc. placed on hangers may hang from bunks.

No items are to be covering the end of the bunks.

Window sills must always be kept clear except for one electronic item per inmate.

The bathroom may be utilized as a dressing area.

All inmates residing on Crawford Unit contribute to keeping it clean. A major clean up will be done weekly along with maintaining daily expectations of cleanliness.

Residents will be required to assist with general unit cleaning as requested.

No personal laundry started after 8:00 p.m.

Inmates who serve DS time in RH during the time they are assigned to Crawford unit will not be allowed to move back to the unit for at least 90 days after their RH release.

Dayroom is only closed during the time Crawford Unit is called for and returns from meals and unit cleaning is completed.

**DAYROOM – GENERAL RULES**

- The dayroom area includes the television, telephones, microwave, ice machine, card tables and the sink/counter area.
- The dayroom chairs are to remain facing forward and attached unless otherwise directed by staff.
- To ensure there is a supply of ice for everyone, ice will only be taken in a cup – no pitchers or large size containers. If staff believe the ice supply is being abused it will be addressed with the individual. Staff may then restrict the inmate from taking more ice.
- No foot basins in the dayroom or used in the microwave.
- No eating in the TV (blue chair) area of the dayroom.

**DAYROOM HOURS**

- Excluding meal times, dayrooms are open after the 7:40 a.m. standing count.
- Sunday thru Thursday dayroom activities will cease after 9:40 p.m. count to include the dayroom television, phone, games/card games and microwave.
  - After count is cleared only quiet individual activities and shower/bathroom access will be allowed until fully closed at 11:00 p.m.
  - Quiet activities will include individual games such as solitaire, reading, writing, drawing and kiosk use.
  - No talking after 9:40 p.m., the goal is a quiet environment. With permission quiet (whisper level) tutoring/assistance can be given for homework.
  - No talking or loitering in the shower or bathroom areas.
- Dayrooms will close at 12:00 a.m. (Midnight) on Friday, Saturday and the night before recognized holidays.
  - If the holiday is followed by a normal business day the Sunday thru Thursday hours are in effect.
- Early morning kitchen workers can use the microwave, sink/counter area and sit quietly in the dayroom (without television on) beginning at 4:30 a.m. until they leave for work.
- The dayroom is closed for cleaning during the time inmates are at meals. Refer to page 7 for the meal schedule.

**DAYROOM MICROWAVE**

- One person at the microwave at a time – no group cooking allowed.
- 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. If there are no specific instructions to cook something in the microwave, you are not permitted to do so.

**DAYROOM TABLES**

- Card playing, table games, dominoes, etc. are permitted in the dayrooms at the tables only. Up to four people may be seated at the table. Standing next to the table as a spectator is not allowed.
- Do not slap cards or dominos on the table top.
- Gambling is not permitted per DOC 303.61.
- Playing cards and table games are permitted at the times designated on specific units. Inmates engaged in these activities will be responsible for cleaning up the immediate area when finished.
- 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**

- The inmates 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.
- If a disagreement arises during voting, staff will make the decision.
Once a program has started it will remain on until its completion.
Inmates must be seated while watching the television
The volume should never exceed a level where it disturbs others or becomes a disruption in the dayroom.
Channel 6 broadcasts institution information and will be shown on the dayroom televisions at scheduled times.

GENERAL RULES OF CONDUCT
- Running is not permitted anywhere in the housing unit.
- Visiting or loitering is not allowed in the entrance to the unit, doorways of the rooms, in the hallway outside the rooms, or in the stairways.
- Inmates are not to enter another inmate’s room or ask to have their door opened.
- Inmates may not enter a floor/unit to which they are not assigned without authorization.
- Swearing/profanity, racial slurs in any context, and any other language that may offend others is unacceptable.
- Loud talking, singing, whistling or other boisterous conduct is not allowed.
- Do not pound on any walls, counters, tables, etc.
- Feet may not be placed on furniture, walls, air vents, etc.
- No tipping chairs backward. All four legs of the chair must be in contact with the floor.
- No sitting on any surface other than chairs.
- Canteen food and candy items may not be taken outside the unit.
- Du rags and curlers are not allowed to be worn in the common areas of the unit.
- When leaving your room shut off all lights, television, radio, fan, etc.
- Earphones/ear buds are mandatory to be on/in your ears and plugged in when your television or radio is in operation. They cannot be used as a speaker. If the sound is excessive, you will be told by a staff member to reduce the volume.

INMATE PHONES
PDCI uses an automated telephone system. Two phones have been installed on each unit. All phone calls except attorney calls are recorded and may be monitored. Refer to DAI Policies 309.39.01-Monitoring and Recording of Inmate Telephone Calls and 309.39.03–Inmate International Calls for more information.
- General population inmates will be allowed to place unlimited collect calls from the housing unit phones from the time the dayroom opens until 5 minutes prior to any dayroom closing times including counts and meals.
- You must wait 1 hour after a completed call to place a second call. Be respectful of other’s phone usage.
- Inmates may not use any other PIN numbers than their own to place calls.
- All calls will be collect calls and are limited to 15 minutes. The 15 minute period starts when the phone is picked up and will automatically be disconnected by the computer.
- 3-way calls or “call forwarding” is not permitted.
- The phone must be hung up once a call is completed or if an inmate must walk away from the phone for any reason. A call is completed when someone on the other end answers. No more than 3 attempts to complete a call are allowed in one sitting.
- Only the inmate who initiated the call may talk to the party called.
- The inmate using the phone may not share it or talk to other inmates.
- All calls must be made while seated in a blue chair facing the officers’ station.

LATE NIGHT MOVEMENT
- When the dayroom is closed inmates are permitted to leave their rooms only to use the bathroom and in an emergency.
  Nothing is to be taken out of the room during these instances.
- Refer to the bathroom section of this handbook for further clarification.

RIVER UNIT
- Hallways must remain clear, no loitering in front of cells or the entryway.
- Utility room is open at 5:00 a.m.
- Press the intercom in your cell in the morning to have the door unsecured.
- Linen exchange will occur on Sunday evenings.

ROOM KEYS
- Each inmate is responsible for the key assigned to him. Inmates are to carry their key on their person when out of their room.
- Inmates may not be in possession of another inmates’ key.
- A fee will be assessed for any lost or damaged keys unless it is determined by key control staff to be normal wear and tear.

ROOM/BED ASSIGNMENT CHANGES
Room/bed assignments will be determined by staff and assigned by bed space availability. However it should be noted changes are based on job, medical, programming, or security reasons - not on inmate request.
- Inmates may contact the unit manager or designee to request a change.
- Requests made for security reasons must be on form DOC-1803 – Offender Request for Separation, and submitted to the inmate’s assigned social worker.
ROOMS
- Nametags are to be unaltered, accurate and in acrylic holders at all times.
- Discipline may result if an inmate moves to another bed, or to the floor, without the permission of staff.
- Do not slam the room doors shut. Keep doors shut and locked at all times unless otherwise authorized by staff.
- Reading lights and televisions are to be turned off at 1:00 am and may be turned back on at 6:00 am.
- Keep property separate from one another.
- Items may be placed in designated area above the bunk using clear tape only.
- Items may not be hung from or attached to the light fixture, ceiling, lamp, window grate (other than an area approximately 16” x 16” above the TV tray), doorknob, door, smoke alarm, bed, or intercom.
- All items must be stored in their proper containers and areas.
- All personal items must be stored and secured in the assigned footlocker. Use of standing lockers etc. is at an inmate’s own risk as they are not able to be 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.
- The window screen is to be kept clear of unauthorized items at all times.
- Do not store any item between the window and the screen.
- Blocking or covering any part of the door, window or cell window of an inmate’s room is prohibited.
- Towels or washcloths are not to be used for decorative purposes.

SANITATION
The highest standard of sanitation is expected from all inmates and will be maintained at all times throughout the housing units.
- Sweep and dust room, empty trash and recycling baskets regularly. Keep property organized. You may not have another inmate clean your room.
- Footlockers are not to be placed in the hallway during cell cleaning.
- Room inspections are done by staff and may be done at any time. Procedure when room is dirty:
  - Inmate(s) will be issued a unit room inspection sheet indicating what needs to be cleaned or corrected.
  - The unit room inspection sheet must be returned to unit staff upon completing the listed corrections.
  - The unit room inspection sheet will include the DATE and TIME when the room will be re-inspected.

SANITATION
Refer to PDCI Facility Procedure 900.421.10 – Unit Sanitation and Inspections for more information.

UNIT WASHER & DRYER
There is a washer and dryer available on each floor. PDCI Facility Procedure 900.421.05 – Unit Laundry Operations has additional information regarding the unit washer and dryer.
- Sheets and state issued clothing (except jackets) may be washed on the unit.
- Personal clothing can only be washed on the unit.
- Consult the posted schedule on each unit for availability.
- The inmate must provide his own laundry soap.
- Laundry tokens must be purchased from the PDCI Business Office.

WORK/SCHOOL/PROGRAM ASSIGNMENTS AND LIBRARY

ASSIGNMENTS
- All work areas have specific rules which inmates are expected to follow.
- Rules governing some work areas as well as school classes will be presented to you when you are assigned to a given area.
- Inmates are expected to sign and date the rules thereby acknowledging their awareness of them.
- If the rules are not signed a notation will be made by the appropriate staff member that the inmate was given the opportunity and refused. The inmate is still accountable to abide by the rules in the area to which he was assigned.
- When assigned to a work area and a part-time school program, an inmate is to return to his work assignment when the class is not in session.
- Due to the safety factor and the potential for foot injuries, shower shoes are not to be worn in work areas.
- Inmates are required to wear any and all protective/safety gear offered and/or provided in connection with school or work assignments.
- Inmates are required to use any and all protective/safety devices associated with any machines or other equipment used in connection with school or work assignments.

LIBRARY
The general library and law library are located on the second floor of Building H in the education area.
- 20 inmates are allowed to use the library during each session. Availability is on a “first come, first served” basis. Inmates with a legal need have priority in determining library capacity.
- Inmates must come to the library during their unit scheduled times. Unit scheduled times are posted on each unit.
- School dress code is required when using the library.
- Library movement is at the same time as school movement.
- Any 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 the inmates’ unit scheduled time.
Inmates who are within a 30 day court deadline may request additional legal time by sending an Interview/Information Request to the education director detailing their extra-legal time needs. Written documentation indicating a deadline is required.

Refer to PDCI Policy & Procedure 900.812.00 – Institution Library and DAI Policy 309.15.01 – Law Library for more information.

PHOTOCOPIES

- Photocopy requests should be sent to the appropriate department or originals can be brought to the library during the units’ scheduled time.
- Material judged inappropriate will not be copied.
- An inmate ID card must be presented when requesting photocopies.
- All photocopy requests must be accompanied by a Disbursement Request for $.15 per copy to the department making the copies.
- Inmates are reminded the courts operate by providing inmates with sufficient notification of important dates. While staff makes every attempt to accommodate those in need, it is an inmates’ responsibility to plan for his photocopying needs.

Refer to PDCI Facility Procedure 900.104.05 Disbursement Requests for more information regarding photocopies.

SCHOOL ASSIGNMENTS

- The institution dress code will be enforced in all classrooms.
  - Sweatshirts and thermals may only be worn under green shirts.
  - If a sweatshirt is worn as outwear, it must be removed in the classroom.
  - All shirts are to be tucked in and coats off in the classroom.
- Inmates assigned to school classes may not wear sunglasses in the classrooms unless HSU has specifically prescribed them for this purpose.
- No unauthorized personal items are to be brought to school.
- Bathroom use is closed between class periods except for emergencies. Routine requests to use the bathroom during class instruction are not appropriate. Exceptions may be made at the discretion of the individual teacher. A bathroom pass is required.
- Keep feet off furniture and do not sit on desktops.
- Do not interrupt class by talking. Be respectful of others in attendance.
- Any form of disrespect, disruptive conduct, disobeying orders or damaging property will be subject to a conduct report.
- Cheating on assignments and/or tests is not allowed.
- Unexcused tardiness or absences will be documented and may result in a conduct report, reduction in school schedule or termination from educational programming.

VOLUNTARY UNASSIGNED STATUS

- Inmates in voluntary unassigned status are not allowed dayroom, recreation, or courtyard/activities during the program day.

Refer to the PDCI Facility Procedure for DAI policies 309.00.01 – Inmate Work Placement and 309.55.01 – Inmate Compensation Plan for additional information.

WORK ASSIGNMENTS

- Inmates may apply for jobs by writing the area supervisor. Job openings may be posted for a specific work area, but 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 309.55.01 - Inmate Compensation Plan, for more information.

LEISURE TIME RULES

COURTYARD MOVEMENT

The area designated for courtyard movement includes a volleyball court and the soccer area in front of the RH building. Also included are exercise stations along the jogging/walking track and areas with tables. Inmates may not use this area when scheduled to work or attend school.

- The outside area will not be open during inclement weather. This determination will be made by the shift supervisor.
- Not all inmates will be allowed in the courtyard at the same time. The schedule will rotate which units are called to ensure equitable access.
- The public address system will be used to summon the inmates back to the units and to announce the end of the period.
- Inmates in the courtyard will be visible to guests of the institution and will be expected to maintain an appropriate appearance.
- Limit of 2 persons at each workout station; rotating use of the machine to allow others access.
Inmates returning from work or school may sign out and attend courtyard during times their unit is scheduled in this area.

Stay within the posted boundaries. Any inmate signed out to courtyard and found to be outside the boundaries will be issued a conduct report.

During leisure time activities, it is the inmate’s responsibility to be on time for scheduled appointments.

Open movement will be allowed for inmates whose unit is called for courtyard. Inmates who return to the unit will need to sign in/out each time.

The track is not open to inmates scheduled to be at recreation.

GRASS AREAS
- No more than 4 inmates will be allowed at any table. Inmates will not be allowed to sit on the grass in the courtyard. Loitering at the tables or any other area will not be permitted.
- Items approved for use by inmates in this area include: Board games, writing/reading materials and hobby materials.
- Frisbee – May not be tossed over sidewalks.
- Horseshoe activity – Limit of two 2-person teams.
- Volleyball activity – Limit of two 6-person teams. Shoes may be removed in sand only.
- Soccer activity – Limit of two 6-person teams.
- Bocce Ball – Limit of two 2-person teams. Rules are provided with the game. Compliance is expected.
- Hacky sack – Limit of 6 persons.
- Activity equipment is located in a storage bin at the gym. It is the responsibility of the inmates using the equipment to return it to the storage area when finished or when the period ends.
- Report any damage to equipment immediately.
- Any missing equipment will result in the discontinuation of the use of the area from which the equipment is missing until it is located.
- Calisthenics are not allowed on the grass. Calisthenics are only allowed on the paved ½ circle between the gym and South Housing.

JOGGING/WALKING TRACK
The jogging/walking track is located in the courtyard.
- Inmates may either jog or walk on the track; No sprinting.
- Track movement will be in a clockwise direction on odd numbered days and counterclockwise on even numbered days.
- Inmates who use the track must avoid stopping or forming groups. Tickets for loitering may be issued.
- Inmates may not be in groups of more than 4 when walking or jogging.

Refer to PDCI Facility Procedure 900.712.15 – Leisure Time Activities for more information regarding Courtyard.

ADAPTIVE RECREATION
Refer to PDCI Facility Procedure 900.712.15-Leisure Time Activities for information.

GENERAL RECREATION RULES
This is not a complete list of rules and regulations governing recreation. If a staff member observes an inappropriate activity, the behavior will be addressed. It is at the staff member’s discretion on how this behavior will be dealt with.

- Once an inmate leaves recreation, whether directed by staff or of their own volition, he will not be allowed to return.
- Inmates who have loss of recreation privileges, who are in pay status, or who are medically restricted from recreation may not spectate or participate in any recreation activity at gym or rec yard.
- Inmates must be wearing their ID card at all times when participating in recreation. Inmates participating in recreation will be permitted to place their ID inside their shirt.
- Any inmate who arrives at recreation with fingernails which exceed the ends of the fingers will be sent back to the unit to cut their nails. They may not return to recreation that day.
- WALK ONLY to and from recreation. Running will not be permitted.
- No more than 4 inmates in a group unless participating in a team activity.
- No arguing with recreation staff or recreation worker umpires/referees.
- Inmates are not allowed to remove recreation equipment from the equipment storage areas. An inmate recreation worker will distribute the equipment.
- All recreation equipment must be returned by the inmate who signed it out. Inmates who sign out recreation equipment will be responsible for returning it to the inmate recreation worker prior to returning to the housing unit.
- Recreation equipment may only be used in the manner it was intended. If unsure of proper use, ask.
- No dunking of basketballs.
- No climbing on the nets, rim, or backboard support systems.
- Inmates are only allowed to bring authorized personal items to recreation.
- Only one person at a time is allowed in the bathroom.
- No hair grooming is allowed in the gym.
- No horseplay allowed.
- Inmates are required to report any accidents or damaged equipment immediately.
- Differences of interpretation of these rules between staff and inmates will be weighed in support of the staff member.
- No physical or aggressive contact while participating in any leisure time activity.
RECREATION
The use of the gymnasium or recreation field is determined by staff with regard to the season, weather conditions (e.g. rain, fog, snow), security needs, or other unforeseeable reasons.

Recreation Facilities

<table>
<thead>
<tr>
<th>Gymnasium</th>
<th>Recreation Field</th>
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</thead>
<tbody>
<tr>
<td>Basketball courts; one full and three half</td>
<td>Softball diamond</td>
</tr>
<tr>
<td>Volleyball court</td>
<td>Two basketball courts</td>
</tr>
<tr>
<td>Weight machines</td>
<td>Sand volleyball court</td>
</tr>
<tr>
<td>Table tennis</td>
<td>Four horseshoe pits</td>
</tr>
<tr>
<td>Stationary bikes</td>
<td></td>
</tr>
</tbody>
</table>

Gym Rules
- No loitering between entrance doors and gray line in front of the gym.
- Stay to side of mats on the gym walls.
- Only yoga participants may remove shoes/socks but must remain on the mat, and must clean the mat when finished.
- Shoes to be worn in the gym must be carried and changed into inside the gym.

Recreation Field Rules
- No loitering at entrance of recreation field or near perimeter fence.
- Inmates must stay 10 feet away from perimeter fence. No walking or running allowed along the fence line.
- No form of communication is permitted to anyone outside of the recreation field.
- Nothing may be hung on or leaned against the fence.
- Inmates are not permitted beyond northeast corner of gym.
- No sitting or lying on table tops.
- No more than 4 inmates at a table.
- Inmates may not move tables.
- No throwing rocks, sand, dirt, or anything found in the field.
- No excessive yelling or taunts.
- No walking allowed near softball field during a game.
- No hanging of baseball bats on the backstop, fences, or poles.
- No soccer allowed during a softball game.

HEALTH AND SAFETY ISSUES
All injuries that occur during recreation must be reported immediately to recreation staff. Each inmate is responsible for reviewing his individual medical category and limitations. Inmates with medical recreation restrictions may not be allowed to attend regular recreation periods.

HOBBY
- Inmates interested in participating in hobby activities on the unit must submit a completed DOC-661-Hobby Enrollment form to the Recreation Department.
- These activities are not to be used as a business enterprise.
- A completed disbursement, addressed embossed envelope, and order form must be provided by the inmate at the time the order for hobby items is submitted to a recreation leader for approval.
- All orders for hobby supplies must be received directly from a retail outlet and require a receipt.
- Orders received without prior approval from a recreation leader will be returned to the vendor at the inmate’s expense.
- Participants agree to follow all policies and procedures.

For guidelines and rules for approved hobbies or hobby supplies refer to DAI Policy 309.20.03 – Inmate Personal Property and Clothing and PDCI Facility Procedure 900.712.15 – Leisure Time Activities.

GROUP ACTIVITIES

ALCOHOLICS ANONYMOUS
- The PDCI Alcoholics Anonymous Group meets regularly. The schedule is posted on the PDCI Activity calendar each month.
- The group is run by community volunteers and is not connected in anyway with our AODA treatment program.
- Interested inmates can write AODA staff to be placed on the attendance list (used only to avoid overly large groups).

RELIGION/RELIGIOUS SERVICES
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.
A schedule of current services and special activities is broadcast on each housing unit on Channel 6 and posted in the chapel.

Inmates shall be excused from assignments in order to attend religious services.

Inmates must receive permission to be excused from assignment in order to attend other religious programming (i.e. pastoral visits, study groups or special religious event).

The chaplain is available to answer your religious questions. You may contact the chaplain through an interview request form. Appointments are noted on the school appointment list.

PDCI has a variety of religious materials available in the chapel library for inmate use.

Donated greeting cards are available through the chapel library at no cost to inmates.

No unauthorized personal items are allowed in the chapel or at any chapel activities.

Prayer oil is not allowed to be worn outside of the housing unit.

Pastoral visits by volunteers are generally scheduled as appointments in the chapel during the regular business day.

Inmates who wish to speak with a regular pastoral visitor must write the chaplain.
  o If you wish to cancel a pre-scheduled appointment with a volunteer, please notify staff as soon as possible.
  o If you are unable to cancel the appointment ahead of time, you will be expected to show up for the appointment and inform the visitor in person that you do not wish to speak with them. Failure to do so may result in a conduct report.

MEDICAL SERVICES

CONTACT INFORMATION

The Health Services Unit (HSU) is open from 6:00 a.m. to 10:00 p.m. Monday through Friday. HSU is closed on weekends and holidays. When HSU staff are not on-site, a registered nurse will be On-Call for medical concerns and will report to the institution as needed.

To schedule an appointment with a nurse, doctor, optometrist, or psychiatrist:
  ✓ Request a blue DOC-3035 Health Service Request (HSR) and Copayment Disbursement Authorization form from the officer’s station.
  ✓ Completely fill out the HSR and place it in the locked HSU mailbox located by each officer’s station on every housing unit.
  ✓ Medical copays will be charged in accordance with DOC Administrative Code 316 and DAI policy 316.00.01 – Inmate Copayment of Health Services.
  ✓ HSU staff will pick up HSR’s at least once daily, Monday – Friday except on holidays. These requests will be reviewed and appointments will be scheduled as needed.
  ✓ The appointment information will be typed on the HSU “Appointment List” and will be posted on every housing unit. It is each inmate’s responsibility to check this appointment list every night for the next day’s appointments, even when you have not requested an appointment. HSU staff schedule various appointments throughout the month for such things as TB testing, vaccinations, chronic care clinics, etc.
  ✓ If scheduled for an HSU appointment between the hours of 11:00 a.m. and approximately 12:30 p.m. report to HSU first then you will be sent to the cafeteria to eat.
  ✓ You may also fill out an HSR to review your medical records or ask a question.
  ✓ If you get hurt or suddenly become very sick, notify staff immediately.

DENTAL SERVICES

To schedule an appointment with the dental unit:
  ✓ Request a yellow DOC-3392 Dental Service Request (DSR) and Copayment Disbursement Authorization form.
  ✓ Completely fill out the DSR and place it in the locked HSU mailbox located on every housing unit.
  ✓ Dental copays will be charged in accordance with DOC Administrative Code 316 and DAI Policy 316.00.01 – Inmate Copayment for Health Services.
  ✓ Dental staff will respond to your dental concern on the bottom of the DSR.
  ✓ If an appointment is needed, you will find your name and time of the appointment on the HSU Appointment List posted daily on every housing unit.

OPTOMETRY (EYE) EXAMS

Optometry copays will be charged in accordance with DOC Administrative Code 316 and DAI Policy 316.00.01 – Inmate Copayment for Health Services.

Inmates 39 years old and younger are allowed an eye exam and one pair of state glasses every two years. Inmates 40 years old and older are allowed an annual eye exam and one pair of state glasses. An HSR must be submitted requesting an appointment and a copay will apply.

HSU is not responsible for repair, adjustment, or maintenance of personal glasses.

LAY-IN/SICK CELL POLICY

Inmates requesting a lay-in must report to their 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.

Sick cell, initiated through HSU only, is a paid status at INVUNA rate.
Only HSU staff can designate an inmate to sick cell status.

Refer to DAI Policy 309.55.02 – Lay-In and Sick Cell Status for more information regarding sick cell.

**MEDICATIONS**

- Upon arrival to PDCI, most medications are delivered to HSU for review. All white labeled and other “Keep on Person” medication will be returned to inmates on the evening of their arrival. HSU will submit a STAT order to Central Pharmacy for prescription medication not sent.
- PDCI staff delivers all yellow labeled medication at designated medication pass areas. It is your responsibility to report to these areas when medication/meal times are called.
- To order refills on medications, completely fill out DOC-3035C – Medication/Medical Supply Refill Request and place it in the locked HSU mailbox located on every housing unit.

**PSYCHOLOGICAL SERVICES**

- The Psychological Services Unit (PSU) provides the services listed below in order of priority as set forth by the psychological services supervisors:
  - Placement and review of offenders in observation.
  - Screening for mental health needs.
  - Clinical monitoring.
  - Brief crisis intervention.
  - Mental health screening for transfer to WSPF.
- Completely fill out a green DOC-3035B - Psychological Services Request (PSR) when requesting psychological services and put it in the locked HSU box on the unit. It will be picked up by HSU staff and forwarded to PSU.
- PSU provides brief crisis intervention which involves a limited number of sessions (usually 1-5). Sessions focus on learning or reviewing coping strategies and self-management skills.
- Brief crisis intervention is designed to help you adjust to prison life. It is not intended to be psychotherapy for mental illness.

**FINANCIAL SERVICES**

**CANTEEN**

- Canteen services are contracted for PDCI and are delivered each Wednesday.
- Inmates who are OCO or OWO during canteen distribution will not receive their orders. The items will be returned and their trust account credited.
- Inmates may only possess edible canteen items (excluding condiments) that were purchased in the past 4 canteen periods.
- Inmates must maintain canteen slips for all canteen items.

Refer to DAI Policy 309.52.01 – Inmate Canteen for more information regarding inmate canteen.

**DISBURSEMENT REQUEST FORMS (DOC-184)**

- The Disbursement Request form is to be used with all check generating disbursements.
- Disbursement Requests are to be filled out completely.
- Inmates will be permitted to send funds from their general account in accordance with DOC Administrative Code 309 and PDCI Facility Procedure 900.104.05 – Disbursement Requests.
- Purchases of clothing and/or property may only be made through the approved vendors.

**GENERAL ACCOUNTS**

- All monies received by an inmate must be deposited in the inmate’s general account.
- Deductions will be made according to DOC Administrative 309 and DAI Policy 309.45.02 – Inmate Trust System Deductions.
- Inmates who have work release or study release funds will not be able to access these funds until they return to that particular status per DOC Administrative Code 324.04.

**INMATE COMPENSATION**

PDCI compensates inmates in accordance with DOC Administrative Code 309.55 and DAI Policy 309.55.01 – Inmate Compensation Plan.

- All pay periods will be in two-week intervals.
- Inmates will receive a weekly and monthly statement indicating the amount of money in their account.

**INTEREST BEARING SAVINGS ACCOUNTS & SAVINGS BONDS**

Refer to DOC Administrative Code 309.49 and DAI Policy 309.46.01 – Interest Bearing Accounts for information regarding interest bearing accounts and savings bonds.
RELEASE ACCOUNTS
Refer to DAI Policy 309.45.02 – Inmate Trust System Deductions in regards to release accounts.

VISITING

VISITING GENERAL RULES
✓ PDCI visiting hours are as follows:
  o Tuesday, Thursday and Friday . . . . . . . . . . . . 6:00 p.m. to 9:00 p.m.
  o Saturday, Sunday, and Holidays . . . . . . . . . . . . 10:30 a.m. to 5:30 p.m.
✓ Visiting List – see the below cited DAI Policy for complete details.
  o Applications and other forms are available on the units.
  o Applications are processed in the order received through the mail. Allow 3-4 weeks for processing.
  o Ensure your family/friends are aware they must provide an authorized guardian/parent signature on all applications for minors.
  o 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.
  o Special visit requests must be made to your social worker.
✓ PDCI also has video visiting capability with MSDF. Information sheets are available on the housing units.
✓ Inmates in visiting must wear state issued shoes.

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.

INSTITUTION PHOTO PROGRAM
Inmates are allowed the opportunity to purchase pictures of themselves and their visitors. Refer to PDCI Facility Procedure 900.716.00 - Photos for Inmates for more information regarding the Photo Program.

INMATE SANCTION DISPOSITIONS

BUILDING CONFINEMENT
Building Confinement begins immediately after the conduct report hearing, unless otherwise specified by the hearing officer. Building Confinement ends at midnight of the last day. Inmates on building confinement are confined to their unit with the following exceptions:
✓ Assigned work duties.
✓ Scheduled school/program hours.
✓ Visits.
✓ Religious services as defined below under Room Confinement.
✓ HSU appointments.
✓ PRC hearings.
✓ Parole commission hearings.
✓ Law Library – May use only if the inmate can provide verification of an upcoming court date or deadline and must be approved through the Education Director.
✓ May attend treatment needs and AA with Corrections Unit Supervisor approval.

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

LOSS OF DAYROOM
While serving a loss of dayroom disposition inmates may not engage in any activity involving the dayroom. Inmates on loss of dayroom also:
✓ Cannot use the sink, microwave, and ice machine without staff permission.
✓ May attempt one telephone call per day with permission from staff.
✓ May use the kiosk once per day with permission from staff.

LOSS OF RECREATION
While serving a loss of recreation disposition inmates are prohibited from attending recreation and courtyard movement.

LOSS OF SPECIFIC PRIVILEGES
Privileges lost may include, but are not limited to visits, telephone usage, canteen, electronics, etc.
RESTITUTION
Restitution is payment to the owner for the replacement or repair of stolen, destroyed and damaged property or for medical bills. An inmate may be ordered to make full or partial restitution. Money may be withheld from inmate monies or taken from an inmate’s account to satisfy the requirements to make restitution.

ROOM CONFINEMENT
Room Confinement begins immediately after the conduct report hearing, unless otherwise specified by the hearing officer. Room Confinement ends at midnight of the last day. Inmates 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.
- Law Library – May use only if the inmate can provide verification of an upcoming court date or deadline and must be approved through the Education Director.
- May wash up and brush teeth after each scheduled meal once the dayrooms are reopened and between 9:10 p.m. and 9:25 p.m. For all other times must receive permission from staff.
- May attend scheduled education classes, work assignments and primary programming.
- May attend A.A., mindfulness and grief group provided the inmate is scheduled (or signed up) prior to the beginning of room confinement.
- May only attend worship services for which they are on the attendance list. Services include: Catholic Mass, Protestant Worship Services, Islamic Prayer, Pagan Service, and Native American Sweat lodge.
- May not attend religious studies, chapel library, choir or special events that are posted as “open to all inmates” even if included on the attendance list. Studies include: Native American Pipe/Drum ceremony, and Bible or other religious studies.
- May not attend recreation or participate in any other functions not specifically authorized.
- Must contact unit staff by utilizing the room intercom every time they need 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.
- May attempt one telephone call per day with permission from staff.
- May use the kiosk once per day with permission from staff.
- May leave the room to contact unit staff with a serious question or if an emergency arises.

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

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

PROCEDURE
- 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. An inmate shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- 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 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 not exceed two pages.
- 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.
✓ The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

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

REJECTED COMPLAINT
✓ The ICE will assign a file number and classification code and give written notice to the inmate within 10 days of collection that the complaint has been received.
✓ The ICE will 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 only 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 will 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 will send a recommendation to the appropriate reviewing authority within 30 days from the date of receipt.
✓ The ICE may recommend to the reviewing authority that the complaint be affirmed or dismissed, in whole or in part.
✓ The reviewing authority shall make a decision 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 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 which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

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

ACCEPTED APPEAL
✓ The CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part.
✓ The CCE shall send the recommendation to the secretary within 45 days of receipt of the appeal. (The CCE may extend the time for submitting a recommendation with notice provided to the 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 will 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 that the inmate filed the complaint 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 the complete list of the rules and regulations regarding the ICRS.

OTHER SERVICES

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.

Refer to DAI Policy 300.00.35 – Americans with Disabilities Act for more information.

LEGAL ASSISTANCE FOR INCARCERATED PERSONS (LAIP)

LAIP is a service provided directly to inmates by the University of Wisconsin Law School. Information about LAIP is available in the library. Interested inmates may mail an application to the program. You may be seen at the convenience of the LAIP program (usually a fall screening with possible follow-up throughout the remainder of the school year).

OFFICE OF OFFENDER CLASSIFICATION

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 composed of the Offender Classification Specialist and representative from Security and/or Treatment/Education.

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, programs, and conduct.

Early recall requests can be obtained from a Social Worker.

Early recalls are considered at the discretion of the committee and are only considered if there have been significant changes to an inmate’s sentence structure, program completion, parole action, etc.

RECORDS OFFICE

The Records Office is located in Building H. Inmates may request information from the Records Office via Interview/Information Request form. Inmates are not allowed to go to the Records Office unless called by staff. Records Office staff are responsible for:

- Sentence computations and structures.
- Parole hearings.
- Detainers.
- Requests for transcripts.
- Petitions for sentence adjustments.

Refer to PDCI Facility Procedure 900.706.30 – Inmate File Reviews regarding reviews of legal and social service files.