

State of Wisconsin  
Department of Corrections

# RACINE CORRECTIONAL INSTITUTION



2012

# Inmate Handbook

DANE UNIT  
DODGE UNIT  
JEFFERSON UNIT

KENOSHA UNIT  
MILWAUKEE UNIT  
OZAUKEE UNIT  
ROCK UNIT

WALWORTH UNIT  
WASHINGTON UNIT  
WAUKESHA UNIT

# **Introduction**

**April 2012**

**Welcome to the Racine Correctional Institution (RCI), a medium security institution filled with opportunity and attainable success.**

**RCI's main goals are to: protect the public, protect the staff, protect the inmates and provide an avenue for positive success and change. With this in mind, RCI has a lot of programs, expectations, activities and guidelines. It is your responsibility to know and follow the rules outlined in this handbook in order to promote a safe, orderly and more productive environment for all.**

**Because of your responsibility, we encourage you to carefully read the rules outlined in this handbook. Please note that although this rule book will address most of your questions, it does not, nor can it, cover all possible questions or situations you may encounter. You are directed to address these with your housing unit staff and always obey their directives.**

**RCI is the "Pathway to Success," but the individual must choose where they want to go.**

**Best Wishes,**



**John D. Paquin, Warden**

**Keep this handbook in your possession while on the Rock Unit. When you change housing units you will be required to return this handbook to Rock Unit staff.**

**You will be held responsible for the proper care of this handbook throughout your stay in this unit. Loss, damage or alteration may result in restitution in the amount of \$2.50.**

**When you move to another unit, handbooks will be available for you to checkout and review.**



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## *Staying Healthy in Prison*

### **Doing Time in Prison**

Being in prison can be both a difficult time and an opportunity for change. Some inmates go through prison with relatively few emotional problems or hardships. Other inmates may feel emotional stress, grieve losses, or have other mental health problems.

Every major institution has both psychology and psychiatry staff who can assist you through difficult emotional times. Prison is a real problem you have to face. Mental health problems can make it more difficult for you to make it through your time in prison. This article describes ways you can help yourself to avoid mental health problems.

### **Common Thoughts and Feelings**

Most people experience stress and loss when in prison. There is inevitably a story behind your being here, and much of it may not be pleasant. You may be grieving losses and have uncomfortable memories of your crime, victims, or court proceedings. At times, you may feel anxious, lonely, sad, useless or bored. You may be uncertain about what the future will bring or whether your relationships outside of prison will last. You may miss your freedom, your work, or contact with friends and loved ones. What you are feeling is painful but normal. You are not alone. Many people in prison feel the same. It is not easy, but it does get better over time.

### **How Can I Stay Healthy?**

- Stay in contact with family and friends.
- Find those within the institution you can trust and talk to, whether they are other inmates or staff members.
- Read as many books as you can.
- Write down your ideas. You can write your family, create fictional short stories, or write poetry.
- Get an education or skill.
- Take treatment and programming seriously.
- Go to recreation.
- Take every opportunity to become involved in work.
- Stay away from trouble. Make good choices of who your friends are.
- Determine to change your life completely so that you never have to spend time in prison again.
- Think about how you can make a difference in someone else's life.
- Take pleasure in small things.

### **Prison Can be a Time for Positive Change**

It can be a time to:

- re-evaluate your priorities
- set goals for your life
- strengthen spiritual and moral beliefs
- change the way you relate to loved ones
- get your mind clear of alcohol and drugs
- get better control of your moods
- get in better physical shape or improve your health
- get a formal education
- educate yourself through reading
- learn new job skills

### If You Get Bad News from the Outside

Bad news sometimes comes from the outside. For example, you may get news about the illness or death of a family member, notice of a divorce or break-up from a partner, get a long sentence for a new charge, or have your appeal denied.

Depending on your personality, you may prefer to keep such news inside and “work it through”. Or you may prefer to share the news with others and “talk it out” with family, friends, other inmates, or officers on the unit. Both styles can work just fine to help you accept the news and make constructive plans for what comes next.

However, if the news feels as if it is “too much” or you find that it is hard to get your mind off of it, you may need additional help. Psychology staff and your social worker are trained to help in such situations. Feel free to contact these staff if you feel that you are having trouble coping or need assistance.

### If You Have Suicidal Thoughts

Everyone thinks about their death at some point but thoughts or plans to harm yourself are most likely a sign of depression. *Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself. Please contact an officer, psychology staff member, chaplain or social worker so that there is an opportunity to help you.*

Remember that there are ways to improve nearly any problem or situation. As time passes and circumstances change, what is now a big problem may turn into a smaller problem. If you cannot think of solutions to your problem, it does not mean that other solutions do not exist. It simply means that you are currently unable to see other solutions by yourself.

Most people who think of suicide do so for a relatively short time. Things can change, feelings can be altered and unexpected solutions found. Emotional pain can sometimes make us disregard family ties, loved ones, religion, love of nature and our dreams. Those reasons to live are still present. You have to find them again.

### Be Your Brother's Keeper

Similarly, if you have reason to believe that *another inmate* is thinking of harming himself, please contact staff so that we can offer our help. Warning signs could include giving away possessions, saving up medication, saying goodbye or making unexpected apologies, writing a will, sudden depression, or withdrawal from others.

### How to Contact Psychological Services

- Submit a DOC-3035B Psychological Service Request or DOC-761 Interview/Information Request for psychological services.
- If urgent, contact any DOC staff member.

Adapted from a 1995 brochure by Robyn Bradley POC-45 (Rev. 3/2007)

## BARBERSHOP

The barbershop is closed on state/federally observed holidays, training days and scheduled special events. Hours are posted on the recreation schedule. Barber appointments/services are allowed once every thirty days. To schedule an appointment in the barbershop, you must sign up (in person) during your scheduled indoor recreation period, one or more days in advance. When scheduling a barbershop appointment, show the officer your DOC identification (ID) card; state the preferred date/time. The officer will confirm your appointment or inform you that the date/time is already taken. Make another selection. Schedule your appointments so that they do not conflict with program or work assignments. Please adhere to the rules posted outside the barbershop.

Inmates are eligible for a haircut one week prior to their release to the community. An appointment is still required. You must present your release check-out sheet to staff to verify your release, or your request for barber services will be denied.

Check in at the officer's station for your scheduled haircut; show the officer your DOC ID card, state your scheduled time. If you are on time, the officer will exchange your ID card with a barbershop chair ID. The card must be clipped to your outer clothing while receiving your haircut. Sit in a designated area while you wait for the barber to call you. You are prohibited from entering the barbershop without an appointment. Upon completion of your haircut, return the barbershop ID card at the officer's station in exchange for your DOC ID. You must return to your housing unit.

Barbershop services are limited to standard haircuts, beard and mustache grooming and removal, total hair removal from the head and face without shaving, and grooming of necklines and foreheads. Hair washing, drying, curling, braiding, perming, etc. will not be done in the barbershop. Your hair must be clean and free of sweat and any hairstyling products. Failure to follow these directives will result in termination of your hair appointment. This is considered forfeiture of your hair appointment. You must wait 30 days before you can receive a haircut. **Haircut appointments are limited to 20 minutes.**

You may leave your unit ten minutes prior to your appointment. If you are late for your appointment, you may be considered a "No Show" and forfeit your haircut for 30 days. If you were a "No Show" but excused due to a staff-directed activity, staff must verify this by contacting the recreation officer. Without staff verification, you must wait 30 days to schedule a haircut. You are required to wear institution "greens" in the recreation building for barbershop appointments. If you cannot keep an appointment, ask unit staff to notify recreation staff ahead of time so the appointment can be rescheduled. Only institution-appointed barbers, during scheduled appointments, can cut an inmate's hair.

Upon completion of your haircut, you will have an opportunity to examine and accept the cut. Once you accept it, you may not return at a later time with a complaint, expecting to get your hair "fixed". As long as it was a legal cut, your acceptance is final.

The following standards apply to haircuts/hairstyles.

- Mohawks, punk, Security Threat Group cuts, or other bizarre unusual haircuts are not permitted.
- Fades are permitted if gradually tapered without any noticeable distinct lines.
- Dying or bleaching of hair is not permitted.
- If a part of the head is to be shaved, the entire head must be shaved.
- Cornrows, plaits and braids are permitted in straight lines only, with the lines running from the front to the back of the head. Cornrows, plaits, braids, etc. must be removed prior to any off-grounds transportation and for all strip searches.
- Beards may be braided into one braid only.
- No tufts, "rat tails" or hair extensions are permitted.
- New identification photographs will be required of any inmate whose physical appearance is altered as a result of a change in hairstyle, including either length of hair or growth/removal of facial hair.
- No recognizable patterns or designs (lines or parts which conform to suspected Security Threat Group affiliation), letters, numbers and/or symbols, zigzags, lightning bolts and/or other discernible designs can be cut, shaved, styled, or braided into the hair.
- Any haircut/style associated with an unauthorized group/group activity or one that is counterproductive to the security and safety of the institution is not allowed. The security director will determine if haircuts/styles are inappropriate and if there is a need for a change.
- Cases involving health and safety (men working around machinery, in the servery, or in food service) can require a specific type of haircut and/or the wearing of protective headgear or hairnets.

## BOOKS / PUBLICATIONS / CATALOGS

You may possess up to 25 publications at one time. Publications include books, magazines, newspapers, or pamphlets and must be purchased directly from the publisher or approved vendor. Newspapers must be mailed. Pornographic publications are not permitted. (See the "Pornography" section for more information.) Inmates may not subscribe to any kind of book club.

## CANTEEN

You cannot purchase any item from another source if it is available through institution canteen or one of the approved property vendors.

RCI canteen orders are filled bi-weekly. Limits on the number of items you may have in your possession at any time are listed on the canteen order form. Any items in excess of these limits will be considered contraband and you may be subject to disciplinary action. Forms are available on the unit. Only one form per inmate can be submitted. You must submit your order form to staff on your current housing unit every other Sunday. You are limited to \$75 worth of items bi-weekly. Some items, i.e. fans, gym shorts, clocks, can be purchased at any time via DOC-184 Disbursement Request provided regular funds are available and do not count against your bi-weekly limit. When ordering canteen items, remember that your account statement is accurate at the time it was printed. Additional funds may have been deducted between the time your statement was printed and the time canteen staff fill your order. Significantly overspending your account may result in a conduct report or denied orders for purchases in excess of available funds. Read the back of your order form for additional information.

The Canteen officer will begin distributing canteen **promptly at 6:30 p.m.** unless otherwise delayed. The Canteen officer will announce the side of the unit that will receive canteen ten minutes prior to distribution. The unit dayroom receiving canteen is closed during canteen distribution. You are to remain in your cell/room/bunk with the door closed until called by the canteen staff, or until canteen delivery is complete. The opposite dayroom will remain open until distribution of their canteen. To receive canteen, you must show your identification card. You must remain quiet and orderly until canteen distribution is completed. Only staff-directed movement is allowed. Disruptive conduct may result in not receiving your canteen order and a conduct report.

The DOC RCI canteen utilizes a clear bagging distribution system. You are responsible for verifying that you have received all items purchased as soon as you receive your order. Tokens and stamps/stamped envelopes must be verified and taken with you before you leave the table with your order. Do not open the bag until after you have verified the order is correct. If you believe that a mistake has been made, you must bring it to the attention of canteen delivery staff at the time of canteen distribution. The **sealed bag** must be presented to staff to verify your claim. If the bag is unsealed and/or appears to have been tampered with in any way, no corrections will be made. Once you leave the canteen distribution area, it is presumed that you received your complete order. This means that you cannot return to claim any order discrepancies.

You are required to keep all canteen receipts until products received are gone. If you possess canteen items and do not have a canteen receipt proving your purchase, you will be subject to disciplinary action. ***The canteen receipt is your property slip until the product is gone.***

With the exception of greeting cards, purchased canteen items are for your individual use and consumption. All consumable items must be used up within sixty days of purchase, or the items will be considered contraband. Upon transfer from another institution the 60-day time limit to consume/use items still applies. *Consumable items are defined as edible and non-edible items.*

If you are at any of these activities when canteen is delivered, your purchases will be saved on the unit to be picked up when you return to the unit:

- Appointments With Staff
- HSU Appointments
- Intramural Games (Players Only)
- Program Participation
- Religious Services (Not Study or Prayer Groups)
- School Participation (Excludes Library Use)
- Special Scheduled Events (Donation Requirement for Attendance)
- Visits
- Work Assignments Off the Unit

The following activities/statuses will **not** result in saving your canteen on the unit:

- Barber Appointments
- Intramural Games (Spectators)
- Library Use
- Marriage Seminars
- Religious/Bible Study
- Recreation Activities (Non-Intramural Players)
- TLU or Adjustment Status
- Special Events (Free to Attend)
- Voluntary Support Groups (AA, NA, Spiritual AODA)

Note: When Canteen orders are distributed on the housing unit, the orders for inmates in TLU or Adjustment Segregation will be saved until Friday.

A Friday make-up canteen order may be allowed due to the following reasons:

- OCO/OWO
- Corrections of “picking errors” (incorrect items received)
- Inmates who change housing units with no access to canteen twice during the month
- Staff error
- Inmates released from TLU status prior to Friday of the same week

The Canteen officer will retain orders for make-up day and deliver to the housing units on Fridays. Money posted to your account after your canteen order is due to be turned in to housing unit staff is not an acceptable reason for a make-up canteen.

## COMPLAINT PROCEDURE

The purpose of the Inmate Complaint Review System (ICRS) is to provide inmates a process by which grievances may be expeditiously raised, investigated, and decided. Complaints filed shall be typed or legibly written on a DOC-400 Offender Complaint form. **Use only current complaint forms.** If you have old forms, give them to staff for proper disposal.

Submit only one issue per complaint and no more than two complaints per calendar week can be filed. This limit does not include complaints that raise health and personal safety issues. ICRS forms are available on the unit. Completed forms are placed in the locked complaint box on the unit. Only ICRS staff members collect the forms. Ensure that all form fields are complete prior to submission. Completed complaint forms that are copied off of a copy machine will not be accepted. They must be the original complaint. Failure to do so will result in your complaints being returned to you.

Prior to submitting a formal complaint, you are expected to attempt to resolve the issue independently (DOC 310.09(4)). Do so by following proper chain-of-command. First, discuss your concern with a staff member in the immediate area at the time of the occurrence, if possible. If the situation involves

a specific staff member, discuss it with that individual. If the situation is still not resolved, contact the department head or unit manager. It is often more effective and less time consuming to bring a concern to the immediate attention of a staff member involved in the situation. You must allow staff members time to correct the situation. If the issue remains unresolved, you may file a complaint, indicating all steps you have taken in your attempt to resolve the issue. If your issue has been resolved informally, inform ICE staff.

The Inmate Complaint Examiner (ICE) will investigate your complaint and contact any appropriate sources. At times, the complaint can be informally resolved at this step. If not, a detailed report with a recommendation is given to the appropriate Reviewing Authority who will render a decision. The Reviewing Authority for Medical is the regional nursing coordinator and for HIPAA complaints it is the privacy officer; both are located in DOC Central Office. All other complaints are reviewed by the warden. You will receive a copy of the decision with information about the investigation.

If you are not satisfied with the decision, you can file an appeal with the Corrections Complaint Examiner (CCE). Rejected complaint appeals will be reviewed by the appropriate Reviewing Authority, based on the subject matter/code.

Send all rejection appeals to the ICE Office. For all complaints that originated elsewhere, you must send the rejection appeals to that respective institution. Both appeal forms are available on the housing units or from the ICRS office. If you filed your appeal with the CCE, he/she will review the appeal and could investigate further. A resulting report, with a recommendation, will be forwarded to the Secretary of the Department of Corrections, who will review it and make a decision. You will receive a copy of the recommendation and decision. At that point, the appeal process has been exhausted, and any further review will require litigation.

Time limits for the ICRS are:

- Complaints must be filed within 14 calendar days of the original incident date.
- The ICE will make a recommendation to the appropriate Reviewing Authority within 20 working days. The warden will make a decision within ten working days.
- Appeals must be submitted within ten calendar days from the date of the decision.
- If you do not receive a decision within 30 working days after the ICE acknowledges receipt, you may appeal it to the CCE.
- The CCE will recommend a decision to the Secretary within 35 working days after receipt of the appeal.
- The Secretary of the Department will render a decision within ten working days following receipt of the CCE's recommendation. If you do not receive a decision within 45 working days of the CCE's acknowledgement of receipt of the appeal, consider your administrative remedies to be exhausted, unless the time limits were extended.
- Working days do not include Saturdays, Sundays or legal holidays.

**PLEASE NOTE:** If you were directed by the ICE office to contact staff about your issue, and do not receive a response, contact the ICE within fourteen calendar days of the date of incident/denial or as directed by the ICE office.

## CONSERVATION

Energy conservation is everyone's business. You are required to turn off lights, radios, televisions, etc. when you are not in your room. Failure to do so will result in disciplinary action. Shorter showers conserve water and energy. You must keep your windows completely closed in cold weather to conserve energy and help regulate heating systems.

## COUNTS

RCI has four standing counts each day at 7:30 a.m., 12:30 p.m., 4:40 p.m., and 9:15 p.m. and two census counts at 12:00 a.m. and 3:00 a.m., seven days a week, without exception. The officer station and dayrooms will close **ten** minutes before each count. **You are required to wear your ID card around your neck, in front, immediately visible to staff.** Inmates must be in standing count position and be quiet **before** the start of the institution “all-call” announcement that count is being conducted and remain there until count is completed. This means you must stand directly in front of your assigned room (or bed if housed in the barracks). Doors are to be closed if it has keyed entry or on the latch if it has an electronic entry, during count.

You must stand still, with both feet on the floor, facing forward, with arms at your side, and remain quiet during counts. Reading, talking, and using headsets are not permitted. Nothing is allowed in your hands prior to and during standing count times. All electronics must be turned off in your room at/during count times, until count clears. Following count, you must remain **inside** your room with the door closed or on your bunk until the Control Center announces that the institution count has cleared and the dayrooms are opened or your tier is called for meals, whichever applies. Restrooms are also closed, unless you have staff permission to use them.

If you are working as part of the servery team during count times, you will exit the servery, and assume the standing count position in the designated area.

For the 9:15 p.m. count, you have the option of wearing standard dayroom clothing **or** either shorts and an undershirt or pajamas under a closed robe. Acceptable dayroom attire must be worn for all other counts.

For census counts, you must be in your cell/bunk. Although you are not required to stand for count, it is necessary that officers actually see “flesh”. Officers will open the door and wake you, if necessary.

Emergency Counts may be called at any time. Follow staff direction.

Inmates in segregation status should refer to their individual handbook for count requirements.

## COURT AND OFF-GROUNDS TRIPS

You are required to wear **only** state-issued clothing when going off-grounds. You may not wear personal clothing. You must have a doctor’s order and/or security director’s approval to wear additional items. Remove all braids, plaits, cornrows, etc. before your off grounds trip. **With exception to medical trips**, you may report to work, etc. until departure on your scheduled transport.

You will receive a Medical Transportation Notice an hour prior to leaving your unit to go to C-Link. You are not allowed to use the phone after being notified of a trip until your return to RCI. You may leave/return to the institution only with prescription glasses and pertinent legal papers. Medications such as Nitroglycerin or rescue inhaler may be kept on your person when going off-grounds. Bring prescribed non-controlled medications with you to C-Link when going out to court. Inform the unit sergeant of any controlled medications prior to leaving your unit. Staff will deliver them to the Sallyport. Turn in your room key before leaving the unit.

You must eat breakfast on your unit before reporting to C-Link. No exceptions will be made.

## **DISABILITIES**

RCI is committed to complying with the provisions of the Americans with Disabilities Act. An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such impairment.

Discrimination against disabled inmates is prohibited. Disabilities may be of a permanent or temporary nature. RCI provides reasonable accommodations for disabled inmates. Accommodations may include making facilities more accessible or modifying work schedules. RCI also provides equitable or equivalent access to services such as education, recreation, and programs. Accommodations may also include auxiliary aids such as interpreters, aides, tutors, tapes, etc.

If you have been determined to have a disability by A&E at Dodge Correctional Institution or by a Correctional Health Services Unit, you may request an accommodation by contacting the ADA Coordinator (RCI program supervisor) by submitting an Interview/Information Request. In their absence, contact your unit manager or the Health Services Unit. If the request is denied, you may appeal through the Inmate Complaint Review System. If you believe you have been discriminated against under the provisions of the Americans with Disabilities Act, you can file a complaint with the U.S. Department of Justice-Civil Rights Division.

## **DISCIPLINE**

Rules have been established to maintain order and security, and to provide for the protection of persons and property within the institution. Disciplinary rules are outlined in the DOC 303 that you have been given. Review it carefully! Violations of these rules will result in disciplinary action.

### **MINOR CONDUCT REPORTS**

**Summary Dispositions** – Minor conduct reports can be handled two ways, either as a summary disposition or at a hearing before a hearing officer. Not all infractions result in the offering of a summary disposition. Unit managers or shift supervisors approve all summary dispositions before they are offered to you. If you are offered a summary disposition and refuse it, the security director will review the conduct report and the case will usually result in a hearing with a unit manager or security supervisor. Possible disciplinary sanctions are listed in DOC 303.68.

**Building Confinement (BC)** - You may not leave the housing unit building except for visits, programming, school classes, HSU appointments, attorney visits, church services and any other staff-directed activities. Use of the housing unit courtyard is also prohibited.

**Extra Duty** – You will be given a specific number of hours of “extra duty”, to be completed as needed by unit staff. Hearing officers or unit staff members determine the specific tasks.

**Loss of Canteen (LOC)** – You may not order/purchase any items from canteen for a specific period of time. One (1) bi-weekly canteen order = 14 days Loss of Canteen, two (2) bi-weekly canteen orders = 30 days Loss of Canteen, etc.

**Loss of Courtyard (LOCY)** – You may not loiter in and/or participate in any activity in the unit courtyard.

**Loss of Dayroom (LOD)** – You may not participate in any activity or loiter in any common area of your housing unit. Obtaining anything from the common areas through another party is prohibited. Your room door must be kept closed and locked. Requests for water and ice, use of the bathroom, including hygiene needs, or to clean your room must be made to the unit staff. If the loss of dayroom

is for seven or more days and you wish to do laundry or make a phone call, permission must come from the unit manager.

**Loss of Electronics (LOE)** – Your television, radio, and fan will be confiscated for the designated period of time, and you may not use your roommate's electronics.

**Loss of Phone (LOP)** – You may not use the unit phones.

**Loss of Recreation (LOR)** – You may not participate in any indoor recreation building activities or any outdoor activities on the track, horseshoe pits, or recreation field. Keeping haircut appointments (in the recreation building) is the only exception.

**Loss of Room (LORM)** – You may not be inside your room between 7:30 a.m. count and 9:15 p.m. count. Requests to retrieve coats, books, etc. may be granted by unit staff. Time frame exceptions can be granted only by unit managers or security supervisors.

**Room Confinement (RC)** – You may not participate in any activities outside your room/cell except for meals, showers, visits, assigned work, programming, school, HSU/PSU appointments, and church services for your approved religious preference only. The unit manager may give permission for you to attend other activities, but recreation and social activities are not permitted. You may not loiter or socialize in any area at any time. Obtaining anything through another party is prohibited.

Doors must be kept closed and locked unless you are actively cleaning your room. Permission to use the bathroom, shower or to clean your room must be granted by the unit staff. If the confinement is for seven or more days, you may request permission from the unit manager to do laundry or to make a phone call.

**Miscellaneous Sanction Information** – To serve any of the above sanctions, you must be in general population. Time in any other status (TLU, Adjustment/Program Segregation, Disciplinary Separation, OWO, OCO, etc.) does not "count" toward the disposition. Unit staff will adjust sanction dates for these absences.

Minor conduct report sanctions are usually served consecutively unless specified at the hearing or by the unit manager that they must be served concurrently. Unit staff may not authorize exceptions to sanctions. Written permission from the unit manager is required for any exception.

For serious violations, the unit manager and/or the shift supervisor will determine if you will be placed in Temporary Lockup (TLU). If you are placed in TLU, you will receive information on why you were placed there. Violating sanctions will result in disciplinary action.

Wisconsin Administrative Code DOC Chapter 303 includes the Code of Inmate Offenses and Disciplinary Procedures. Appeals of minor/major hearing dispositions can be made to the warden using form DOC-91, which is available on the housing units.

### **MAJOR CONDUCT REPORTS**

Conduct reports determined to be major infractions by the security director result in either waiver hearings or full due process hearings. Waiver and full due process hearings are conducted by a hearing officer or adjustment committee.

When you are served with a major conduct report, you can ask for a full due process hearing or you can waive your right to a due process hearing.

**Full Due Process** – A full due process hearing allows you to call eyewitnesses, present evidence and to be assigned a staff advocate. The advocate will meet with you prior to your hearing.

**Waivers** – When you waive your right to a full due process hearing, you cannot call witnesses and will not be assigned an advocate. You will meet with the Adjustment Committee for a hearing. You can waive a due process hearing at any time before or during the hearing.

**Note: Privileges may be suspended without a conduct report or due process.**

## **DRESS CODE**

State-issued “greens” (pants and shirts) are standard attire. State-issued “greens” and shoes will be worn for hospital trips, institution transfers, transfers to other institutions, all off-grounds activities, while at the Movement Control Station (MCS) and while walking on County Road to all staff-directed activities.

Inmates shall dress in a clean, neat manner, wearing clothing in an appropriate manner. All clothing, state issued and personal clothing, must fit properly and be the correct size.

With exception to sweatshirts, all shirts, t-shirts and thermal-wear will be tucked into pants at all times when outside your room, except while at recreation or moving from shower to cell and back. Layering t-shirts is not allowed.

Prior to leaving your room, pants will be pulled up at the waistline and remain there. Pants will be zipped up and buttoned, shirts tucked into pants, belts in belt loops, tightened in place, buckled in the front/center, and shoes tied/fastened at all times. Pockets will not be turned inside out.

Socks must be worn with shoes at all times, except in the cell or shower. Shower shoes can only be worn in the housing units. Shower shoes cannot be worn while in work status, during extra duty, or in the dining area. Boots/shoes must be worn properly with feet completely inside the footwear, with laces tied and Velcro fasteners/straps secured. The back of the footwear may not be “crushed” down.

Only two parallel creases may be ironed into shirts. Shirt and coat collars may not be tucked in, turned under or flared. Only the top button of a shirt can be unbuttoned, including when walking on County Road. The only exceptions are during scheduled indoor/outdoor recreation periods or in the unit courtyard. Clothing cannot be worn inside out.

With exception to sweatshirts, shirts, t-shirts and thermal-wear will be tucked into pants at all times except while at recreation or moving from shower to cell and back. Layering t-shirts is not allowed.

Gym shorts cannot be worn under other shorts/pants except in transit to/from indoor recreation.

Thermal underwear may be worn on the unit and throughout the institution underneath pants and shirts. Inmates in work status may be exempt per their work-site supervisor.

Lightweight spring jackets may be worn year-round on the housing units and throughout the institution, over a shirt.

Hats, caps, winter coats, scarves and gloves may not be worn inside buildings, or left in common areas.

Tank tops, “muscle” shirts, and sleeveless undershirts may not be worn outside your room, unless you are signing out or are signed out for the unit courtyard, unit horseshoe pits, or recreation.

Wrist sweatbands may be worn only during recreation activities.

“Greens” must be worn to the Barbershop.

Personal clothing may be worn to/from and inside the gym and the weight room.

Nothing can be worn or tied to the head with the exception of approved religious headwear, hats and baseball caps at authorized times, activities and designated areas.

Baseball caps may not be worn with the bill turned backwards or sideways.

Combs/picks are not permitted to be worn in the hair.

Shower caps, hairnets, plastic wave caps, du-rags and curlers may be worn inside your room only. If leaving your room for any reason, the shower cap, hairnet, wave cap, du-rag, or curlers must be taken off/out. Inmates can wear DOC-approved kufis or yarmulkes (black only) inside the cell and during religious ceremonies only.

Kitchen-issued hairnets can only be worn when on duty in the servery, Main Kitchen, or other staff-directed areas.

Disruptive Groups colors and/or insignias are not allowed.

On the housing units, you must wear a minimum of outerwear shorts or pants, a shirt (or T-shirt), and footwear, including shoes or slippers with socks, at all times when leaving your room. Underclothing, including thermals, must be worn under outer clothing.

Clothing cannot be altered in any way from its original condition. This includes but is not limited to removing sleeves from t-shirts or cutting into/off pants.

A closed robe must be worn over sleep wear anytime you are outside of your cell. Pajamas may only be worn at/after the 9:15 standing count and to and from the bathroom. They cannot be worn in the dayroom, dining or laundry rooms, or anywhere outside of the unit. Pajama tops may not be worn as shirts, nor can bottoms be worn as pants, outside your assigned room.

You must wear a minimum of a pair of underwear when laying/sleeping in your bed.

Pants and/or shorts must be worn properly at the waist and undergarments must not show. Pant legs cannot be tucked inside socks and/or shoes/boots.

Placing your hands or arms down your pants or shorts (pockets excluded), or inside any type of shirt, sweatshirt, robe, jacket or coat is prohibited at all times.

Sunglasses cannot be worn inside buildings, unless ordered by HSU. Mirror sunglasses are never permitted.

Special clothing required for a job can only be worn when working at the job. Some job assignments could require protective equipment.

Religious emblems/medallions including rosaries cannot be worn as a necklace. They cannot be visible on the outside of your clothing anywhere except while in your cell and in attendance at religious services/study groups. They must be concealed beneath your undergarments when in transit to/from religious activities.

You are not allowed to place anything in/on the body to keep body piercings open.

## **EDUCATIONAL SERVICES - BELLE VENTURE SCHOOL**

Belle Venture School offers you the opportunity to increase reading and mathematics abilities, to learn the English language, to obtain your High School Equivalency Diploma, and to develop job-seeking and independent living skills for reentry purposes upon release. Culinary Arts and Facilities Maintenance vocational courses are offered to inmates identified with a primary need, and admission requirements are explained during Inmate Orientation. Academic classes are offered year-round, during the day and in the evening. You may go to school full-time or part-time and have a full-time or part-time job.

Special interest classes may also be offered during the year including Parenting, Fatheread, CPR/First Aid, Money Management, Post-Secondary Test Preparation, and Guitar classes.

Permission slips for approval to enroll in correspondence courses can be obtained from the School Office. Inmates must submit a signed letter to the Education office from a family member which documents their willingness to be responsible for all college-related costs. A completed DOC-1117 Correspondence Course Screening must be submitted along with the letter from a family member to the Education Director for approval prior to enrollment.

RCI operates an institution television channel 18 which is accessible to all inmates via unit televisions or your own television in your room. Information about future events, policy/rule changes, instructional material etc. is posted to this institution channel. Updates are made daily.

### **Enrollment**

You can learn about the enrollment process during Inmate Orientation on the Rock Unit. You are encouraged to send an Interview/Information Request to the school office to enroll in one or more classes. Belle Venture School enrolls inmates in classes based upon interest, program needs, and available class space. To enroll in school or any programs, send a note to the school to sign up for a TABE test.

You are encouraged to send an Interview/Information Request to the School Office stating the class or classes that you request. Please be advised that there is a waiting list for both vocational programs, and therefore MR dates and primary need are strictly taken into consideration for these two programs. Inmates removed from school or who have left school due to an extended segregation placement must request to be re-enrolled.

### **Attendance and Expectations**

A student/tutor who is late for class must check in with the Movement Control Station (MCS) before reporting to class. Silence is necessary in the hallways when school is in session. Profanity is not permitted, nor is eating and drinking allowed in class or in the hallways. Students are encouraged to use the restroom before leaving the unit as there are limited facilities at the school. Using the restroom requires that education staff provides you with a "restroom pass" and that MCS approves.

Loitering in front of the North Program Building is not allowed and inmates signed out to the program building area are not to use the County Road or the recreation field for breaks.

### **Absences and Negative Removal**

The school schedule serves as a direct order to attend school; attendance is required. Absences are recorded in the student database. Unexcused absences, inadequate progress, or disruptive behavior can result in negative removal from school, which may result in loss of pay.

Attendance for special activities such as TABE and GED testing is required. Activities such as haircuts must be scheduled during non-class times. If a situation arises where a staff member schedules an appointment during your scheduled class hours, you are instructed to request that the appointment be scheduled to not disrupt your school schedule. If the appointment cannot be

changed, request that the school be notified and an excused absence will be recorded by your teacher or school staff.

If you are called to PRC or Parole Hearings, have programming or other scheduling conflicts, please inform staff of the conflict so that you remain in good standing.

### **Access to Staff**

Making appointments with teachers is recommended. You may not disturb a class in session without prior approval from the teacher or the Education Office. To see the Guidance Counselor or Education Director, submit an Interview/Information Request.

### **School Schedule**

The Monday through Friday class schedule is:

- First Hour: 7:50 a.m. to 8:40 a.m.
- Second Hour: 8:45 a.m. to 9:35 a.m.
- Third Hour: 9:40 a.m. to 10:30 a.m.
- Fourth Hour: 10:35 a.m. to 11:25 a.m.
- Fifth Hour: 12:45 p.m. to 1:35 p.m.
- Sixth Hour: 1:40 p.m. to 2:30 p.m.
- Seventh Hour: 2:35 p.m. to 3:25 p.m.
- Eighth Hour: 3:30 p.m. to 4:20 p.m.
- Ninth Hour: 5:45 p.m. to 6:35 p.m.
- Tenth Hour: 6:40 p.m. to 7:30 p.m.
- Eleventh Hour: 7:35 p.m. to 8:25 p.m.

You will be notified by invitation when scheduled to participate in testing sessions for HSED and TABE tests, which are scheduled as needed.

## **ELECTRONIC EQUIPMENT**

You are permitted to purchase/receive new electronics only from approved outside vendors. You are required to retain all property receipts. Cassette tapes or players are not allowed. Cassette player combination units are allowed only if they were in your possession prior to June 1, 1999. Openings to these cassette players must be sealed with tamper-proof seals. Headphones, fans, TV's and TV/radio combination units that are not clear plastic will be allowed only if they were in your possession prior to January 1, 2002.

Remote speakers and remote controls are not permitted. All electronics must remain in the owner's cell. All electronics must be used with either headphones or earphones/earbuds.

All electronics will be engraved with your name and number and will be security sealed in the Property Department. Any destruction or alteration of the seals or electronic equipment will result in disciplinary action.

You will be responsible for the costs incurred for any repairs to electronic equipment. Repairs can be arranged with the company. **Electronics cannot be resold, nor can ownership be transferred to another inmate.**

## **EMERGENCIES**

During severe weather, staff will direct inmates. During tornado warnings, upper tier inmates will sit against the walls of the lower floor under the mezzanine. Lower tier inmates will remain inside their

rooms. If at work and/or program areas, follow staff directions. You should stay as far away from exterior doors and windows as possible.

In the event a fire alarm sounds, staff will direct you. If it is a false alarm, you will be advised. In any emergency situation, it is critical that you remain calm, listen and follow staff directions immediately and without question. Any disruptive behavior will be dealt with appropriately.

## FENCE REGULATIONS

You are not allowed to go outside the “drift fence” (inner fence). To go outside of the fence, you must have staff permission and be under escort or observation.

## FINANCIAL TRANSACTIONS

### Account Statements

You will receive a full accounting statement at least twice per month. Statements are run the Fridays that inmate pay is posted. All transactions during the time period will appear on the computer printout. Transactions can take place anytime after the date on the statement. For example, if you have \$10 in your account according to your statement on Friday, as early as Monday the amount could change because of new additions or subtractions. It is your responsibility to keep track of your funds. You will not necessarily be notified of all deductions that occur between statements. It is important to take this into account when you order canteen items. Deliberately overspending your account may result in a conduct report. You are expected to save the account statements. Reprints are available for a charge of .15 cents per page.

### Child Support Payments

Payments are deducted for child support as directed by the court. The child support order must specify “inmate wages” if the withholding is to come from only your inmate pay. If the order does not state “inmate wages,” all new incoming monies will be subject to the withholding. You will not receive advance notice of these deductions from the RCI Business Office.

The Bureau of Child Support sends “Order/Notice to Withhold Income for Child Support Receipt & Distribution (R&D) Fees” to the institution on a quarterly basis. The collection of these fees will be made only from the institution wage/allocation paid to an inmate on the pay cycle immediately following the institution’s receipt of the R&D collection notice, and no more than 50% of the inmate’s institution wages in that pay cycle will be deducted. If you do not have enough funds in your regular account to cover the fee, the balance will be added to the next quarterly order. You will receive a notice from the Business Office when/if fees have been deducted from your account.

### Disbursement Requests

The DOC-184 Disbursement Request must be used for all monetary transactions, including those within the institution, requests to order merchandise from outside the institution and for sending money to private individuals.

If the Disbursement Request is not filled out completely, including your name, DOC number, housing unit, “Pay to Name,” verification or approval by staff or any other pertinent information, it will be returned to you.

All Disbursement Requests must be signed by you and initialed by a housing unit officer to verify your identity.

The following guidelines must be adhered to:

- Payment must be for the full cost of the item. No partial payments, time payment plans or credit transactions are allowed.
- Money (\$25 or less) may be sent to *one* close family member -- natural/adopted children, step or foster parents, spouses, grandparents, grandchildren, siblings -- once every 30 days. Requests must be approved by your unit manager.
- Requests to pay bills, to purchase gifts, to send money *more than once* every 30 days to one close family member, to send more than \$25 to a close family member, or to send money (any amount) to a non-close family member, must be reviewed and approved by your unit manager and the security director.
- Proof of need (i.e. a copy of an outstanding phone bill) may be required in some cases. If approved, a check will be made to the company owed the debt.
- A check cannot be sent to any party who has sent you money within the last 30 days.
- Disbursement Requests for institutional transactions (copies, UPS charges, etc.) will be submitted to the Business Office for processing by the department involved. The "Pay To" is RCI.
- Disbursement Requests for art, hobby, and crafts are submitted to the Hobby/Recreation Department for approval per hobby policy and procedures. The Recreation Department also approves disbursements for musical instruments, accessories, or repairs. Disbursements will be forwarded to the Business Office for processing.
- Disbursement Requests for institution activities should be submitted to the individual in charge of the activity. ***Special event donations (i.e., for charities) are non-refundable, regardless of the circumstances.***
- Disbursement Requests for savings account transactions or for allowable transfers between your accounts must be signed and approved by the unit manager, who will forward them to the Business Office.

After posting, Inmate Accounts will return a copy or, if the Disbursement Request is for a check, a copy is returned when the check is mailed. Your housing unit must be written on the Disbursement Request for you to receive a copy. The Business Office keeps the originals for our files. Cancellation of disbursements must be done in writing to Inmate Accounts. If the transaction has not been completed, Inmate Accounts will return the Disbursement Request to you.

Order forms for property vendors are available on each unit. Order forms must be filled out completely and attached to your Disbursement Request. Allowable items not listed in the catalogs or available in DOC canteen may be purchased from another vendor, with the appropriate approval.

Copies of disbursements are not sent with checks. Disbursement Requests cannot be used as substitute order forms.

A stamped and completely addressed envelope must be submitted with Disbursement Requests that require mailing, except for orders to the approved property vendors. The Disbursement Request should be attached to the envelope or left sticking out of the envelope. Do not fold the Disbursement Request or put it inside the envelope.

Seven days is the approximate turnaround time for Disbursement Requests. Do not send a duplicate request or it, too, will be processed if funds are available.

### **Income Tax Returns**

RCI does not allow inmate visitors to bring Income Tax Returns and Income Tax checks into the institution for the inmates to sign while on visits. Tax forms needing an inmate's signature must be mailed to the inmate. The inmate will be allowed to sign the forms and mail them to the appropriate tax authority according to RCI's policies and procedures.

### **Mailing Income Tax Returns**

Federal Tax Return: *Do not* use a complete mailing address for your Federal tax return. Address the envelope only as “Federal Tax Return”. The mailroom will be affixing labels with the address the Department of the Treasury has requested to be used.

State Tax Return: Use the address as instructed for your State tax return. Indicate on your State return that at this time you are filing from a correctional institution.

Send your Federal and State returns to the mailroom with the appropriate postage and/or completed Disbursement Request form.

### **Income Tax Refunds**

Tax refund checks needing an inmate’s signature must be mailed to the inmate. If the refund check is made payable only to the inmate, it must be deposited to the inmate’s trust account. It cannot be signed and mailed to an outside party. If the refund check is made payable to both the inmate and his spouse, there are two options:

1. The check is mailed to the inmate unsigned. The unit manager/social worker will have the inmate sign the refund check in front of them. The inmate will provide the unit manager/social worker with an addressed, stamped envelope to mail the check back to the spouse.
2. The spouse signs the check and mails it to the inmate. The refund check is processed per RCI policy and procedure and is deposited to the inmate’s account.

### **Legal Loans**

Inmates without sufficient funds in their regular accounts to purchase legal supplies, photocopies or postage might be eligible for a legal loan, not to exceed \$100 annually, from the institution. Loans may only be used for legal correspondence to courts, attorneys, parties in litigation, the Inmate Complaint Review System, and/or the Parole Commission.

To apply for a legal loan, submit an Interview/Information request to the RCI Business Manager. Include case information such as case number, type of action, court where the case is filed, and any court ordered deadlines. Failure to provide this information may result in a delay in processing your request. Criteria used for loan determination shall include but is not limited to: an inmate’s payroll earnings, other receipts, current and past spending patterns, current account balance and current legal needs. If approved, you will be required to sign a loan repayment agreement. Legal supplies (paper, envelopes, etc.) are ordered via an indigent order form from the institution canteen, and can only be used for legal purposes by the indigent-approved inmate. Photocopies and postage for indigent-approved mail may be obtained by indicating “legal loan” on the signed Disbursement Request. If you are not on the approved indigent list, mail that is not stamped will be returned to you.

Only certain individuals in the Business Office are authorized to review and approve requests to obtain a legal loan or use of legal loan funds. Those individuals may be unavailable occasionally for short periods of time. Be sure to plan your requests accordingly so that your legal work is not delayed and you meet all deadlines.

Abuse of legal supplies can result in discipline and loss of a legal loan.

### **Loans and Restitution**

Loans and restitution created at RCI are deducted following the DOC DAI Policy 309.45.02 deduction schedule. If a transaction results in your account being overdrawn, a loan is automatically created and your statement will read “canteen”, “general”, “legal”, “overdrawn”, or “medical co-pay” loan. It is your responsibility not to overspend.

When a loan payment is deducted from your account, your statement will read, “Withholding-CNT” for a canteen loan, “Withholding-GEN” for a general loan, “Withholding-CPY” for medical co-pay, “Withholding-OVR” for an overdraft loan, or “Withholding-LEG” for a legal loan. Restitution payments

will read "Withholding-REST." Loans and restitution incurred at other institutions will follow you to RCI. Direct any questions about loans or restitution to the institution that set up the debt.

Any loans, restitution or other obligations owed to the Department of Corrections that have a remaining balance when you are released are still due and payable. You may send a Disbursement Request form authorizing payment of your obligations from your funds prior to your release. Debts that remain unpaid may be sent to the Department of Revenue for interception and collection.

### **Mailroom Receipts**

RCI accepts money orders, cashier's checks, and certified checks through the mail. Funds cannot be brought in during visits. Western Union transfers are also accepted. Western Union transfers are not immediately available; it may take one to three days to be posted to your account. Cash or personal checks or bank checks issued electronically via a "bill pay" program received through the mail will be returned to the sender at your expense through a deduction to your regular account. We suggest that outside sources include your DOC number next to your name on the money order, cashier's check, or certified check.

Money orders, cashier's checks and certified checks must be sent to P.O. Box 909. Correspondence of any kind (i.e., cards or letters) will not be accepted with money. If correspondence is received with the money, both will be returned to sender.

According to DAI Policy 309.0401 K(2) "Inmates shall not send or receive money in any form to or from another incarcerated inmate or from another inmate's family or visitor." Funds received from another inmate's family or visitor may be held as contraband or returned to the sender.

The processing of receipts can take up to five working days. The Business Office will send you a receipt when the money has been posted to your account. Wait at least five days before writing to the Business Office about deposits to your account. To inquire about deposits, include the dollar amount, the date sent, and the sender's name.

If family or friends call and ask questions about your account, the Business Office will not give out any information. Your financial information is protected by privacy laws, just like an outside bank account, and will be protected as such.

### **Payroll**

Payroll is posted every two weeks. Schedules of pay periods and pay dates are posted on the units. Inmates who are OCO (out to court), in DSP (disciplinary separation), SPR (program segregation), ADJ (adjustment segregation) or CSEG (control segregation) are not entitled to compensation for the days they are in that status. Pay may also be deducted for work assignment hours missed due to attending activities that are not staff directed or required. Inmates are assigned to INVUNA (involuntary assigned) status unless otherwise assigned to work, school and/or programs. Inmates are *not* in pay status until the work supervisor/unit manager submits DOC-1408 Offender Work/Program Assignment Placement form to the Business Office. Work assignments are paid according to pre-assigned schedules. Check with your work supervisor or unit manager for the schedule to which you are assigned.

If you have not received pay for an assignment that you were supposed to be in pay status for during the pay period listed on your account statement, bring it to the attention of your work site supervisor or program/school facilitator immediately. You may lose claims to payroll monies if you do not inform staff of any errors within **ten** days of the date of your account statement.

Negative removals from assignments or refusals of offered program/school assignments will result in being placed in voluntary unassigned status, which is a non-paid status, for a minimum of 90 days. The 90 days will be waived if you accept or begin a program or school assignment. After 90 days, if you are unable to find a new assignment, you may be placed back into INVUNA (0.05/hr) if you

submit proof to the Business Office that you applied for and were denied placement in a new assignment.

Questions regarding work assignment, school or program pay should be directed to your work supervisor or unit manager. Questions regarding INVUNA pay may be sent on an Interview/Information Request form to the Business Office or directed to your unit manager.

### **Release Account**

All inmates will have 10% of any money received transferred into a release account until the release account balance totals \$5,000. The DOC may adjust the maximum release account amount every five years per WI Admin Code 309.466. The only exceptions to the 10% deduction are: work/study release money; refunds from purchases that are not considered new income; approved claims on complaints that are not considered new income; and interest earned on a savings account.

You may voluntarily transfer funds from your regular account to your release account at any time. Any funds transferred to the release account will be subject to the release account rules. You will not be allowed to transfer funds back to your original account. Transfers must be a minimum of \$5.00. You cannot transfer funds within 60 days of your release.

Release funds are used only for release-related purchases that will aid in the reintegration into the community or that will reimburse the Department for incarceration costs. See DAI Policy 309.45.02 for more information.

### **Release Clothing**

Inmates being released are encouraged to have clothing sent in or brought to RCI by an outside source. Inmates will be released from the institution in street clothes, not state-issued greens. If you do not have your own clothing, money to purchase clothes, or do not have anyone to bring clothes in for you, contact your social worker a minimum of two weeks before your release date for assistance.

With your unit manager's approval and release date documented on the Disbursement Request, release clothing can be purchased with money from your release account only if there are not enough funds in your regular account. Only one set of clothing is allowed and unnecessary expenditures will not be approved. If you order clothing from a retail outlet, you may place the order within six weeks of your release. Expenditures should not exceed \$100, or \$150 if a winter coat or shoes are needed. Disbursements for release clothing orders should be sent to the Business Office no sooner than six weeks prior to your release. If you have a release savings account, be sure to close the account at least a week before ordering your release clothes.

### **Requests for Information**

Before writing, wait seven days for a transaction to be processed. To inquire about your finances, include the dollar amount, description, and date of transaction. You must include your full name, DOC number, and housing unit on both sides of the form. If your request does not comply with these procedures, it will not be answered.

### **Savings Accounts**

Your Social Security Card must be on file in the institution's Property Department prior to opening any interest bearing account. A \$50 minimum is required to open a savings account.

Funds may be transferred as follows:

- Regular Account to Regular Savings
- Release Account to Release Savings
- Work Release Account to Work Release Savings

Regular funds may be transferred to a release savings account; however the funds will be unavailable to you until your release.

The account will be in your name at U.S. Bank; however, the Department of Corrections is the caretaker of the accounts. All correspondence and transactions must be routed through the Business Office. Direct contact or contact from persons outside of the facility is not permitted. Interest will be credited to the inmate's savings account on a quarterly basis at a variable market rate and is not subject to release fund or surcharge deductions designated by DOC. Savings transactions are limited to once per month and must be a minimum of \$20.00. Withdrawals from the savings account will be returned to the specific account the money came from (regular, release, or work release).

DOC utilizes a central bank for all accounts. After money is withdrawn from savings and credited to the proper account, you will receive a copy of your Disbursement Request form if your housing unit is indicated on the form.

All savings account transactions must be made with a Disbursement Request signed by your unit manager.

If you plan to use U.S. Bank savings account funds to purchase release clothing, you must first close the account. It is suggested that you do so at least two months prior to your release. After the money has been credited to your Release account, you may send an approved Disbursement Request for your release clothes order to the Business Office.

For each savings account you want to close, send an approved Disbursement Request to the Business Office, stating you want to close your U.S. Bank savings account. Failure to request the closing of your account may result in delaying the availability of your funds at the time of release. Upon release, account balances will be disbursed according to the instructions on the DOC-15 Offender Release Authorization completed by your agent. Inmates who have reached maximum discharge will receive all their funds when released.

### **Savings Bonds**

Savings Bonds may no longer be purchased while you are incarcerated. Inmates that have bonds from previous purchases may send them out to a trusted family member or friend, or RCI will hold the bonds in safekeeping while you are assigned here. Bonds may not be cashed while incarcerated. When you transfer, bonds are forwarded to the receiving institution. Upon release, bonds will be distributed according to the instructions on the DOC-15 form completed by your agent. Inmates who have reached maximum discharge will receive their bonds when released.

### **Segregated/Work Release Account**

Money received from prior work or study release will be placed in a restricted account. DOC Chapter 309.5 governs use of the money. While at RCI, you cannot transfer segregated money to your regular or release account for any reason.

### **Stop Payment**

If a check has not cleared the bank, a stop payment can be placed on it if it is at least sixty days past the issue date.

To request a "stop payment" on a check, submit an Interview/Information Request form to the Business Office. The request must include to whom the check was made payable, the dollar amount, check number, and date the check was issued. A "stop payment" will be issued for the check after it has been verified that it has not been cashed and the amount will be returned to the originating account.

### **Transfer Funds from Other Institutions**

It can take two to three weeks for funds to be transferred to RCI from other state or county institutions. If you were transferred to RCI from minimum security due to a conduct report, the two to three weeks does not begin until after your disciplinary hearing and official transfer to RCI. Wait at least three weeks before writing to the Business Office about your transferred funds.

Inmates transferred from a county jail or the House of Corrections must write to those facilities with questions regarding their funds.

Funds transferred to RCI from institutions that withhold monies for obligations on your account will be placed in the same type of account it was in at your previous placement. Funds transferred to RCI from institutions that did not withhold for obligations will be subject to withholding when it is posted to your account here. Funds credited to work release or work release savings cannot be spent while at RCI.

### **Victim/Witness Surcharges**

As required by state statute, upon transfer to the first permanent placement and in all subsequent placements in correctional institutions, the institution Business Office shall deduct 25% of all money received for the benefit of the inmate until the surcharge is paid in full. These deductions will be made without prior notice to you. The Business Office forwards the funds to the State Treasurer.

There is a surcharge "A" (VWS) and a surcharge "B" (VWSB). Together they are the total surcharge assessed. The Judgment of Conviction form sent by the court determines these charges. If you believe you are being charged a victim/witness surcharge for which you have already paid, you must submit a receipt as proof of payment. Questions regarding surcharges should be addressed to the court that ordered the charges. These questions should not be directed to the RCI Business Office.

DNA surcharges will be added to an inmate's account per Judgment of Conviction or Court Order instruction. If you feel you have been charged for a previous DNA test, you must write to the county court that assessed the charge and request subsequent charges be vacated, or provide proof of payment to the Business Office. The Business Office cannot remove a DNA surcharge without court authorization.

### **FUNERAL / DEATH BED VISITS**

Inmates in medium security institutions are not permitted to make "death bed" visits or to attend any part of a funeral. Should you wish to have a memorial service at RCI, contact the chaplain for possible arrangements.

### **HEALTH SERVICES UNIT (HSU)**

#### **Dental Services**

The Dental Clinic is open Monday through Friday from 7:00 a.m. to 3:00 p.m.

- To Get an Appointment**

Send a yellow Dental Service Request (DSR) to the Dental Clinic. DSR forms are located on your housing unit. (*Do not use the blue forms, as they are for medical requests.*) Form must include your name, DOC number and housing unit. You must include your signature in the area accepting co-pay. Please print and use legible handwriting. If the request is not legible, it may be returned and causes a delay in scheduling an appointment. Completely describe your dental problem so the dentist will know how to help you. WAIT for a written response or a call from Dental for an appointment.

- About Dental Service Requests (DSR's)**

Due to the large number of dental requests, you may have to wait months on a waiting list for routine dental appointments or teeth cleaning. You will receive a response on your original DSR, indicating the estimated wait time.

Do not send in more than one DSR – it will slow down processing and scheduling. Being on a waiting list does not prevent you from being transferred or released. If you have an urgent dental need, the dentist will call you for an appointment as soon as possible.

- **What is an Urgent Dental Need?**

Severe dental pain that may keep you up at night

Broken jaw

Bleeding that does not stop; such as may occur after a tooth extraction

Swelling of your jaws, gums, or throat

- **What is NOT an Urgent Dental Need?**

Broken fillings

Chipped teeth

Decayed teeth

Bleeding gums

***IF YOU HAVE AN URGENT DENTAL NEED,  
TELL THE HOUSING UNIT OFFICER!***

- **Co-Pay**

A co-pay of \$7.50 is charged to your account for each face-to-face contact with the dentist. The treating dentist will decide if the appointment is subject to co-pay.

### **Medical Services**

The Health Services Unit (HSU) provides health care coverage from 7:00 a.m. to 10:00 p.m. Monday through Friday and from 7:00 a.m. to 3:00 p.m. on Saturday and Sunday. Sick call is scheduled Monday through Friday beginning after morning count. Limited Sick Call may be held on the weekend.

If you have a health care need, submit a DOC-3035 Health Service Request. You will be scheduled to see either an R.N. in Sick Call or the physician/nurse practitioner. Appointments are usually scheduled with a physician/nurse practitioner at the next available appointment date and time. It is the HSU's practice for patients to be seen by an R.N. in Sick Call before being scheduled for the physician/nurse practitioner. This allows HSU staff to schedule patients with the most urgent medical need as a priority.

If you are sent an appointment slip, please report to HSU at the scheduled time. If you are called to HSU, you must come to HSU within 15 minutes. We do not allow NO SHOWS. If you elect not to be seen, you are required to report to HSU to sign a DOC-3320 Refusal of Recommended Treatment/Test form. A health service staff person will speak to you and will ask why you wish to cancel the appointment. If appropriate, the HSU staff may discuss the health risks of refusing scheduled medical care. The Refusal of Recommended Treatment/Test form shall be filled out completely, including signature and reason for refusal. Failure to report to HSU will result in a conduct report.

A co-pay of \$7.50 is required for Sick Call appointments. This fee has been mandated by the legislature. HSU staff is required to charge all patients who have a face-to-face assessment by the nursing staff in response to a Health Service Request. Occasionally unit staff will call HSU at the request of a patient or because the staff may feel the patient needs medical care. The HSU staff may or may not request co-pay based on their assessment of the patient's illness or injury. **A call from the staff does not automatically mean that there is no co-pay.** Any injury that occurs in recreation or on the recreation field will be charged a co-pay whether or not the person is sent to the hospital. Requesting an appointment for a "pre-existing condition" may or may not result in a co-pay. This would be based on the type of condition, or the length of time between Sick Call appointments. Co-pay charges will be determined by the HSU staff.

Co-pay will not be charged if you are injured at work and sent to HSU. You must report the injury to your supervisor immediately so that they can document it. There is no co-pay for follow-up visits initiated by HSU staff. Examples of this are: blood pressure monitoring, TB skin tests, vaccinations,

chronic disease monitoring or if staff wants to check on your health status after a Sick Call or doctor's visit. There is no co-pay for skin infections such as boils, draining wounds, or "spider bites". Patients are seen by the doctor or nurse practitioner without co-pay unless the patient requests an elective procedure, for example having a fatty lump removed. The physician or nurse practitioner will make the determination about co-pay in these cases.

Officers and sergeants cannot place you on "sick cell" status unless they directly supervise your job. You cannot declare yourself too ill to report to your work or program assignments. You must report to your work assignment and, if the supervisor believes you are too ill to work, he or she may send you back to the housing unit and place you on sick cell for up to 48 hours. Shift supervisors, unit managers, and education staff may also place inmates on sick cell at their discretion.

Inmates must report to work after 48 hours. Shift Supervisors, unit managers, and education staff may also place inmates on sick cell at their discretion. Inmates must report to work after 48 hours (72 hours if on a weekend) unless seen by the HSU to extend sick cell status. Inmates on sick cell are confined to their rooms except for meals, standing counts, using bathroom facilities, or requesting medical assistance.

Medication refills should be requested on a DOC-3035C Medication/Medical Supply Refill Request form. Write the name of your medication on the form. Send in refill requests when you have 1 (one) week's worth of medication remaining. Occasionally it may take 5 (five) to 7 (seven) days to process your refill if the doctor has to renew the prescription or if it must be ordered from Central Pharmacy in Waupun. If the doctor orders a new medication, it may take 5 (five) to 7 (seven) days to process and receive the medication from Central Pharmacy. Please do not send duplicate requests. No medication refills are processed on weekends or holidays. Please anticipate your needs.

If you have a question or request that is not for Sick Call or medication refill, please send it on an Interview/Information Request form. This includes requests for chart reviews, copies of lab or X-ray reports, and questions about appointments or co-pay.

Occasionally the physician or nurse practitioner may recommend a specialist outside the DOC. There is a process for all specialty referrals. The physician must submit criteria for review by a BHS committee before an appointment can be scheduled. All appointments are scheduled based on the availability of the outside clinic. Recommendations made by an off-site provider must be reviewed and approved by the DOC physician or nurse practitioner. Approval may be based on DOC policy, institution policy and the physician's knowledge of the patient and his condition. Based on this, there are times when not all recommendations of an outside provider are approved.

### **Medical Equipment**

Equipment purchased by the Bureau of Health Services for your use while in prison **may not be sent home with you** upon release or parole with the following exceptions:

- Glucometers
- Artificial limbs
- Artificial eyes
- Hearing aids
- Eyeglasses

You are encouraged to make prior arrangements for any other equipment that you may require upon release.

### **HOBBY / CRAFT**

Hobby and Craft is in accordance with DAI 309.36.01 "Leisure Activities".

- Inmates must register with designated staff to participate in music or a hobby.

- Inmates can only be registered for two hobbies at one time.
- Music is considered a hobby and each instrument is considered a separate hobby.
- All hobby property must fit in a box no larger than 14 "x 14" x 14", with the exception of one oversized item.

Dates and times for music/hobby activities and their respective transaction periods are listed on the weekly recreation schedule.

The following rules apply to both hobby and music:

- Hobby/music staff must pre-approve the purchase of all instruments/hobby supplies and materials from outside vendors.
- All completed hobby projects will be processed for sending out as soon as they are completed. All projects must be sent out by the hobby/music staff. Completed projects are to be sent out via commercial carrier or United States Postal Service (USPS). Specific size restrictions apply to USPS shipments.
- You can be involved in up to two hobbies at a time, but all hobbies must be registered with the Recreation/Hobby Department. Registration is not automatic. You can request to be registered when attending a scheduled hobby/music transaction period for your housing unit. You must remain in a selected hobby for at least two months.
- The hobby container that is used to store hobby materials requires approval from Recreation/Hobby Department staff.
- Each musical instrument counts as one hobby and the value of each cannot exceed \$350. This does not apply to inmates transferring in with instruments/accessories from other institutions. However, Hobby Department staff will inspect all items to ensure that they meet specifications for allowable property.
- Musical instruments and accessories must be received new, with a legible store receipt, through an approved vendor only. All musical instruments will be engraved prior to the inmate taking possession of the instrument. Inmates will not be allowed to accept a musical instrument unless they are willing to have the instrument engraved.
- The Recreation/Hobby Department processes all requests for purchases and repairs.
- All hobby work must be done in your assigned room with the following exceptions:
  - Musical instruments may be played in the multi-purpose room (with prior approval from staff) or during open courtyards;
  - Drawing may take place during open courtyards.
- Hobby/music transaction periods allow inmates the opportunity to purchase allowed hobby/music related items from the in-house Recreation Department Store. Hobby material order may not exceed \$100 monthly (instruments excluded).
- You MUST wear institution "greens" when attending a hobby/music transaction period.

## **HOUSING UNIT – GENERAL RULES**

At no time may you use (verbally or in writing) another inmate's DOC number.

Officer stations are "closed" during shift changes, meal times and ten minutes prior to counts.

In all units, **loud talking, noises and profanity will not be tolerated**. Talking or yelling out of your window is not allowed. Electronics may only be used in your room unless otherwise authorized by staff. Loitering is not permitted anywhere.

You are restricted to the tier on which you live. Movement to another tier or wing requires staff permission. If you live on the upper tier, you must use the stairs closest to your cell, the most direct route. Visiting at, reaching into or entering another inmate's cell is prohibited. You are responsible for

all items in your room. Padlocks are provided to secure your property in storage compartments in your room. Inmates who are issued keys for their rooms are responsible for the keys and cannot leave the key in a lock or transfer it to another inmate. You are responsible for reporting any key/lock problems to staff immediately. A \$5 fee is charged for lost, damaged or negligent key use. Keys may be worn on a lanyard with a DOC identification card around your neck or on a separate lanyard to be worn around the neck or belt loop. Key fobs are not permitted.

You are issued a name card for placement on your door or bunk. You are not allowed to change the card in any manner.

Doors must be secured except when actively cleaning.

Hanging rugs or other articles on the upper tier hand rails, is prohibited.

Decorations are limited to bulletin boards. Hobby items cannot be displayed on your bulletin board. Nothing may be fastened to doors, lights, desks, lockers, bars, ceilings, sprinkler heads, walls, vents, beds. The only exceptions are clip-on lamps or mirrors. The only item allowed in the window is an approved antenna. Pornography of any type, including pictures or sketches, is not allowed.

Beds must be properly made whenever you are outside your room. Access to windows and doors cannot be blocked and no items are allowed on the bars or windowsills. Windows and lights must be free of obstructions and nothing (including towels) can cover your bed frame or your window. Wall lockers, beds, and desks must remain along the walls and may not be moved or rearranged.

Stacking of furniture or boxes is not allowed. Dayroom furniture is not allowed in your room unless specifically approved by the unit manager. Boxes may not be used as furniture. Televisions are to be placed only on the TV stand, top of lockers, or desk.

You may observe a search of your cell. However, standing at or near your cell door is prohibited. You are not permitted to interrupt the cell search.

### **Cleanliness**

Inmates share in the general housekeeping duties of the unit. All inmates will follow all unit rules regarding cleanliness and sanitation. Individual rooms are expected to be clean at all times. This includes: sweeping and mopping floors, neatly hanging and/or folding clothes, washing surfaces, dusting fixtures, hanging towels on hooks or placing them in the storage cabinet, and making the bed whenever it is not in use. Wall lockers and desks are to be maintained in an organized and orderly fashion.

### **Dayrooms**

- Keep noise levels to a minimum at all times.
- Tables for reading will be designated by unit staff.
- Table games are available on the unit.
- Slamming of game pieces or banging cards in the dayroom (or dining room) area is prohibited.
- All games move to the dining area after the supper meal. Due to security or program needs, some units may establish exceptions.
- Gambling is not permitted at any time.
- Only four chairs are permitted per table and are to be used only for their intended purpose.
- Furniture may not be moved without staff approval.
- Standing/loitering at tables is not permitted.
- Dayrooms may not be used as "tracks" for recreational walking.
- Door visiting is not allowed.

- Talking from tier to tier or throwing anything across, up to, or down from tiers is prohibited.
- Eating and drinking are not allowed in the common areas. Cups or containers will be confiscated.
- Only staff may operate the television remote control. If necessary, staff members will adjust the television volume.
- Dayrooms are closed from 11:45 p.m.–5:30 a.m. and during meals, counts and emergencies. Individual units may have exceptions.
- Only six inmates at a time are allowed in the bathroom when the dayrooms are closed. Hand washing is the only permissible hygiene practice during this time.
- Daily newspapers/periodicals must remain in their designated location all day. It is not permissible to remove sections of the paper or to have any part of the unit newspaper in your room or the restrooms.
- Sharing of telephone calls with other inmates is not permitted.
- Telephones are shut off when dayrooms are closed.

### **Meals/Dining Room**

Meals are served at approximately 6:30 a.m., 11:00 a.m., and 5:00 p.m. Tiers are called one at a time. You may eat with a different tier with prior permission if you have a work/program/school assignment that requires it. You must wear proper dayroom attire to meals, including shoes or boots (**no** shower shoes, sandals or slippers). If it isn't your time to be in the dining room, you must be in your room with the door closed while the dayroom is closed.

Cutting in front of other inmates in the serving line is prohibited. You must be in a single file line while waiting for your tray in the serving line. Once you receive your tray, you cannot return to the serving line for any reason.

You may have up to 20 minutes to eat, from the time you are seated.  
When you are finished with your meal, immediately leave the dining area.

Trading food can only take place between inmates sitting at the same table. Absolutely NO trading of food to other tables is allowed. Trading or bartering of special diet tray food may result in rescinding the diet order.

You are allowed one glass of milk for breakfast. You have a choice of either one milk or one package of Kool-Aid at lunch or dinner.

Three pieces of whole fruit are the only allowable items obtained at the servery that can be taken to your room. No more than five pieces of fruit are allowed in your room at any one time. Institution plastic-ware, napkins, sugar, Kool-Aid or condiments may not be taken to your room. Personal cups/containers are not allowed.

One condiment listed on the institution canteen form and one unopened soda may be taken to the dining room.

No packaged food is allowed in the servery. Only four inmates allowed per table at any time. You may not move any tables or stack chairs. During meal times, you **must** be seated. Once you are seated, you must remain seated. If you get up from the table for any reason, it is to leave the dining room. Only **one** inmate may be standing at/using a microwave at any time.

Nothing may be poured down the drains of the water fountains, ice machines, or hot water dispenser, except the liquids they are designed to hold.

Meals will be saved (for visits, etc.) only if you make arrangements in advance with the security staff.

Praying in silence is permitted on an individual basis **at meal times**.

The dining room is open for ice and water during open dayroom hours when server workers are not on duty and when there are no program activities. Sharing of personal food items is not allowed with exception to meal times as earlier stated. Food preparation is not allowed in the dining room. All food must be prepared in your room. Food items must be ready to be heated when brought to the dining room.

You are not allowed to melt candies or like items in the microwave. Food must be cooked in the microwave only as directed on the food packages. This means that if there are no specific instructions to cook something in the microwave, you are not permitted to do so. There is a limit of five minutes microwave use for **one** food item per inmate at any time. Pitchers are not allowed in the dining room at any time. No containers larger than the "Taster's Choice" type cups are allowed for ice and water. Dining room privileges may be denied if the equipment/area is abused, not kept clean, or rules are not followed.

### **Medication Dispensation**

You are permitted to use your personal cup when receiving your prescribed medications at the officer's station. You may only have a clear, colorless beverage in your cup upon taking your medications. The contents must be completely visible for staff inspection. You may not take your medication at a water fountain. You must take them under the direct visual observation of staff. Staff reserves the right to conduct mouth checks to ensure proper swallowing of medications. Any non-controlled medications must remain in your cell in their blister packs/containers until they are to be consumed or used. Inmates may have on their person a prescribed rescue inhaler and/or nitroglycerin tablets at all times.

### **Multi-Purpose Room / Unit Library**

Some units have areas available for reading/checking out newspapers, books and magazines.

- Only four inmates (excluding a librarian/clerk) are allowed at one time.
- All dayroom rules apply.
- Games are not allowed.
- Use of the area for other activities is permitted with written approval from the unit manager.

### **Personal Hygiene**

- You may shower daily during open dayroom hours. Hygiene items can be purchased through canteen.
- The unit issues four bars of soap and one tube of toothpaste to you ONLY at the beginning of each month. One toothbrush is issued ONLY every three months.
- Fingernails must remain trimmed so that the nail does not extend beyond the fingertip.
- Bathrooms are closed whenever they are being cleaned.
- Reading materials are not allowed in the bathroom.
- Only body waste and a reasonable amount of toilet paper may be flushed down the toilets.
- It is your personal responsibility to maintain a high standard of hygiene and cleanliness.
- Personal cups, containers, coats, jackets or hats are not permitted in the bathroom.
- Personal hygiene activities and hair styling are not allowed in the dayrooms. Hair styling must be done at the designated bathroom sink if one is available. You are allowed to assist another inmate with curling, styling, braiding and perming of hair, if both of you reside on the same side of the unit-observers are not allowed. Haircuts are never permitted on the unit, but you may maintain (shave) a bald head.
- WUDU ceremonial washing and cleansing for Muslim inmates **only** may commence before bathrooms open (5:30 a.m.), before sunrise. This practice is defined as brushing of the teeth,

inhaling water through the nose, washing of the hands, face, ears, head, neck, arms and feet. This practice is prohibited during count.

### **Unit Courtyards**

Courtyards are generally open at the same time the dayrooms are. Exceptions to this are that they are closed at dusk and remain closed until the 7:30 a.m. count clears. Courtyards will be closed during fog alerts and may be closed on training days.

- You must sign out to use the unit courtyard or to use the horseshoe pits. Only players (up to four), who are signed out for the unit horseshoe pits, are permitted in the horseshoe pit area.
- You are not allowed to enter another unit/courtyard without staff permission.
- Picnic tables may not be moved without staff permission.
- You may comb and braid each other's hair in the courtyard, but no hair care items except a comb/brush are allowed in the courtyard.
- "Laying out" in the grass or courtyard is not permitted. Sitting on the concrete in the courtyard is permitted.
- Shirts may be removed in the courtyard, but must be worn to and from the area.
- Shoes or boots with socks must be worn outdoors.
- Abuse of recreation equipment is prohibited. Inmates who check out equipment are responsible for returning the equipment. No dunking of the basketball is allowed.
- Beverages in personal cups are the only consumable items allowed in the unit courtyard.
- Loitering on the grass or the concrete strip by the building is not permitted.
- Standing under the overhang or otherwise blocking the unit entrance is prohibited.
- Window visiting is not allowed.
- Shouting to others walking on County Road, in another courtyard, or on the track/field area is prohibited.

### **Unit Laundry**

- You are restricted to the laundry area of the wing on which you live.
- Only two people are allowed in the laundry room at any time.
- The laundry machines are available as scheduling permits.
- Sitting on the machines or countertops is not permitted.
- Using anything other than canteen-purchased tokens for the express use of the washers and dryers is prohibited.
- Hair care and other personal hygiene items and practices are prohibited in the laundry room.
- Food and drinks are not allowed in the laundry room.
- Personal containers may be washed and filled with water in the utility sink.
- ***The institution is not responsible for any loss or damage to personal or state-issued clothing incurred by the use of the washers and dryers.***

### **Unit Seniority**

- Single rooms are assigned based on institution seniority.
- The unit manager may approve exceptions for valid medical or security reasons.
- Seniority date is the date an inmate enters the RCI reception unit in GP status.
- All seniority is lost upon receipt of any adjustment, disciplinary separation or program segregation time. The date of release from segregation becomes the new seniority date.

- Seniority is lost if you refuse a single room when offered. The date of refusal becomes the new seniority date.
- If you are in TLU, OCO, or OWO status, the next most “senior” inmate will be offered an available single room. Upon return to the unit, the “missed” senior inmate will be offered the next single room.
- Receipt of more than 30 days disciplinary separation/program segregation results in loss of GP housing unit assignment. Upon release, inmates return to the reception unit.
- Room changes may be requested in accordance with unit procedure.

## **IDENTIFICATION CARDS (ID's) - INMATE & STATE OF WISCONSIN**

### **Inmate Identification Cards**

You are issued a state ID that must be visible to staff at all times. It must be worn, not draped, around your neck and over the outer most layer of clothing. You must use the state approved lanyards. The only item allowed to be attached to your lanyard is your room key. Altered ID's are not allowed; the only exception is program or work identification.

If you lose or damage your ID card, you will be charged \$3 for a replacement. You must report loss or damage to your card or lanyard to the unit sergeant immediately. When you receive the replacement item(s) you must sign a Disbursement Request for the replacement costs.

### **State of Wisconsin Identification Cards**

If you do not have a State of Wisconsin identification card four to six months prior to your release, you may purchase one from a local Division of Motor Vehicles. Contact your social worker for current fees of new or duplicate cards. A program is available for those who are indigent or have only the option of using release funds for payment. You are required to provide an original social security card when renewing a Wisconsin driver's license or state identification card. If you are applying for any Wisconsin identification for the ***first*** time, you will need a certified copy of your birth certificate and original social security card.

Once you are in receipt of the required documents, contact your social worker via Interview/Information request four to six months prior to release to apply for an identification card. If you need assistance to obtain your birth certificate and social security card, contact your social worker.

## **INTERVIEWS WITH STAFF**

Interview/Information Request forms are available on the unit. Indicate times you are available (non-work and non-program hours) and clearly state your request on the form. If your request is an emergency, an officer or work supervisor can telephone the person you need to see.

## **INTERVIEW / INFORMATION REQUESTS – CHAIN OF COMMAND**

Inmates writing to staff must follow the chain of command below to address issues. **All three levels must be exhausted before writing to the warden or filing an Inmate Complaint**. You must start at the lowest level related to your problem before going to the next level. For Level 2 and 3, you must indicate when and to whom you have sent a request and the response received. Failure to follow this chain of command and/or sending requests to multiple staff about the same issue at the same time may result in a delay in your issue being addressed. If assistance is needed on how to address a problem, contact your unit manager for guidance.

<b>CONCERN</b>	<b>1<sup>ST</sup> LEVEL</b>	<b>2<sup>ND</sup> LEVEL</b>	<b>3<sup>RD</sup> LEVEL</b>
Accounts	Unit Staff	Inmate Accounts	Financial Program Supv
ADA (Americans With Disabilities Act)	Unit Manager	Program Director ( <i>in their absence, contact the HSU Manager</i> )	Deputy Warden
AODA Programming	AODA Social Worker-Dane	Dane Program Supervisor	Deputy Warden
Canteen	Canteen Staff	Unit Manager	Financial Program Supv
Dental	Dental Assistant	Dental Services Supervisor	Warden
Education	Teacher/Guidance Counselor	Education Director	Deputy Warden
Food Services	Unit Sergeant	Unit Manager	Food Service Admin
Housing Unit Issues	Unit Officer / Sergeant Social Worker	Unit Manager	Deputy Warden
Jobs	Individual Work Supervisor	Department Head	Inmate Pay Committee
Laundry	Laundry Officer	Property Security Supervisor	Security Director
Library	Library Officer / Librarian	Education Director	Deputy Warden
Mail	Mailroom Officer	Mail Security Supervisor	Security Director
Medical Co-Pay	HSU	Assistant/HSU Manager	Warden
Medical Concerns	HSU	Assistant/HSU Manager	Warden
Packages – UPS	Property Sergeant	Warehouse	Financial Program Supv
Parole	Social Worker	Unit Manager	Parole Commission
Payroll	Individual Work Supervisor	Department Head	Inmate Accounts
Phone Problems	Unit Manager	Telephone Security Supv	Security Director
Program Review Committee	Social Worker	Program Review Committee	Unit Manager / Deputy Warden
Programs	Group Facilitators	Unit Manager	Deputy Warden
Property	Property Sergeant	Property Department Supervisor	Security Director
Psychological Services	Officer / Sergeant / Unit Manager / Unit Psychologist	Chief Psychologist	Deputy Warden
Recreation	Recreation Leader / Officer	Recreation Security Supervisor	Program Director
Reentry/Reintegration	Social Worker	Program Director Education Director	Deputy Warden
Religious Issues	Chaplain	Program Supervisor	Deputy Warden
Sentencing Information	Social Worker	Unit Manager	Records Office
SOT	Program Facilitator	Unit Psychologist	Chief Psychologist
Visiting Area	Visiting Room Officer	Visiting Room Security Supervisor	Security Director
Visiting List	Visiting List Clerk	Social Worker	Unit Manager/Program Director

#### FREQUENTLY USED FORMS

FORM NAME	HOW TO OBTAIN FORM
Appeal of Adjustment Committee or Hearing Officer's Decision (DOC-91)	Officer Station
Health Service Request (DOC-3035)	Officer Station
Interview/Information Request (DOC-761)	Officer Station
Offender Complaint (DOC-400)	Officer Station
Psychological Service Request (DOC-3035B)	Officer Station
Request for Corrections Complaint Examiner Review (DOC-405)	Officer Station
Request for Review of A&E or Program Review Action (DOC-1292)	Social Worker/Unit Manager
Request for Review of Rejected Complaint (DOC-2182)	Officer Station

## LAUNDRY SERVICES

The Main Laundry Department is open Monday-Friday, 6:30 a.m.-2:30 p.m., and is closed Saturday, Sunday and Holidays. You may only go to the Main Laundry Department when directed by staff. Washers and dryers are available on the housing unit. Tokens are available through canteen purchase.

You will be issued the following items:

3 T-shirts	3 green shirts	1 spring jacket	1 orange stocking cap	1 pair boots
3 briefs	3 green pants	1 winter coat	3 pair brown socks	2 towels

Extra state-issued clothing may be authorized for certain work assignments. Your work supervisor will determine the number of clothing items needed for your work assignment, as well as the duration that the items are authorized to be in your possession. The extra clothing will not count against your personal clothing limits. The institution is not responsible for any damage to personal clothing as a result of wearing it on work assignments or activities.

Laundry/linen exchange is done on your unit. The laundry schedule is posted on your unit.

Unit laundry workers are responsible for conducting regular clothing exchanges under staff supervision. Days of exchange will vary from one unit to another as dictated by the Main Laundry Department. Unit laundry exchanges will be a one-for-one exchange.

If you possess an excess of state-issued clothing or linens, you will be issued a conduct report.

You are responsible for notifying the Main Laundry Department of unserviceable state-issued items through the use of an Interview/Information Request. You are not authorized to go to the Main Laundry Department without specific permission from staff.

You are only allowed the following linens in your possession:

1 blue bedspread	1 pillow case
2 sheets	1 white blanket in summer, 2 in winter

Excess items will be considered contraband. You are responsible for the replacement cost of any clothing item or linen item intentionally damaged, in addition to being subject to disciplinary action. You must return all clothing you were issued to the Main Laundry Department before being cleared for release. At the time of release, you are responsible for the replacement cost of any damaged, lost or stolen clothing.

## LIBRARY SERVICES

The library is located on the main floor of the North Program Building. Hours are posted on the housing unit bulletin boards.

### Main Library

The main library collection contains books, magazines, newspapers, audiocassettes, CD's, large print material, and a Spanish language collection. There are circulating and reference collections.

### Law Library

Legal materials available in the law library include case law, case locators, digests, annotated codes and statutes, and legal forms. Directory information is also available. These materials are available electronically on computer for use only in the library. Word processing is also available for inmates to type legal correspondence in the law library. Staff does not give legal advice; however staff and

library clerks offer computer assistance. Copies of case law and legal documents can be printed for .15 per page.

### **General Rules of the Library**

- Silence is expected at all times in the library.
- When entering and leaving the general or law library, you must sign the respective log sheets.
- Hats and coats/jackets must be removed before you enter the library. Staff is not responsible for securing or accounting for these items or anything that may be in your coat/jacket pockets.
- A full set of “greens” must be worn, with shirts tucked in prior to entering the library.
- Non-circulating and audio materials will be reviewed at a designated table.
- No eating or drinking is allowed in the library, and profanity is prohibited.
- RCI inmate identification cards must be presented to check out library materials or to obtain photocopies.

### **Interlibrary Loan**

Interlibrary loan services are available to general population inmates. Request forms are available in the library. There is a limit of one request per week. These items do not count against the RCI library book limit. Loss or damage to loan items will result in disciplinary action and you may be subject to restitution. Interlibrary loan is a privilege. Material judged as inappropriate will not be given to you. Due dates for these materials are determined by the lending institution. Interlibrary loan items cannot be renewed.

### **Legal Work Assistance**

- Inmates who wish to work with another inmate on legal work/research within the RCI Library must obtain written permission from the library staff. Approval of the work together request allows the named inmates to work together in the RCI Main Library only.
- Only three requests per inmate will be allowed at one time. Any misuse of this service may result in termination of the assistance from the other inmate.
- Inmates must have an approved request from library staff to be in possession of another inmate's legal papers inside the library. Approved request forms will also be sent to inmates' housing unit.
- All legal work in the library must be done at tables that have been designated for legal work.
- Inmates using the law computers must first read and sign the rules.

### **Loan Periods**

The number of items and the time they can be kept is posted at the circulation desk. Inmates with overdue library materials will be sent overdue notices. Failure to return overdue materials may result in a conduct report, suspension of library services, and restitution up to and including the replacement cost of the lost material(s). It is the responsibility of inmates who are removed from general population to notify library staff that they have library materials.

### **Photocopies**

Photocopy requests are screened by the librarian, teacher's assistant, or the education officer. Material judged as inappropriate will not be copied. Inmates will be charged .15 per copied page. Inmate identification cards must be presented when requesting photocopies as well as a Disbursement Request with clear directions. Indigent inmates can apply for a legal loan through the Business Office.

### **Segregation Services**

A law library comprised of basic legal materials is available for inmates in segregation status on segregation units. Interlibrary loan services are not available.

- To receive material/information from the library, you must submit an Interview/Information Request form, along with a Disbursement Request, to the librarian.

- Legal requests that can be accommodated include: cases, forms, address information, and photocopying requests. Specific citations are necessary.
- Under the current computer design, the exact number of pages per case can be determined only after the case is printed. The librarian will fill in the Disbursement Request accordingly.
- You should check the segregation law library for available materials before contacting the librarian.

### **Typewriter**

A typewriter is available in the library on a priority basis. First priority is given to inmates working on legal matters pertaining to your current case. Check with the librarian or library officer for availability.

Legal word processing is also available on library computers. (See Law Library section).

### **LIMITED ENGLISH PROFICIENCY POLICY**

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the inmate. The DOC shall not retaliate against any LEP inmate 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.

### **MAIL AND DELIVERIES**

Mail is processed Monday through Friday. It is not processed on weekends and state and/or federally observed holidays, or other days as determined by the needs of the institution.

The mailing address for **correspondence only** (including notes, cards, letters, magazines and newspapers) is: Racine Correctional Institution, Inmate Name & DOC Number, P.O. Box 900, Sturtevant, WI 53177-0900. Including your housing unit is encouraged.

The RCI mailing address for **Money Orders and Cashier's Checks only** (no notes, cards or letters) is: Racine Correctional Institution, Inmate Name & DOC Number, P.O. Box 909, Sturtevant, WI 53177-0909. Including your housing unit is encouraged. *RCI will not accept cash or personal checks.* These will be returned to the sender at your expense.

With exception to legal mail, all incoming and outgoing mail may be opened and inspected for contraband. It shall NOT be delivered if it contains contraband. Contraband includes but is not limited to: Polaroid, pornographic or Security Threat Group photographs, newspaper clippings, items not received from a publisher, excessive perfume/lipstick, blood/body fluids, stickers, stamps, envelopes, and blank paper.

Those who correspond with you must include your full legal name (as indicated on your Judgment of Conviction) and DOC number in the address when writing to you. Including your housing unit is encouraged. Any mail that is not addressed correctly will be **Returned to Sender**.

Also, money orders and correspondence must be mailed separately to the correct addresses indicated above. If the correct addresses are not used, the item(s) will be returned to the sender at your expense.

All outgoing mail must be addressed correctly with your full return address including your full legal name, DOC number and housing unit or it will be returned to you.

For **UPS Deliveries**, the street address is: Racine Correctional Institution, 2019 Wisconsin Street, Sturtevant, WI 53177-1829. UPS will not deliver to a post office box. Any items received from a retail outlet must bear the store's stamp, letterhead or sticker and have a receipt. The return address cannot be handwritten.

Any envelope coming to the mailroom must have at least one first class stamp on it, or it will be returned to you. The only exceptions are approved indigent legal loan mail and Federal Tax returns. The mailroom will process disbursements for additional postage if needed.

Unless an individual is expressly denied, you can correspond with anyone in the community as long as the correspondence does not violate any state or federal law. All outgoing mail will be stamped "*This letter has been mailed from the Wisconsin Prison System.*"

You may request services from the mailroom, including certified mail and return receipt. Per the United States Postal Service regulations, there are charges for each of these services in addition to the postage.

There is no limit on the number of letters sent or received, but no mail can come in or go out other than through the institution mailroom. Inmate-to-inmate mail sent within or between institutions must be submitted unsealed and include your full legal name, DOC number and housing unit in the return address, or the mail will not be sent out.

Red ink or any type of decoration is not permitted on outgoing envelopes. Use of any altered, coated, covered, taped, defaced, or reused stamps is not allowed. Pre-printed return address labels, stickers or other similar embellishments on incoming mail are not allowed.

All handmade hobby items (i.e., drawings) must be processed through the Hobby Department.

Written materials with pornography (see "Pornography" section) will not be delivered to you. If any part of a publication is pornographic, the entire publication will be denied.

Commercially published photographs are not allowed.

Publications are inspected on an issue-by-issue basis. The mailroom receives a DOC-wide Denied Publication List as determined by the DOC DAI Security Chief. Mailroom and Property Department staff must comply with the list.

Purchase on credit for publication subscriptions is not allowed. You must pre-pay for publications via Disbursement Request. You cannot be "billed later".

If you receive a DOC-243 Notice of Non-Delivery of Mail/Publication form, for any denied correspondence or publication(s), you have **30** days to respond to the mailroom. If staff receives no response from you in **30** days, the item(s) will be destroyed. When responding to the Notice of Non-Delivery, you must send it to the mailroom signed and dated, with your option for disposition check-marked. If you choose to send the item out, attach an addressed stamped envelope and completed Disbursement Request (on the outside of the envelope) for postage. If you choose to address the denial through the Inmate Complaint Review System, it is also your responsibility to notify the Mailroom to avoid destruction of your item(s) while the complaint is under review.

## MOVEMENT

At RCI, inmate movement is authorized by pre-scheduled/posted activities, all-call announcements, or by appointment. Accountability for movement is checked periodically throughout and at the end of each day.

- You MUST sign out from your unit on the Unit Absence Log **any time** you leave the confines of your unit. This includes the courtyard areas. Failure to do so will result in disciplinary action.
- When signing out, you must sign your full name of conviction and DOC#, record your destination and the time of your departure.
- You must sign back in immediately upon returning to your unit.
- You must sign out to, and back from, your unit's courtyard.
- You may not sign out ahead of your departure time.
- Do not leave more than ten minutes before the scheduled start time of your activity.
- Write legibly and use approved abbreviations. Do not skip lines or place additional markings on the Unit Absence Log.
- You are not permitted to record anything on the Unit Absence Log for another inmate.
- You may only move to your recorded destination. You are considered to be at the designated location until you sign back in upon return to your unit. However, if you are on a work or program assignment and are called to HSU or the Records Office, you may proceed to that area without returning to your housing unit. *In all other cases, you must return to your unit and sign out for the new destination.*
- Upon entering the Program Building, you must check in at the Movement Control Station (MCS) desk.
- The recreation field is not a short cut and walking across it is not permitted.
- The service road dividing the recreation field is not considered part of County Road or part of the track. It is **only** to be used by authorized inmate workers in the course of their duties or with special authorization by staff.
- Report directly to the classroom or work assignment by the scheduled time. You may not report to these areas at other times unless you have permission from the work or school supervisor.
- All recreation fields and courtyard areas must be clear when directed or when high mast/perimeter lights come on.
- You must wear a full set of “greens” to the recreation building for all activities other than your scheduled indoor recreation.

## NOTARY SERVICES

Notary Services are available in the Guidance Office in the education building on Tuesdays from 10:00 a.m. to 11:00 a.m., and in the RCI Main Library on Wednesdays from 3:00 p.m. to 4:00 p.m. Days, times and location are subject to change without notice. Do not arrive early. These services are provided without appointments and are only available for approved legal documents. Inmates in segregation status must contact the social worker or Segregation Unit program supervisor to assist them in obtaining these services.

## **PHOTOGRAPHS**

Inmates may possess photographs, including those of other inmates. No Polaroid pictures will be allowed through the mail or on visits. Inmates may have a total of 50 single photographs. You will be allowed one photo book **or** photo album. The photo book is limited to 25 total pages and is not considered a publication. The photo book also does not count against the 50-photo limit.

Photos in an allowable album must be secured to the pages of the album. Photographs cannot be larger than 8-1/2"x11," must not be Security Threat Group-related (displaying Security Threat Group colors, signing, insignia, etc.), and cannot depict illegal activities.

Multiple digital photos are permitted on a 8-1/2"X11" standard sheet of paper. Each sheet will count as one photo. You are limited to eight total sheets. A sheet of paper is equal to one page. If there are photos on both sides of a piece of paper, it is considered two sheets.

Nude, pornographic, and commercially published photos are not allowed. (See "Pornography" section.)

## **PORNOGRAPHY**

You are not allowed to possess any pornographic materials. "Pornography" means any written, visual, or audio material that contains human sexual behavior or nudity. (Nudity is the showing of human male or female genitals, pubic area, buttocks or female breast without a covering.)

## **PROGRAM REVIEW COMMITTEE (PRC)**

Your file will be reviewed by the Program Review Committee (PRC) soon after your arrival. You will be made aware of recommended programs that are available at RCI. You will have your name placed on waiting lists. You are expected to be involved in identified programming.

## **PROGRAMS OFFERED**

RCI currently offers over 100 Programs. Some programs do have eligibility requirements and waiting lists. Participation in all programs is voluntary. You may be required to sign an "agreement" to participate in certain programs.

RCI offers all of the five Primary Programs, including Anger Management, Domestic Violence, Cognitive Interventions Program (CGIP), Sex Offender Treatment (Standard and Residential), and AODA Earned Release Program. In addition to these Primary Programs, RCI also offers educational programming to include GED, HSED, and Vocational Arts. Re-entry programming is available for inmates at RCI. There are also voluntary and self-improvement programs available through Recreation, Chaplain Services, and the Education Department. If you have an interest in any of the voluntary programs, please discuss with your unit social Worker.

Some programs also require treatment contracts for participation. Successful completion of the program will hinge on abiding by treatment contract rules.

As part of programming, inmates involved in programs may receive loss of privileges for rule violations without the issuance of a conduct report or due process. The loss of privileges will not exceed those allowed as a minor sanction under DOC 303.68. The unit sergeant can invoke loss of privileges immediately upon an inmate's rule violation.

All loss of privilege sanctions will be reviewed by the supervisor in charge of the program on the next working day.

## PROPERTY

- When you arrive at RCI, you will receive a DOC-236 Property Inventory form. This is a record of all of your authorized personal property. Any additional items that you purchase will be accompanied by a DOC-237 Property Receipt/Disposition. These forms are your record and proof of ownership. You must keep a copy of these forms throughout your stay at RCI.
- Any expired non-controlled medication will not be issued, and will be routed to HSU. It must be clear that the medication is prescribed to you. You must follow up with HSU if you believe you should possess the medication.
- Open edible canteen items will not be issued upon arrival, or transferred with you to another institution.
- Liquid and hygiene products that have been opened are allowed provided they are in their original factory container that is clear and/or translucent. Hygiene and over-the-counter products purchased from canteen such as toothpaste, ointments, etc. that are not clear or translucent will be discarded upon arrival, or prior to transfer from institution to institution. You must re-purchase these items at the receiving institution.
- Items that are received but are not approved must be removed from the institution within 30 days. Your options on how to remove them are as follows:
  - return the items, via commercial carrier, to the original outlet;
  - send the items to a family member;
  - donate the items to a local charity;
  - destroy the items.
- Only TV's, musical instruments, and fans may be sent out on visits. If items are not picked up within 30 days, you must send them out via commercial carrier, donate, or destroy them.
- You must store property in securable storage areas provided in your room or at your bunk.
- To keep recreational equipment and musical instruments (and accessories) in your room, you must have the prior approval of recreation staff.
- You may only receive property from approved vendors.
- Property values cannot exceed the limits outlined in the property policy.
- A store/vendor receipt showing the order date and original cost/shipping charges and a permanently attached store tag for verification that the property is new must accompany **all** incoming property. No "balance due" or time payments are allowed.
- You are required to retain all property receipts.
- A 90-day waiting period will be required for replacement of reported lost property in order to avoid unnecessary duplication.
- Property items that are damaged, altered, or worn to the extent of being nearly or completely unserviceable are considered contraband and should be disposed of immediately. Items may be sent out of the institution at your expense through commercial carrier or destroyed with staff permission. A DOC-237 must be completed so the Property Department staff can update property records to accurately reflect the items destroyed, disposed of, and in your possession.

All property must be received, inspected, and processed in the Property Department. The Property Department will notify you to pick up your property when it is ready. You may not go to the department without an appointment to pick up property. If you are not available when called down to Property, your name will be placed on the next Property List for your unit.

**Please Note:** Upon receipt of new property, ensure that the item(s) is/are what was ordered—i.e. the correct electronic, color, size, without defects etc. Once you sign the property receipt/disposition, take possession of your property and leave the property room, you are ultimately responsible for your property. This means that if you later declare any discrepancies with your property and wish to return the item(s) for exchange/refund, you are responsible for the shipping and any other costs associated with the property transaction.

Wednesday morning, from 8:00 a.m.-10:00 a.m., is reserved for inmates needing to send property out of the institution, inmates that have received receipts for incoming property, and inmates that have been moved off of the Rock Unit and need to pick up their electronics. An appointment is not necessary during this time for those specific transactions.

***Information regarding personal property is located in the Main Library. Property limits and specifications can be found in the following policies/facility procedures:***

- Property and Clothing: DOC DAI 309.20.03 Personal Property/Clothing
- Hobby/Craft: DOC DAI 309.36.01 Leisure Time Activities
- Mail/Publications: DOC DAI Policies 309.04.01 Inmate Mail, 309.20.03 Personal Property/Clothing
- Religious Property: DOC DAI Policy 309.61.02 Religious Property

***Note: You are responsible for knowing and adhering to policy property limits prior to ordering any property items. Certain items may be subject to staff approval prior to ordering. Failure to follow policy will result in confiscation or return of property items at your expense.***

### **Allowable Clothing**

RCI requires all inmates to have state-issued clothing for transportation and work assignments. The property listed below is not an all-inclusive list. Refer to the above-referenced property policy for additional allowable property items and specifications. All regular underwear items are limited to six each. All sweat tops, bottoms and shorts are limited to two each. All personal clothing and linen items must be cotton or cotton blend and solid gray in color.

Exceptions to the above limits/colors include the following:

2	Baseball, Bucket Style and Stocking Caps – gray or green
1	Bathrobe – White
1 pair	Gloves/Mittens – no leather – black or brown or natural
7	Handkerchiefs – white, no embellishments of any kind
2 sets	Pajamas – gray or green
1	Rug 30"X54" including fringe, single thickness. Pictures or figures allowed. No obscene or Security Threat Group-related pictures/figures/writing allowed.
6 pair	Socks – gray or white
2 each	Supports for Ankle, Elbow, Knee and Wrist
1 ea/pr	Sweat Head/Wrist Bands - white
2 each	Towels, Hand, Bath or Washcloths – gray, green, burgundy or beige
6 pair	Underwear, traditional/boxer briefs, boxers – solid color
1	Winter Scarf – gray or green
2 pair	Winter Underwear, Top/Bottom – gray, white or natural

**Footwear is limited to:** Two pair of personal footwear (boots or athletic shoes) per calendar year. Shower shoes and soft-soled slippers are limited to one pair each. These limits do not include state-issued footwear.

**Jewelry is limited to:** Wedding Band, Religious Medallion, Wrist Watch, and Medical Alert Bracelet. All of the above listed items cannot exceed a value of \$75.00 each.

**NOTE:** The only items allowed to be worn on your wrists are a watch or Medical Alert bracelet.

### **Property Limits**

Maximum amount of personal property in your possession must fit into the equivalent of a 32"X16"X16" box, or 8,192 cubic inches. This measurement excludes all electronic equipment in their original boxes.

Hobby materials, with the exception of one over-sized item, must fit into the equivalent of a 4"X14"X14" box or 2,744 cubic inches.

Legal materials for current, active cases must fit into a box no larger than 20"X20"X20" or 8,000 cubic inches.

### **Publications**

Publications include newspapers, magazines, catalogs, pamphlets and books. Publications may be received from commercial publishers and approved retail outlets/sources only. Security Threat Group-related, pornographic, or publications that pose a threat to institution security are not permitted. Any pages torn out from publications will not be allowed. Disposable publications (newspapers, magazines, pamphlets, catalogs) do not require a property receipt/record, but hard/soft cover books require a completed DOC-237 Property Receipt/Disposition. Newspaper clippings may not be received through the mail from family/friends. The combined possession limit for publications is twenty-five (25).

Downloaded Internet materials are permitted, but must be printed on standard size paper (8½"x11"). Inmates are allowed to receive printouts from inmate personal web pages. Legitimate vendors may provide listings downloaded from the Internet via U.S. Mail. Materials will be processed in accordance with DOC 309.05 Publications. Internet materials received from Belle Venture School, HSU, PSU or other legitimate Programs will be permitted provided prior permission is given by the respective department.

### **Recreational and Musical Items**

Recreational equipment and musical instruments and accessories must have prior approval from the Recreation/Hobby Department staff.

### **Shipping Items via Commercial Carrier**

You must have the funds in your account prior to attempting to ship items through a commercial carrier.

## **PSYCHOLOGICAL SERVICES**

Psychologists provide evaluations of inmates upon staff request. These evaluations cover the areas of danger to others, clinical monitoring, reduction of custody, and the sexual predator law.

Psychologists also assist individual inmates with medication compliance and in the management of behavioral and other problems. Group treatment is available for Sex Offender Treatment.

Psychological Services does not do evaluations or re-evaluations for alcohol or other drug programs and does not offer treatment in these areas. To establish contact with Psychological Services, submit a DOC-3035B Psychological Service Request or an Interview/Information Request.

## **RECEPTION AND ORIENTATION**

You are required to attend orientation for an introduction to the RCI physical layout, programs and expectations.

## **RECORDS OFFICE**

The Records Office is located in the North Program Building. Questions about your release date, sentence structure, detainees, etc. should be directed to this office. Also, requests to review your Social Service or Legal File are sent to this office. You may not come to the Records Office unless you have a scheduled appointment, or have been directed by a staff member to report to the Records Office.

## **RECREATION ACTIVITIES**

### **Indoor Recreation**

The following rules, regulations and procedures apply to all inmates who use the indoor recreation facilities:

- Do not leave your unit more than ten minutes before the start of the scheduled recreation period or activities. You must be in the building at the scheduled start time. Inmates who arrive early or late can be sent back to their housing units and may be issued a conduct report. If count clears after the scheduled start time, you must arrive within ten minutes after count clears.
- There is no inmate bathroom in the Recreation Department. If you must use the bathroom, you must notify recreation staff and return to your housing unit to do so. Once you leave the building, you may not return during the same recreation period.
- You may not enter the following areas within the recreation building while attending your scheduled indoor recreation periods: Laundry Room, Equipment Storage Room, Custodial Equipment Room, Back Hallway or any rooms connected to/adjacent the hallway.
- Personal shoes worn into the Recreation Department may not be worn in the gymnasium or the weight rooms. Clean, dry shoes that are hand-carried from the housing units may be used in the gym and weight rooms. Shoes are also provided for those who do not have their own clean, dry shoes to wear. Shoes are to be changed in the locker area only. Shorts are also provided for those who do not have their own gym clothing. Removing state-issued shoes or shorts from the recreation building is considered theft. If you have your own gym wear, you are prohibited from wearing state-issued gym clothes.
- All extra clothing brought into the Recreation Department must be kept in a locker. No extra clothing is permitted in the gym or weight rooms.
- Layering of gym shorts/sweatpants over another pair is not allowed.
- Items stored in the lockers are stored at your own risk.
- Thermal wear may not be worn while participating in indoor recreation.
- Abuse of recreation equipment will result in disciplinary action and possible restitution for damages. This includes but is not limited to the slamming of weight machine weight plates.
- Horseplay is strictly prohibited. This includes but is not limited to sparring, shadow boxing, or anything that resembles throwing punches, kicks, wrestling, or practicing of martial arts.
- The use of profane, disrespectful or abusive language is prohibited.
- Hanging on the basketball rim and/or dunking a basketball in any manner is not allowed.
- Plastic cosmetic caps, headwear, kerchiefs (as sweatbands), hairnets, photographs, food and/or drink containers are not permitted in the recreation building area.
- Other than gym wear (and seasonal outerwear), the only items you may have on your person are your room key, identification card and prescribed rescue inhaler, nitroglycerin or other rescue type medication.
- Indoor recreation periods require inmate participation. Spectators are not permitted.

- You must follow posted rules, regulations and orders found throughout the indoor recreation building. Failure to do so will result in disciplinary action.
- You may move freely between weight rooms and the gym, but loitering in the hallways is not permitted.
- Sitting on top of closed bleachers, medicine ball racks, stacks of exercise mats, table tops or any other equipment is prohibited. Use of equipment for anything other than its intended purpose is prohibited.
- You may leave the building only when the period officially ends, unless you are excused by staff.
- You must present your identification card to check out recreation equipment, make barbershop appointments, and to sign up for any activity.
- At no time are you allowed to run, jump, etc. in the recreation building **unless** you are engaging in authorized exercise and sports activities in designated areas.

#### **Rules Specific to Spectator Events**

- You are required to wear a full set of “greens” at all events in the gym.
- Spectators will only be from the same housing units as the teams playing.
- You may leave your unit 15 minutes prior to the scheduled start time of the game.
- You must be seated in the bleachers five minutes prior to the scheduled start of the game.
- Those who arrive late will be sent back to their units.
- You must remain seated in the bleachers for the entire game, unless otherwise directed by staff.
- You must remain seated until you are released by the officer or recreation leader. There will be no unauthorized movement of inmates at any time, including bathroom usage.
- Stomping or kicking of the bleachers is strictly prohibited.
- You are expected to behave in a respectful but spirited manner while watching the game.
- Profane, abusive or otherwise disrespectful language or behavior will result in ejection from the building, and is subject to discipline.
- At no time will you be allowed to enter the basketball court, prior to and after the game. You are expected to walk to and from the bleachers on the perimeter areas around the basketball court.

#### **Outdoor Recreation**

Outdoor recreation includes the track, horseshoe pits near the Recreation Department entrance, and all of the area within the track. *Unit courtyards and horseshoe pits are not considered outdoor recreation.*

- You must adhere to the weekly recreation schedule of living units when participating in outdoor recreation.
- Leaving early for outdoor recreation periods or to obtain recreation equipment is not permitted.
- You may only enter the outdoor recreation area at the start time of the recreation period.
- You may not sign out from your unit prior to the start of the recreation period.
- You must sign out specifically for track/recreation field.
- You may not cut across the recreation field or track when traveling to or from locations other than portions of the recreation field.
- State or personal clothing may be worn to outdoor recreation.
- Beverages in personal cups are the only consumable items allowed in the recreation area. You may also have one book, writing materials, one game or musical instrument, and legal materials. You are also permitted to carry a prescribed rescue inhaler, nitroglycerin or other rescue type medication. Photographs are not permitted on the recreation field or anywhere else outside of your unit. Hair brushes/combs/pics are not allowed on the recreation field.

- You may sit or stand next to the bleachers on the recreation field. Standing or lying on bleachers is not permitted. Officers may exercise their discretion as to the number of individuals allowed. You may sit only on the bench portions of picnic tables and may not move picnic tables. You may not lie on tables.
- Equipment may be signed out for use in the outdoor recreation area. There is an equipment room just inside the gymnasium. You may not enter this room at any time. Only recreation staff and inmates working for the Recreation Department can enter this room. You may sign out sports equipment and must return it and sign it back in during your recreation period.
- Horseshoes signed out from the Recreation/Hobby Department may only be used in the horseshoe pits near the Recreation Department. A maximum of four players is allowed at one horseshoe pit and no spectators are allowed.
- You may not go barefoot in the outdoor recreation area. Shoes or boots with socks must be worn at all times when outdoors.
- Running on County Road is prohibited.
- Curlers, shower caps and bandannas may not be worn for outdoor recreation.
- Braiding or other styling of anyone's hair on the recreation field is not permitted.
- "Fleet Feet" passes allow inmates access to the track at any time it is open (Fleet Feet passes are issued by recreation staff).
- Persons not using the track for fitness must yield the right of way to persons walking or running on the track for fitness.
- You must enter and exit the track at the paved crossroads nearest to your assigned living area.
- Stopping to call or talk to inmates in other housing units or courtyards, or walking with more than five in a group is not permitted. All inmate movement on the track is counter-clockwise. Arrows indicate the direction of traffic.
- When walking the track, you may stop and do push-ups or other exercises at the paved crossroads or on the sides of the track in the grass ONLY.
- Standing/sitting/lying under the overhang of the Annex Building at any time is prohibited.

## **RECYCLING**

RCI promotes recycling. Empty cans, newspapers, and plastics can be left in designated recycling bins in the housing units. Money received from recycling is used to provide goods and/or services for inmates and their families.

## **REENTRY**

RCI offers various classes and workshops to assist inmates in improving their ability to succeed in their reintegration back to the community. The programs are designed to offer the necessary tools and resources to assist each individual to manage some of the common personal responsibilities and challenges that each person faces upon his release.

These classes and workshops cover a variety of subjects such as financial literacy, employment, family support, education, personal development and transitional preparation.

## **RELEASE / CHECKOUT**

- Prior to your release, you will be given a “checkout” sheet that directs you to various departments around the institution. This includes photos at C-Link, return of state clothing, packing of property, returning library materials, etc.
- The “checkout” sheet must be completed and returned to unit staff prior to your departure.
- You must turn in your laundry and property the day of your release.
- Your release clothes must be separate from your other personal property.
- You will wear your state-issued clothes/footwear to the sallyport the day that you are released.
- If your agent has provided approval, a check from your account will be provided to you upon release.
- If someone is going to pick you up, releases normally occur during the hours of 9:00 a.m. and 4:00 p.m.

## **RELIGIOUS SERVICES**

The chaplain's office is available to assist you with spiritual growth and development. Opportunities exist for all inmates to practice their religion in accordance with DOC policy. Services and study groups are available for most faiths. Participants must have a completed DOC-1090 Religious Preference form on file. Others can be accommodated by contacting a chaplain. Community volunteers assist in providing marriage counseling and seminars, Prison Fellowship groups, special programs, and Bible Study. Sign-up sheets are posted weekly in the housing units. You must sign up in advance in order to attend any activity.

Pastoral visits are conducted during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday. The visits are limited to two hours and only one pastor can visit at a time. If a pastor is on your official Visiting List, a pastoral visit is not permitted. Obtain marriage applications from the chaplain. Registrations for the non-pork list for Muslims can be arranged by contacting a chaplain.

## **SANITATION**

Maintenance of a clean and orderly institution is everyone's responsibility. You are expected to maintain neat and clean cells/bunks and all other unit areas on a daily basis. All areas are subject to inspection without notice. Institution grounds are no exception to this standard. If you discover a mess, clean it up! If there is a problem with equipment and supplies, inform unit staff as soon as possible.

## **TELEPHONE CALLS**

In order to place calls, all inmates must complete and sign form DOC-1556 Acknowledgment of Monitoring Pin Number Usage and Recording of Telephone Calls.

Only collect calls can be made from inmate phones on the unit. Three-way calls and call forwarding are not permitted. You may not "share" a phone call or talk with other inmates while on the phone. You may not leave the phone unattended at any time. Inmate calls are restricted to 20 minutes per call. The number of calls you can make, and to whom you may place a call, may be restricted based upon program assignment. There must be a minimum of 20 minutes between the completion of one call and the beginning of another.

You may not use another inmate's name or DOC number for making phone calls.

Phone calls to your spouse, parent, or child committed to another Wisconsin correctional or mental health institution may be permitted after prior arrangements have been made through appropriate staff. The inmate who initiates the call is responsible to pay the cost.

Other calls from staff phones are restricted to emergencies. Unit managers, social workers, shift supervisors, psychologists, and chaplains may facilitate a call only when there is a verifiable emergency. The inmate requesting the emergency call will be charged \$5.00. If the inmate does not have sufficient funds to pay for the call, he may complete a Disbursement Request and be issued a loan. "Time and Charges" calls are not permitted.

International Calls are not available on inmate or staff phones.

Callers to the institution will be directed to the unit manager, social worker, or shift supervisor. Non-emergency messages will not be accepted or forwarded to you. Attorney phone calls are generally handled by your social worker. Inmates who wish to contact their attorney may make "collect" calls from unit phones or by letter.

If a professional (i.e. attorney, parole agent, court official, etc.) notifies you that they wish/need to speak with you, it is your responsibility to provide them with your social worker contact information so they may set up a time that is convenient for all parties.

Inmates wishing to place non-recorded calls to their attorney must complete form DOC-1631 Telephone Request Attorney Add/Delete.

With the exception of pre-approved attorney calls on unit phones, telephone calls may be monitored and recorded.

## **UNIT MANAGEMENT**

RCI utilizes a system of unit management. Each housing unit "team" consists of officers, a social worker, a security liaison, and a unit manager, who are ultimately responsible for overall unit operations. Other staff members, such as psychologists, teachers, etc. can also be part of the unit "team." Together, these individuals will assist you with your questions and concerns. Both program and security issues are to be brought to the attention of a team member.

## **VISITING**

Wisconsin State Statute 302.095(2) (Delivering Articles to Inmate) prohibits delivery of any article to an inmate of a State Correctional Institution or depositing or concealing an article within the State Correctional Institution or its boundaries or receiving an article to convey out of the institution that is contrary to the rules and regulations and without the knowledge or permission of the warden.

The institution will actively investigate and prosecute any individuals bringing drugs and/or articles, i.e. tobacco, cell phones, jewelry, or any other items, into this prison. RCI is committed to maintaining a drug-free institution. This facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband. Prosecution of individuals violating the above State Statute will be pursued.

To have an individual placed on your visiting list, you must follow the required procedures for completing your visiting list. You must mail a DOC-21AA Visitor Questionnaire form to each prospective visitor. The necessary forms are available on your housing unit.

It is **your** responsibility to maintain your visitor list. If you have any questions or need assistance, ask your social worker for guidance. The list may be changed at any time by having the potential visitor submit a complete signed/dated questionnaire form to the visiting list clerk.

When completing the questionnaire form, all changes must be clear, legible and complete. Any forms that are incomplete will be returned to you for completion and resubmission. You must limit your adult visitors to 12. If your list is already at 12 adults and you want to add another adult, you must first remove someone else from your list, before sending out another questionnaire. Minors must have a separate form. However, the minor's parent (not the inmate) or legal guardian, must sign the approval for the visiting.

There may be exceptions to the 12 adult visitor limit in the case of close relatives. Please contact your social worker for further details. Close family members are defined as an inmate's natural, adoptive, step, and foster parents, spouse, children, grandparents, grandchildren, or siblings. Verified surrogate parents are also under this definition.

Exceptions will be made for visitation by newborn or adopted children, however, there must be a questionnaire submitted. Corrections and other changes to names and addresses can be submitted at any time and should be sent directly to the visiting list clerk. Clearly and legibly identify the visitor and the new address.

You may not add/delete the same visitor in less than six months.

Following your arrival at RCI and receipt of your social services file, the Records Department will send you an original copy of your visitor list. Once questionnaires or other requests for changes to your visitor list are received by the visiting list clerk, the processing of your revised list may take 2-4 weeks, pending security clearance. Once the process is complete, you will be sent a copy of your new list. You must pay for any additional copies of your visitor list by submitting a completed Disbursement Request to your social worker.

All children under age 18 must be accompanied by an adult on your visiting list. The maximum number of visitors at any one time is six adults and their minor children, not to exceed a total of 12. Individuals who are not authorized to visit an inmate cannot remain on state property and must leave the institution vicinity or they will be reported to the local police.

### **Identification**

All adult visitors, as well as minors age 16 and older, must provide a **current** form of identification. Acceptable forms include:

- a valid State of Wisconsin driver's license or a State of Wisconsin picture identification card;
- a current passport;
- a Department of Workforce Development picture identification card;
- an out-of-state driver's license or photo identification card, if the individual resides in that state;
- a military photo identification card, if the individual is active in the service.

### **Institution Rules Pertaining Primarily to Visitors**

**Drugs, tobacco, alcohol and weapons are not permitted on state property!** (Violators will be subject to prosecution.)

No food can be brought to RCI. Vending machines are provided in the visiting area. Snack/drink items from the vending machines may not be taken out of the visiting room. Inmates may never enter the vending machine area.

Visits take place at designated tables. Inmates and visitors may not move the chairs in the visiting room. In warm weather, Memorial Day through Labor Day, visitors may request to go to the outside visiting area after 1:00 p.m., pending available staff resources. If you do choose to go outside, you will remain there until the completion of the visit, unless severe weather dictates otherwise.

Packages will be checked at the gatehouse. Lockers are provided for property not left in vehicles. A quarter is needed to operate the locker. Quarters are returned after using the key to retrieve items. There is a \$15 fee for lost keys. Coats may be worn to and from the visiting room.

Diaper bags are not allowed in the institution. A pacifier, four diapers, two blankets, a few wet wipes in a clear plastic bag, and two plastic baby bottles or empty "sippi" cups can be carried in a clear plastic bag. A refillable container/bag of wipes is not allowed. A non-tubular, plastic car seat is acceptable. All items will be inspected prior to approval for entrance into the institution.

Visitors may only bring the following items with them to the visiting area: loose change for vending machines, not to exceed posted limits; a clear bag or small coin purse; and a comb or brush (no pick combs or hair picks). Paper money is prohibited. Money cannot be delivered to or dropped off for inmates under any circumstances.

Visitors who require inhalers or nitroglycerin pills will have the item(s) placed in an envelope and will deliver the envelope to an officer in the visiting room. The officer will hold the medication during the visit.

No games, cameras, or pets can be brought into the institution.

RCI stresses a family atmosphere. Inappropriate attire for people wishing to enter the institution includes:

- transparent clothing;
- shorts shorter than finger tip length (arms down with fingers extended), skirts or dress slits shorter than finger tip length plus three inches;
- dresses and tops that are strapless, tube and halter, with straps that tie, snap, or strap that simply goes around the neck only, tops or dresses with one strap or off the shoulder, camis or tank tops;
- fitted or tight tops, revealing tops (examples: low-cut or v-neck tops, exposed cleavage, exposed midriff area);
- clothes that are tight and stretchy, including Spandex and Lycra materials, tight pants, jeans, shorts, etc.
- tights (unless worn with appropriate length skirt or shorts);
- underwear worn outside clothing, clothing with revealing holes or tears above finger tip level;
- clothing or accessories with obscene or profane writings, images, photos or clothing with alcohol advertisements;
- do-rags or scarves;
- bib overalls or clothing with excessive metal.

*Visitors wearing all green and/or orange clothing may be subject to questioning for proper identification, prior to entering/exiting the institution. Visitors are therefore strongly encouraged to refrain from wearing these colors.*

All visitors are required to clear a very sensitive metal detector. If the visitor is not able to clear the metal detector within three attempts, he/she will be denied visitation for that day. The officer will instruct visitors to remove coats, hats, jewelry, hairpins, hair clips and barrettes. These items are removed before passing through the metal detector and are examined for contraband.

If, for medical reasons, a visitor cannot clear the metal detector, he or she can submit a signed doctor's note with the reason why the metal detector cannot be cleared. The note must be on the doctor's letterhead and sent by the doctor to the RCI security director, who will verify the information. As an alternative, a DOC-2424 Visitor Requesting Accommodations form can be sent to your visitor to have their doctor complete and send to the security director (see your social worker for form). The security director can authorize an alternative means of screening if needed. The note or form must be mailed in and approved prior to coming to visit.

You are responsible for the behavior of your visitors, including children, who must be accompanied by an adult at all times. A supervisor can terminate any visit for cause. Suspension of visiting privileges can result from inappropriate behavior by visitors. This includes any disrespect to staff or violations of DOC and RCI policies.

No blankets are allowed when visiting outside. Inmates and visitors may not sit on the ground. Excessive displays of affection are not permitted. "Excessive" includes, but is not limited to, rubbing hair, backs, necks, or any part of the body except hands. Straddling or leaning on one another or over tables is not permitted. You may embrace and exchange a kiss (maximum of 15 seconds) only at the start and end of your visit, and hands must be in plain view. (Placing your hands inside a visitor's jacket, sweater, or other outerwear is not permitted). Feet are not to be propped on chairs or tables. Straddling legs with visitors or straddling tables is not permitted. Legs/knees must be in front of or under the table with feet on the floor. You and your visitor are not permitted to prop your legs on the other person's legs. Visitors' and inmates' hands must be visible at all times. Children over the age of five are not permitted to sit on an inmate's lap.

You may have a maximum of five photographs taken per visit. During the visit, a Disbursement Request must be completed and submitted to visiting room staff. After the Disbursement Request has been approved, you will be directed to the photo area. You may only stand (with both feet on the floor) or sit in a chair for your photos. Visiting room staff will preview the digital photo for appropriateness. If approved, you will be permitted to view the photo before it is printed. Once it has been printed, you will be given the photo, and your Disbursement Request will be submitted to the Business Office.

### **Additional Visits**

"Additional Visits" may be requested for a visitor who is already on your visiting list, who is traveling a great distance (more than four hours or 200 miles) or for exceptional reasons. An additional visit for a non-family member may be requested only twice a year for the same visitor. Additional (extra) visits do not count towards your allowable visits per week.

### **Extended Visits**

"Extra" visiting time (one hour) may be requested for a visitor who is traveling a great distance (more than four hours or 200 miles) or for exceptional reasons.

Note: Requests for special, additional, or extended visits must be submitted to your social worker or unit manager at least three (working) days in advance, to allow sufficient time for processing.

### **Professional Visits**

Public officials, attorneys licensed in Wisconsin, clergy, and others performing professional duties, will be permitted to visit Monday through Friday between 9 a.m. and 4:30 p.m., unless approved otherwise by the warden or his designee. These visits must be scheduled at least 24 hours in advance. In addition to regular business hours, **clergy** visits may be conducted on weekends, evenings and other times appropriate to special religious observances, prior to the end of movement in the evening. Clergy appointments are arranged with an RCI chaplain. Attorneys make arrangements with the visiting list clerk. Other professional visits are facilitated by unit or other institution staff. Arrangements for translators are the responsibility of the professional visitor.

## **Rules Pertaining to Inmates**

You must check in at the officer's station upon arrival in the visiting room.

You may visit only with the individuals who came to see you. This means no cross-visiting with other inmates or their visitors. If someone on your list is visiting with another inmate, you may not visit with him or her.

Unless otherwise approved by staff, you may only enter/exit with these items in the visiting room: a wedding band, HSU approved Medical Alert medallion or bracelet, the clothes you are wearing (coats not allowed), your identification card, your room key, and a comb. Legal documents can be brought to the visiting room for attorney visits and for "Legal Assistance to Institutionalized Persons" (LAIP) visits. All items must be inspected for contraband before and after the visit. Your shirt must be tucked in at all times while in the visiting room. Pants must be worn at your waistline. ID's must be worn and visible at all times. ID's must not hang below the naval area. You may never wear any article of your visitor's clothing.

For the duration of your visit, you must remain seated at your designated table unless you are called to the officer's station, need to use the bathroom or are exiting the visiting room. When count is called, you must be in your seat and remain seated. Inmates in the outside visiting area must enter the visiting room. You must remain in the room until count is cleared.

If you expect your visit will last over meal time, it is your responsibility to inform unit staff to save a meal for you before you leave for your visit.

When your visit ends, clean the table and throw away your garbage. Return all games and books checked out by you or your visitor. If any items are damaged, you will be subject to disciplinary action. It is your responsibility to know when your visit ends. Your visit starts when you enter the visiting room. If an officer tells you that your time is up, you are required to leave immediately. Proceed to the inmate exit when your visit is over. Do not follow your visitor to the visitor exit.

Strip searches may be required for inmates.

## **Special Visits**

"Special Visits" may be requested for a family member or non-family member who is not on your visiting list, who is traveling a great distance (more than four hours or 200 miles) from the institution so that frequent visiting is not possible. Special visits count as one of your allowable visits per week. A special visit for a non-family member may be requested only twice a year for the same visitor.

Occasionally there may be certain circumstances, such as a death in the family, when a "special visit" could be appropriate even if the visitor is not traveling a great distance.

## **Visiting Hours**

Visitors must be approved prior to entering the institution. You are allowed visits using the odd/even number system. If your DOC number ends in an odd number, you can have visits on odd-numbered days; if your DOC number ends in an even number, you can have visits on even numbered days. You may have only ONE visit in a single day. The visiting week starts on Wednesday and ends on Tuesday.

There will be no visiting on the first non-holiday Monday of each month or other days designated as Institution Training Days, or on days designated by the warden.

The Gatehouse will be closed at the following times each day: 12:00 p.m.-1:00 p.m. and 4:10 p.m.-5:00 p.m.

- Weekday visits are limited to three hours.
- Saturday, Sunday, and Holiday visits are limited to two hours.

- Visiting hours may be shortened if the number of visitors exceeds the allotted space.

For general population inmates, visiting hours are 9:00 a.m. to 8:45 p.m. Monday through Friday and from 8:00 a.m. to 8:45 p.m. on weekends and holidays. Visitors will not be accepted after 7:30 p.m.

All TLU, Adjustment, Administrative Confinement and Maximum-Security Segregation inmates' visiting hours are 8:00 a.m. to noon on weekdays and 8:00 a.m. to 4:00 p.m. on weekends and holidays. These visits will take place in C-Link. All C-Link visits are no-contact visits.

- Adjustment inmates may have one 60-minute visit per week;
- Program 1 inmates may have one 60-minute visit per week (maximum of four hours per month);
- Program 2 inmates may have two 60-minute visits per week (maximum of six hours per month);
- Program 3 inmates may have two 90-minute visits per week (maximum of 12 hours per month);
- Administrative Confinement inmates may have two 90-minute visits per week;
- TLU inmates are allowed three 60-minute visits per week;
- The warden or security director must approve visits for inmates in Observation or Control status.

No more than three visitors are allowed on a "no-contact" visit. "No-contact" means there will be *no* physical contact between visitor and inmate at any time.

## ***Suicide Prevention***

### **Suicide Rates in the Community**

Although a relatively rare occurrence, suicide is the eleventh leading cause of death among Americans. Unfortunately, suicide rates in Wisconsin are about 8% higher than the national average (about 12.5 per 100,000 persons per year). More concerning, suicide rates among individuals under age 25 in Wisconsin are *one third* higher than the national average. The reasons for higher suicide rates in Wisconsin are not clear, although some researchers believe that the northern latitude and the greater variation in sunlight between winter and summer play a role.

### **Suicide Rates in Prison**

Suicide in prison occurs at a higher rate than in the community. Overall, it is the third leading cause of death in prison, behind natural causes and AIDS. Over the past eight years, Wisconsin prisons have experienced a high rate of completed suicides, averaging six per year.

Yet suicides are only part of the problem. For every suicide in prison, there are many more attempts that do not result in death. These attempts have considerable cost in terms of psychological distress to those who make the attempt or witness it, physical injury, the need for medical care, and disruption of a housing unit.

### **When do Inmates Attempt Suicide in Prison?**

The times of highest risk for an inmate to attempt suicide are:

- when receiving bad news in the mail, such as a “Dear John” letter or court papers that deny an appeal;
- after a phone call with a spouse or loved one where there was an argument, talk of a breakup, or threat of divorce;
- when housed in Segregation (“the hole”) for alleged misconduct;
- when fearful of other inmates over Security Threat Group issues or repayment of debts;
- when feeling depressed, hopeless, or trapped;
- after stopping medication that is needed for emotional problems;
- when feeling strong guilt about past behavior or crimes;
- when in extreme conflict with staff and feeling unfairly treated;
- when feeling very angry and wanting revenge.

### **Warning signs of Suicide**

Studies show that in the majority of inmate suicides, some type of warning or sign was given to other inmates or staff in the preceding days. Warning signs could include:

- talking or writing about death, dying, or suicide;
- making indirect references to suicide (“I won’t be here when you wake up”);
- giving away possessions or writing a will;
- saying goodbye or making unexpected apologies;
- saving or stockpiling medication;
- becoming isolated or withdrawn.

### **Why is Suicide Preventable?**

Many suicides are preventable for two simple reasons. First, most people give some type of warning sign prior to their suicide attempt. If others are sensitive enough to these signs, the problem can be discovered before it is too late. Second, strong suicidal feelings are almost always temporary. Given enough time, nearly everyone contemplating suicide changes their minds. Situations change, strong feelings calm down, and unexpected solutions can be found.

### **What Do You Say?**

If there is another inmate whom you suspect is suicidal, here are some tips on how to respond.

- If you know the other inmate, make a friendly inquiry about how he is doing.

- Be direct. Talk in a matter-of-fact manner about suicide if the topic comes up. Don't act shocked.
- Be willing to listen. Don't debate whether suicide is right or wrong, or lecture on the value of life.
- Don't dare him or her to do it.
- Don't be sworn to secrecy.
- Contact staff at the earliest possible moment. If you believe an attempt is coming soon, contact staff right away, because even a few moments can make a big difference.

### **About Contacting Staff Members**

- You can report information confidentially so that your name is not involved.
- If the troubled inmate denies any problems, you will not be disciplined for lying.
- If the troubled inmate does admit to problems or suicidal feelings, he will not be disciplined for this. It is possible that he will be placed in observation status for a short time, depending on whether the psychologist thinks it is necessary.
- If you hear that another inmate has received bad news, please let us know so that we can check in and offer help.

### **How Many Lives are Affected?**

Remember that if you help to save one life from suicide, you are helping many other lives as well. It is estimated that every suicide profoundly affects the lives of at least six others who know, care about, or love the deceased. This includes children and significant others.

POC-47A (3/2007)

**2003 Assembly Bill 51**

Date of enactment: **August 20, 2003**  
Date of publication\*: **September 4, 2003**

## **2003 WISCONSIN ACT 51**

**AN ACT to amend** 940.225 (4) (intro.); and **to create** 940.225 (2) (h), 940.225 (2) (i), 940.225 (5) (ab) and 940.225 (5) (ad) of the statutes; **relating to:** sexual activity involving a person working at a jail or prison or a community corrections staff member and an inmate or a person otherwise in the custody or under the supervision of the Department of Corrections and providing a penalty.

**SECTION 1.** 940.225 (2) (h) of the statutes is created to read: 940.225 **(2)** (h) Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

**SECTION 2.** 940.225 (2) (i) of the statutes is created to read: 940.225 **(2)** (i) Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

**SECTION 3.** 940.225 (4) (intro.) of the statutes is amended to read: 940.225 **(4)** CONSENT. (intro.) "Consent", as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent is not an issue in alleged violations of sub. (2) (c), (cm), (d) and, (g), (h), and (i). The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11 (2):

**SECTION 4.** 940.225 (5) (ab) of the statutes is created to read: 940.225 **(5)** (ab) "Correctional institution" means a jail or correctional facility, as defined in s. 961.01 (12m), a secured correctional facility, as defined in s. 938.02 (15m), or a secure detention facility, as defined in s. 938.02 (16).

**SECTION 5.** 940.225 (5) (ad) of the statutes is created to read: 940.225 **(5)** (ad) "Correctional staff member" means an individual who works at a correctional institution, including a volunteer.

\* Section 991.11, WISCONSIN STATUTES 2001–02 : Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication as designated" by the secretary of state [the date of publication may not be more than 10 working days after the date of enactment].