

**Prairie du Chien Correctional
Institution**

**PDCI
Handbook**

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

Revised 2024

Table of Contents

| | | | |
|--------------------------------------------------------------|----|-----------------------------------------|----|
| LEP Policy Notice | 3 | Group Activities | |
| Introduction | | Alcoholics Anonymous | 20 |
| Reception and Orientation | 4 | Religious Activity | 21 |
| Interview/Information Requests..... | 4 | Volunteer-led Programs | 22 |
| ADA Accommodations / PREA | 4 | | |
| TV Channels | 5 | Leisure Time Activities | |
| Chain of Command | 5 | Adaptive Recreation | 22 |
| | | Courtyard | 22 |
| General Institution Rules | | Grass..... | 22 |
| Appointments | 7 | Jogging/Walking Track..... | 23 |
| Barber/Hair | 7 | Health and Safety at Recreation..... | 23 |
| Cafeteria | 7 | Hobby | 23 |
| | | Library..... | 24 |
| Clothing..... | 8 | Recreation | 24 |
| Counts | 8 | General Rules | 25 |
| Grooming – Personal Hygiene | 9 | Gym Rules..... | 25 |
| | | Rec Field Rules..... | 25 |
| Health & Safety | 9 | | |
| Identification Cards..... | 10 | Health Services | |
| Institution Laundry..... | 10 | General Information | 26 |
| Staff Messaging (tablet)..... | 11 | Dental | 26 |
| Mail | 11 | Optometry (Eye)..... | 26 |
| Meal Schedule | 12 | Psychological Services | 27 |
| Movement | 12 | Medications..... | 27 |
| Outdoor Movement..... | 12 | | |
| Property | 13 | Financial Services | |
| Trips (court/medical) & Inter-Institution Transfers | 13 | Canteen | 27 |
| | | Disbursement Request Forms | 27 |
| Housing Unit Rules | | General Accounts..... | 28 |
| Bathroom | 13 | Interest Bearing Savings Accounts | 29 |
| Bed and Desk | 14 | Release Accounts..... | 29 |
| Dayroom – General Rules | 14 | | |
| Hours..... | 14 | Visiting | |
| Microwave | 15 | Visiting General Rules..... | 29 |
| Tables..... | 15 | Photo Program | 29 |
| Television | 15 | | |
| General Rules of Conduct | 15 | Conduct Report Dispositions | |
| Late Night Movement | 16 | Assignment without Pay..... | 30 |
| Phones | 16 | Building Confinement..... | 30 |
| Rooms | 16 | Loss of Dayroom..... | 30 |
| Keys..... | 16 | Loss of Recreation | 30 |
| Bed Assignment Changes | 17 | Loss of Specific Privileges | 30 |
| Sanitation | 17 | Restitution..... | 30 |
| Unit Washer & Dryer..... | 17 | Room Confinement | 30 |
| Crawford Unit | 17 | | |
| River Unit | 18 | Complaints (ICRS) | 31 |
| Work/Program Assignment/Placement | | Other Services | |
| Assignments | 18 | Reclassification (BOCM) | 34 |
| Programs | 18 | LAIP (Legal Assistance) | 34 |
| SOAR | 19 | Records Office | 35 |
| School/Program Assignments | 19 | | |
| Work Assignments (Institution) | 19 | References | 36 |
| Work Release | 19 | | |
| Job Center | 20 | | |
| Lay-In/Sick Cell Policy | 20 | | |

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, excepto 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. Housing consists of: South Housing - four or eight people per room; a single barracks unit (Crawford); and two-person rooms on 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 are 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 persons in our care (PIOC) 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. Policies/procedures referenced in this handbook are available at each officer station. Policies are also 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 request an appointment with a PDCI staff member or obtain information, place a completed DOC-643 "Interview/Information Request" in the unit mailbox. When writing the reason for your request, be as detailed and legible 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. 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, you should first explain the circumstances to unit staff, who will determine if an immediate referral is necessary. All other needs should be addressed through the interview request process. Please refer to **Chain of Command** on pages 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 300.00.35-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 PIOC. 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 ensure 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, and FOX. The number of channels is limited by the surrounding area.

In addition, PDCI has an internal broadcast channel.

- **Channel 45**
 - Regularly run 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-643 may be used to address issues to institutional staff. After following the chain of command, you may file a complaint in accordance with **DOC Administrative Code 310**. 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 that 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. 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 | PIOC Accounts – Bus. Office | Financial Program Supervisor |
| Attorney Calls | Warden’s Secretary | Deputy Warden Program Asst. |
| Barber | HSU Sergeant | |
| Birth Certificates or Social Security Cards | Re-Entry Coordinator | Unit Program Supervisor |
| Canteen | Unit Staff | Financial Program Supervisor |
| Classification/BOCM | Classification Specialist | BOCM Sector Chief |
| Co-Pay | HSU Manager | |
| Correspondence Courses | Education Director | Teacher Scheduler |
| Dental | Dental Staff | HSU Supervisor |
| SOAR Program (ERP/SUD) | SOAR Facilitator | SOAR Program Supervisor/ Classification |
| Education | Teacher | Education Director |
| Extended/Special Visits | Social Worker | Program Supervisor |

| Resource | 1st Level | 2nd Level |
|---------------------------------------------------|--------------------------------|------------------------------------|
| 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 | Deputy Warden Program Asst. | Work Release Coordinator |
| Job Center | Job Center Coordinator | Education Director |
| Tablets | Unit Supervisor/Admin. Captain | Corrections Mgmt. Service Director |
| Laundry (State-issue) | Laundry Officer | Financial Program Supervisor |
| Legal Loans | Business Office | Financial Program Supervisor |
| Library/Law Library | Librarian | Education Director |
| *Law Library – RH | RH Staff | Program 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 | Property Sergeant | Program Captain |
| Psychological Services | Staff Psychologist | PSU Supervisor |
| Records | Records Staff | |
| Recreation | Recreation Leader | Program Supervisor |
| Religious Issues | Chaplain | Program Supervisor |
| Sentencing Information | Records Office | |
| Veterans | Veterans Coordinator | Social Worker/Program |
| Visiting - General | Visiting Officer | Program Supervisor |
| Visiting List | Deputy Warden Program Asst. | Program Supervisor |
| Work Assignments | Area Supervisor | Financial Program Supervisor |
| Work Release | Work Release Sergeant | Work Release Coordinator |

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

GENERAL INSTITUTION RULES

Appointments

- You are responsible for checking the appointment list posted on your unit each morning.
- You are required to attend all appointments and may only decline in person.
- It is your responsibility to be on time for scheduled appointments.

Barber / Hair

The barbershop is located in building H.

- To schedule a haircut, write the HSU sergeant.
- 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.
- Evening haircuts available for Work Release PIOC's upon request.
- Shaved heads must initially be done by the barber. After the initial shave, you may maintain it on the unit.
- Partial shaving of the head is not permitted. (No. 2 blade or less is considered shaving.)
- 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 hairstyle.
- Questions/concerns regarding hair should be directed to a security supervisor, who will determine the appropriateness of questionable haircuts/styles and whether any changes will be made.

Refer to **DAI Policy 309.24.01-Personal Hygiene and Hairdressing** for more information regarding hair styling or the barbershop.

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.
- 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.
- One (1) condiment item may be brought to the cafeteria.
- 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 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.

- Plasticware and cups must be placed in the bus tubs and your tray handed to the worker when you 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

- 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, room lights, or sprinkler heads.
- Makeshift clotheslines are not allowed.
- A 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.
- Shirts must be tucked in at all times upon leaving the housing unit, except at courtyard or recreation.
- Sleeveless shirts are to be worn as undergarments only, except at courtyard and recreation.
- Thermal underwear must not be worn as outer garments.
- Thermals and sweatpants are not to be worn under shorts.
- Clothing may not be worn inside out.
- All pants and sweatpants 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.
- Hats/caps and gloves must be removed upon entry to all buildings.
- Winter hats, jackets, and scarves are not allowed to be worn from June 1st through August 31st.
- 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 and worn in the manner intended. Rolling or tucking of the pant legs is not permitted. You will be sent to laundry to be resized if clothing does not fit properly.
- No alteration of state-issued or personal clothing is permitted.
- No torn or patched personal clothing is permitted.
- Shoes are to be tied in the customary manner.
- Shower shoes must be worn to/in/from the shower only.
- No open-toe shoes in the dayroom.
- Foam clog shoes may not be worn outside of the housing units.

Refer to ***DAI Policy 309.20.03- 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 be 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**.

Administrative Code 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 are 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**.

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 act 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 protect your head. Remain there until directed otherwise by staff.

Refer to **PDCI Facility 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 follow directions for 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, at all times when out of your room.
- Photo must be visible and worn on the colored, hypoallergenic lanyard designated by unit. Only one unit-color lanyard may be worn.
- Report worn or damaged ID cards/lanyards to unit staff immediately, and submit a disbursement for replacement cost to the Security PA, unless directed otherwise.
- ID cards are not to be tampered with, altered, or destroyed.
- Medical concerns with the hypoallergenic lanyards will be assessed on a case-by-case basis by Health Services. A copay will apply.

Refer to ***DAI Policy 306.00.06-PIOC 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.
- State-issued linens shall only be used for intended purposes.
- Blue, state-issued rags are used for the personal cleaning of your room.

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

Staff Messaging (tablet)

- Messages may be sent to the following PDCI departments:

| | | | |
|-----------------|----------------------|----------------|----------------|
| Business Office | Chaplain Office | Education | Food Service |
| Maintenance | PRC (Classification) | Records Office | Security Suite |
| SOAR Group | Visitation | | |
- Sent/received messages will not be printed. If you wish to retain a hard copy, send an interview request (DOC-643) instead of a tablet message.
- Designated staff will monitor/respond to tablet messages. Do not expect an immediate reply, and you do not need to follow up with a paper request.
- Tablet messages to PDCI departments should not be related to the Inmate Complaint Review System, emergencies, staff issues, PREA, HSU/PSU/medical, confidential, or legal issues.

Mail

All personal mail sent to you should be addressed:

Your Name (first & last) and DOC Number
Prairie du Chien Correctional Institution
P.O. Box 189
Phoenix, MD 21131

PIOC Correspondence (vital documents, privileged mail, legal mail and publications/subscriptions)

Your Name (first & last) and DOC Number
Prairie du Chien Correctional Institution (do not abbreviate)
P.O. Box 269
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 into 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)**, maybe 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".
- PIOC-to-PIOC mail sent within or between institutions must include your DOC number and the DOC number of the PIOC receiving the mail. Do not seal the envelope. It will be processed through the USPS. Omissions shall result in non-delivery of the mail.
- Staff shall open correspondence readily identifiable as being sent by any of the parties listed in **DOC 309.04 (3)** in your presence in order to determine whether it contains contraband.
- Unresolved non-delivery items are disposed of after 30 days. Notify the mailroom as soon as you file a complaint regarding a Notice of Non-Delivery.
- You are allowed 30 embossed envelopes.
 - Embossed envelopes may only be purchased from the approved property vendors.
- Plain envelopes cannot be used.

- An interview request should be sent to the mailroom to process 75%/80% sentence adjustment paperwork.

Refer to *DAI Policy 309.04.01-PIOC 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, with the exception of meals.

- Information must be legible.
- Complete name required; no nicknames.
- You may not sign out/in for anyone else; each PIOC 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.

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 sitting on the backs of benches or the tops of the picnic tables.
- The following areas are off limits to PIOC 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.
- 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.
- 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 lost/missing property can be replaced.
- No additional boxes allowed to store property unless designated by policy.

Refer to **DAI Policy 309.20.03- 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 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.
- All braids must be taken out prior to leaving the unit.
- 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-issued hand soap is not to be used for dishes or laundry.
- No handwashing of personal or state-issued clothing.
- Hand dryers may only be used to dry hands.
- State-issued toilet paper may only be used for the 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.
- Nothing is to be hung from assigned bunks.
- Linens may not be hung on grates or over windows.

Dayroom – General Rules

- The dayroom includes the television, telephones, microwave, ice dispenser, card table, and the sink/counter area.
- Tablets may be used in the dayroom. Earbuds and headphones are not allowed outside your room.
- Dayroom chairs are to remain facing the officer station and attached unless otherwise directed by staff.
- Do not tamper with the ice dispenser.
- Ice shall only be taken in a cup (only one) 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 (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).
- Games are allowed in the dayroom only between 8:00 a.m. and 9:10 p.m.

PDCI promotes an environment conducive to a healthy work/life balance with quiet time hours.

- Sunday through Thursday, only quiet, individual activities and shower/bathroom access will be allowed after the 9:40 p.m. count is cleared until dayroom is closed at 11:30 p.m.
- Quiet activities will include the use of approved educational materials, reading, writing, drawing, and phone use.
- No socializing after 9:40 p.m.; the goal is a quiet environment. With permission, quiet (whisper level) tutoring/assistance can be given for homework.
- Microwave use is permitted until 10:30 p.m.
- No talking or loitering in the shower or bathroom areas.
- TV will be not allowed during this time.
- Water may still be obtained from sink with staff permission when the dayroom is closed.
- Early morning workers can use the microwave/sink/counter area and sit quietly in the dayroom beginning at 4:30 a.m. 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 are 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 tabletop 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

- To change a television program or adjust the volume, a remote is available at the officer station upon request. The remote must be returned once the selection has been made.
- Remotes will be issued at staff discretion.
- 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

- When approaching the officer station, you must remain behind the yellow line until you are directed by staff to approach.
- 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 PIOC 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/earbuds 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.
- Sunglasses may not be worn indoors unless specifically prescribed by HSU for indoor use.

Late Night Movement

- You are permitted to leave your room only to use the bathroom or in an emergency when the dayroom is closed. No property is to be brought out of your 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.
- You may not maintain a phone list or control use of the phones.
- You may only use your PIN to place a call. Do not use any other PIN numbers.
- Three-way calls are not permitted. Call forwarding is not permitted.
- Only the individual who initiated the call may talk to the party called.
- You may not share the phone or talk to other PIOC while using the phone.
- You must be seated while making calls in the dayroom.
- You may not move/turn the chairs provided for phone use.
- Phone calls shall be a maximum duration of 20 minutes with a 20-minute wait time between calls.

Note: Tablet phones shall only be utilized while in your room.

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 secured 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 only be hung on the hooks provided.
- 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.

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 PIOC 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 PIOC 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 unit.
- 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 into staff at time of signup.
- You may possess a maximum of 12 tokens at a time.
- Laundry soap and clothing must be handed over to the worker the morning of the scheduled wash.
- Work Release PIOC may request a laundry time slot from unit staff.
- 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 Rules

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 equals 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.
- Regular dayroom rules apply after 9:10 p.m.
- 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 in 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.
- You are responsible for doing your own personal laundry. 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 equals bunk confinement.

River Unit Rules

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

- 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. No personal laundry shall be started after 8:00 p.m.

WORK/PROGRAM ASSIGNMENT/PLACEMENT

Assignments

- All work/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 program, you are expected to return to your work assignment when the 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/program assignments.

Programs

- Program needs assigned on your classification report will automatically place you on the waitlist.
- Names are placed on the waitlist in order of release, not arrival at PDCI. Those releasing first are at the top of the list.
- An interview will take place for non-SUD programs prior to placement into the program. A placement date will be assigned after interview 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.
- 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.
- 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.

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.

Work Release Program

This is the pathway to applying for a work release job. Upon application for a work release position, you must have obtained MINIMUM COMMUNITY status.

If interested in being considered for work outside the fence (i.e. Maintenance, PDCI Project Crew, WSPF Project Crew, A building janitor/clerk, B Building Janitor or outside fence Yard Crew), submit an Offender Work Assignment Application (DOC-2118) with interview request with the information requested below within the first seven days of the month. Please specify in the request which jobs you are interested in including writing "Any" if all apply. Please do not to apply if criteria are NOT met.

Each PIOC is reviewed, based on set criteria, prior to PDCI's Job Committee review and Warden's approval. To be considered for an outside work assignment, PIOC's must be or have been;

- Classified minimum status for at least six (6) months (not all at PDCI)
- Had minimal conduct reports in the past twelve months. If found guilty of a major disciplinary offense, you must wait one (1) year from date of disposition. (If you are working in an outside the fence job or Work Release and are found guilty of a major – you will be removed from your position and placed on VUNA status and not reviewed again for a minimum of six months.)
- Maintained a job or have been in a paid status at PDCI for at least 60 days at the time of application. PIOC should have average or above average performance evaluations from the area supervisor.

Additional criteria may be considered by the committee when progressing PIOC to possible work release. Please note these are guidelines; every PIOC is reviewed on a case by case basis and there are not blanket rules.

Refer to ***DAI Policy/PDCI Facility Procedure 324.00.01 Work and Study Release, DAI Policy/PDCI Facility Procedure 325.00.08*** for more information.

Job Center

- All PIOC who have 90 days or less prior to their release will be scheduled to attend the Job Center.
- Job Center staff will periodically review this list and pre-schedule PIOC for appointments.
- Appointments will be posted daily on the institution appointment schedule.
- The Job Center is not mandatory. If a PIOC does not want to attend, they will be removed from the schedule. This will be determined at the first appointment.
- PIOC should not be expected to be scheduled every day due to the number of PIOC using the Job Center. This allows all PIOC to have time in the Job Center.
- Job Center staff may also schedule a PIOC for an appointment outside of regular hours if necessary for interviews with employers, Pathways enrollments, or any other time confidentiality is required.
- PIOC are not allowed to access the Job Center without a prescheduled appointment unless previously arranged through Job Center staff.
- Hours of operation:
 - Mondays and Thursdays 1:10 p.m. to 3:50 p.m. and 6:40 p.m. to 8:00 p.m.
 - Evening time slots are reserved for work release, ERP, and those unavailable for day hours due to work or program assignment.
 - Wednesdays 1:10 p.m. to 3:50 p.m.
 - Job Center hours are posted on the unit and updated if needed.
- PIOC are expected to meet their appointments when scheduled.
 - If unable to meet their appointment, PIOC must notify Job Center staff prior to the appointment.
 - Failure to provide notice will result in an unexcused absence. Three unexcused absences will result in removal from the Job Center schedule.

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 Policies 309.00.01-Inmate Work Placement, 309.55.01-Inmate Compensation Plan, and DAI Policy 309.55.02-Lay-In and Sick Cell Status*** 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 chapel 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 or religious organizations.

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 or via tablet messaging.
- Community volunteers lead most congregative religious programming.
- Physical contact with volunteers, other than an occasional, very brief, formal handshake, is not allowed.
- A schedule of current services and special activities (including non-religious evening activity) is broadcast on Channel 45 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.
- PIOC 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 led by PIOC.
- Most religious diet 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 which 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 45 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.
- ❖ Differences in the interpretation of rules between staff and PIOC shall be weighted in support of the staff member.
- ❖ PIOC who have loss of recreation privileges 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, and a volleyball court. 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.
- PIOC 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.
- Hair braiding is permitted in this area.
- Stay within the posted boundaries. Anyone signed out to courtyard and found outside the boundaries may receive a conduct report.
- The public address system is used to summon individuals back to the units and to announce the end of the period.
- 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.
- Tables may be moved only with staff permission.

- 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
 - Bocce Ball – Limit of two 2-person teams; rules are provided with the game
 - Hacky sack – Limit of 6 persons
 - Yoga mat
- 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.
- PIOC 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- Personal Property and Clothing, DAI 309.20.03-Attachment B-Hobby Property Chart, and PDCI Facility Procedure 900.712.15-Leisure Time Activities.***

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.
- For photocopy needs, 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, DAI 300.00.56-Notary Services to Inmates, PDCI Facility Procedure 900.812.00-Institution Library, and DAI Policy 309.15.01-Law Library*** for more information.

Recreation

Gymnasium

Basketball courts
 Volleyball court
 Table tennis
 Weight machines
 Stationary bikes

Recreation Field

Soccer
 Softball diamond
 Basketball courts
 Sand volleyball court
 Horseshoe pits
 Yoga

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 that period.
- 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.
- 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.
- No climbing on the nets, rims, or backboard support systems.
- 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.
- PIOC 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.
- Soccer and softball will rotate per posted schedule.
- No walking or jogging allowed near softball field during a game.
- No one allowed behind softball backstop without staff permission.

- No banging baseball bats on the backstop, fences, or poles.
- 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 prescheduled appointments (health service, optometry, and PSU), a list shall be posted on the units.
- If scheduled for an 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 an 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 PIOC 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.
- 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.

FINANCIAL SERVICES

Canteen

- 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.
- A price list of available canteen items is available to check out from the officer station.
- Retain canteen slips and receipts for all canteen items in your possession.
- 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.
- Photocopy requests must be sent to the appropriate department, accompanied by a Disbursement Request for \$.15 per copy.
- 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 PIOC, 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 PIOC an opportunity to participate in the holiday gift giving season (Nov. 1 thru Dec 31). Funds may be spent from regular accounts and can give up to the maximum amount(s) if funds are available.
 - Children of PIOC — maximum \$100.00 each
 - Parents of PIOC — 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).
- Family/friends depositing funds should send to:

Secure Deposits
 Wisconsin DOC
 P.O. Box 12486
 St Louis, MO 63132

Online at:
Accesscorrections.com

By phone at:
 866.345.1884

- Institution pay periods are in two-week intervals.
- Monthly statement shall be sent out indicating the amount of money in your account.
- Balances accessed via the phone system and/or tablet are not real-time. It is your responsibility to track your deposits and expenditures.
- 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 & Attachments A: PDCI In-Person Visits & B: PDCI Video Visits*, and *309.06.02-Visitor Entrance-Special Needs* for a complete list of the rules and regulations regarding visiting and visiting lists.
DAI 309.06.01 Attachments A & B are also available to visitors at doc.wi.gov
 - Applications are available on each unit.
 - 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.
 - Visitors with a disability or metal implant which may require special accommodation to clear the lobby metal detector must submit a DOC-2424 Visitor Requesting Accommodation form.
 - New visitors can check a box on their application to have the form sent to them or notify the "Visitation" liaison to have the form sent to the individual.
 - Allow sufficient time for processing.
 - Special visit requests must be made to your social worker. A DOC-1115 must be completed if someone is not on your approved visitor list and is only asking to visit for a special/unusual circumstance. The visitor must still complete an application, so allow sufficient time for processing.
- Full state-issued clothing and shoes must be worn to visits. Personal underwear is acceptable.

Institution Photo Program

Photographs may be purchased by you and your visitors. Refer to *PDCI Facility Procedure 900.716.00-Photos* 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, PIOC on loss of day room:

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

Loss of Recreation

Prohibited from attending recreation and courtyard movement.

Loss of Specific Privileges

Privileges may include, but are not limited to visits, telephone, tablet 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.
- 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).

INMATE COMPLAINT REVIEW SYSTEM (ICRS)

The Department maintains an inmate complaint review system accessible to all DOC PIOC. 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.

- PIOC 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.
- A PIOC 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

- A PIOC shall file a complaint within 14 days after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. The request in the written complaint must explicitly provide the reason for the late filing.
- PIOC must use a DOC-400 Inmate Complaint form. All sections of the form must be completed.
- PIOC must use a DOC-400B form if additional space is needed. PIOC 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. PIOC must print clearly. Illegible forms will not be processed.
- A PIOC 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 PIOC was committed to the Department (or the legal name granted by a court), and include the PIOC 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.
- Deadline to resubmit returned complaints is 10 days.
- 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 PIOC 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.
- A PIOC may appeal a rejected complaint (DOC-2182) within 10 days to the appropriate reviewing authority who shall review the basis for the rejection of the complaint.
- The reviewing authority shall issue 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 PIOC 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.
- The reviewing authority shall make a decision within 15 days following receipt of the recommendation.
- The reviewing authority shall affirm or dismiss the complaint or return the complaint to the ICE for further investigation.
- If the PIOC does not receive a decision within 45 days after the date of acknowledgement by the ICE, the PIOC may appeal to the CCE.

Appeal

- A PIOC 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 PIOC was committed to the department (or the legal name granted by a court), and include the PIOC original signature.
- Appeal submissions may not exceed 500 words total and not exceed two pages.
- PIOC must use a DOC-405 Inmate Appeal form. All sections of the form must be completed.
- PIOC must use a DOC-405B form if additional space is needed. PIOC 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. PIOC must print clearly; illegible forms will not be processed.
- PIOC 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 decide 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 PIOC.)
- The Secretary shall decide within 45 days following receipt of the CCE's recommendation.
- The Secretary may extend the time for deciding for good cause with notice provided to the PIOC.
- The Secretary shall affirm or dismiss the CCE's recommendation, in whole or in part, or return the appeal to the CCE for further investigation.
- If the PIOC does not receive the Secretary's written decision within 90 days of the date of receipt of the appeal in the CCE's office, the PIOC shall consider the administrative remedies to be exhausted, unless the time has been extended. The Secretary's decision is final.

PREA Complaints

- A PIOC may file a complaint alleging sexual abuse using the procedures under this chapter.
- A PIOC may file a complaint regarding sexual abuse or sexual harassment at any time. If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment, the time limits apply.
- A PIOC is not required to attempt to resolve the issue with the staff member who is the subject of the complaint or to file a complaint regarding sexual abuse or sexual harassment with the staff member who is the subject of the complaint.
- Complaints filed under this section shall be referred for a PREA investigation.

- Third parties, including fellow PIOC, staff members, family members, attorneys, and outside advocates, shall be permitted to assist an PIOC in filing a request for administrative remedies relating to allegations of sexual abuse or sexual harassment and shall also be permitted to file such requests on behalf of PIOC.
- Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are: (a) The PIOC may contact any staff member who is not the subject of the allegation for immediate corrective action. (b) The PIOC may file a complaint. Complaints collected under s. **DOC 310.08** shall be immediately forwarded to the PREA Compliance Manager (PCM) to determine if the allegations meet the definition of sexual abuse or sexual harassment. If so, the complaint will 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 a PIOC 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

Reclassification (Bureau of Offender Classification and Movement – BOCM)

Re-Classification was previously referred to as program review or PRC and is responsible for reviewing the custody level, program needs, and placement of PIOC during incarceration.

- The Reclassification Committee is composed of the Offender Classification Specialist (OCS) and a—at least one additional institution representative as appointed by the Warden or designee. Representatives can be from Security/Education/Treatment. Please refer to **DAI 302.00.01 – BOCM Reclassification Committee Membership**.

DOC-2212 Early Reclassification (RC) Hearing Request

- PIOC are to only obtain this form from their Social Worker. Upon filling out their portion of the form, the form is returned to their assigned Social Worker. Do not send the form to Reclassification. Sending the form to the Reclassification department, prior to returning it to your assigned Social Worker, will delay the processing of the request.
- Early recalls are granted or denied at the discretion of the OCS by determining if the change identified by the PIOC is significant or not. A significant change could be that a closed case has altered the PIOC's release date, where the PIOC will serve less time, or the placement or removal of a detainer. Some significant changes may not require an early recall, and the PIOC can be reviewed at their scheduled review. The completion of one program, when the PIOC has three additional programs remaining to complete, is not a significant change. What may be considered a significant change for one PIOC may not be a significant change for another PIOC.

Legal Assistance for Incarcerated Persons (LAIP)

LAIP is a service provided by the University of Wisconsin Law School. The current version of the LAIP Desk Book is available on the OTIS Law Library computers. If interested, you will need to mail an application to the program and you may be seen at their convenience, usually a fall screening with possible follow-up throughout the remainder of the school year. The initial Application for Legal Assistance form is free of charge, and may be picked up in the library.

Records Office

The records office is located in Building H. Information may be requested from the records office via an Interview/Information Request form or tablet message. Records staff are responsible for:

- Sentence computations and structures
- Determining if/how detainers 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-File Reviews*** 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 – Non-assignability 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