



WWCS

**ROBERT E. ELLSWORTH
CORRECTIONAL CENTER**

INMATE HANDBOOK – JULY, 2016

A Spanish version of the Inmate Handbook is available upon request to staff.

[Una versión española del manual del interno está disponible a petición para proveer de personal.](#)

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ORIENTATION TO REECC

Robert E. Ellsworth Correctional Center (REECC) has a standardized orientation/intake process that encompasses facility expectations and the code of conduct for inmates. You will be given a preliminary orientation on your day of arrival and a more comprehensive orientation soon thereafter. The Superintendent and staff conduct orientation sessions on a regular basis. You must attend the first scheduled comprehensive session after your arrival. Bring your handbook with you.

Special notices, policy changes, memos, etc., are posted on inmate bulletin boards. It is your responsibility to read inmate bulletin boards on a daily basis.

YOU ARE EXPECTED TO:

- ❖ Address all non-security staff by Mr., Mrs., or Ms. All security staff shall be addressed by their title Officer, Sergeant or Captain. Inmates are not allowed to address staff by their first names.
- ❖ Treat your fellow inmates and the staff with dignity and respect.
- ❖ Address your treatment needs, participate in facility programs and activities.
- ❖ Maintain a positive attitude.
- ❖ Complete your work assignments to the best of your ability, in a timely manner, with a positive or neutral approach.
- ❖ Take care of the facility buildings, contents and property. Keep the facility clean and in good order.
- ❖ Follow the Department of Corrections (DOC) Administrative Rules, facility rules, policies and procedures, and staff directions.

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INTRODUCTION

Welcome to the Wisconsin Women's Correctional System (WWCS). Our goal is to provide a safe and secure environment with programs and activities to assist in your reentry to the community.

You have been placed in minimum custody and are expected to demonstrate your ability to comply with rules and expectations. REECC staff are here to help you learn and will monitor your behavior to ensure compliance with rules, promote public safety, and hold you accountable for the decisions you make. You are expected to be an active participant in case planning, which begins upon your arrival at REECC.

Your past decisions have impacted many lives and have created many obligations and liabilities for you. You have a personal responsibility to victims and to the community for the crimes that you have committed. It is expected that you practice good decision-making skills while at REECC and during your assignment in the community, if you receive one. You are expected to respect yourself and those in authority, as well as other inmates and their property. You are expected to work hard and comply with rules.

Our programs and activities are designed to prepare you for reentry to the community as a responsible and productive citizen. You will find the staff to be experienced and sincerely interested in your progress. Do not hesitate to ask them for help with your issues or concerns. You are encouraged to use the opportunities provided so that your community reentry is safe and successful.

You are required to follow direction given to you by staff. If you disagree, you may request to discuss the issue following the identified chain of command located in this handbook or you may file an inmate complaint using form DOC-400. There is zero tolerance for profanity and aggression toward individuals with whom you come in contact. This behavior may result in a conduct report and/or transfer to a higher security facility.

It is your responsibility to read and be familiar with the contents of this handbook. Contact staff if you need help reading or understanding these rules. Additional rules and information will be posted throughout the facility. You will be charged \$3.00 if you damage or lose this handbook.

ACA COMPLIANCE

The DOC provides inmates nearing release the opportunity to apply for Wisconsin's Medicaid programs in accordance and compliance with the Affordable Care Act (ACA). Applications will be submitted via telephone, and procedures for call facilitation vary at each facility.

With the exception of inpatient hospital stays, inmates cannot use Medicaid services until release.

Facility staff will provide information to inmates about health care system changes and health coverage options through pre-release programming or reentry planning.

Facility staff will provide paper applications and information on the DOC process for applying for Wisconsin's Medicaid programs prior to release. Staff will also provide the application, instructions, and information about applying for health insurance purchases from the federal Marketplace after release.

The pre-release ACA application process will allow releasing offenders the opportunity to access mental health, substance use disorder, and medical treatment and other covered services as needed after release.

ADA COMPLIANCE

In accordance with Department of Adult Institutions (DAI) Policy 300.00.35 – Americans with Disabilities Act (ADA), DAI will ensure fair and equitable treatment of inmates and members of the public with disabilities who seek access to DAI services, programs or activities. The facility's ADA Coordinators are listed on the Contact List which is posted in your unit. To request consideration for accommodation under the ADA, please complete the top portion of the DOC-643 Interview/Information Request form and forward your request to an ADA Coordinator.

CANTEEN

Every two weeks you will receive a Trust Account Statement showing the balances in your accounts and all transactions processed for that time period. You must order according to this balance, no exceptions! If you order more than your posted amount, your order will be denied. If you disagree with your posted balance, you must still order according to what is posted. You will need to drop a slip to the Office Operations Associate to rectify errors.

You will also receive a scan sheet bi-weekly to place your canteen order. If you lose your scan sheet, you will not receive a replacement scan sheet unless you purchase another scan sheet for \$0.30 (\$0.15/page). Please complete a disbursement request for this stating "canteen scan sheet."

Your order must be signed or your order will not be placed.

Items purchased through canteen cannot be sent out on visits or through the mail.

In the upper right corner is the area for your DOC #. Your DOC # is a six digit number. Write your DOC # in the boxes provided and then fill in the circles below the corresponding numbers.

If your DOC # has 0's in the beginning (example: 002316), write your DOC # as 2316 and fill in the circles below the corresponding numbers. The 0's are not included.

If your DOC # has 0's at the end (example: 231600), write your DOC # as 231600 and fill in the circles below the corresponding numbers.

SAMPLE:

DESCRIPTION					
Yellow Tablets. 8 x 11					
ITEM		QTY			
0	1	0	2	3	4
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

Marking Instructions

- Use a No. 2 pencil or a blue or black ink pen only.
- Do not use pens with ink that soaks through the paper.
- Make solid marks that fill the response completely.
- Make no stray marks on this form.

Correct: ● **Incorrect:** ☑ ☒ ☓ ☔

Instrucciones para rellenar el formulario:

- Use una pluma negra o azul o un lápiz número 2.
- Rellene por completo el óvalo con una marca oscura.
- No use plumas cuya tinta empape el papel.
- No realice marcas sueltas.

Correcto: ● **Incorrecto:** ☑ ☒ ☓ ☔

All scan sheets are to be turned in by 7:00 p.m. on Sundays. The maximum amount you may spend bi-weekly is \$84.00. Canteen will be distributed by the Canteen Sergeant on Fridays. A menu is posted on the bulletin board for your convenience. There will be no substitutions for items. Do not come down for canteen unless you hear your unit called. Do not ask other staff to call canteen to inquire about your order. Inspect your order in your room being sure to not open the bag. If there is a problem upon inspection of your order, notify the Canteen Sergeant immediately. Once your bag has been opened, any concerns you have about your canteen will not be addressed. The Canteen Sergeant will notify the vendor and the Business Office to correct the problem. The canteen staff may have additional rules that you must abide by that are not printed here.

Please review the canteen sheet carefully.

FACILITY JOB ASSIGNMENTS

Facility jobs are necessary to maintain facility operations. Facility staff will determine, hire and schedule inmates for job assignments. Available work assignments will be posted on the bulletin boards in the housing units describing the job duties and requirements of the job and the assigned pay range. Inmates may apply to these positions by filling out an Interview Request form and submitting it to the staff member listed on the job posting.

All inmates, including those on work release, may be assigned to a facility job assignment.

Work is supervised and inspected by staff.

Be sure to read the job description and ask staff if you have any questions.

CHANGING/QUITTING JOBS:

Inmates may not quit a job. They may, however, accept another job if approved by their current supervisor. Inmates must give a two week notice with mutual agreement between the inmate and supervisor's. If you have an agreed upon time commitment (contract) to your current job which is greater than 90 days you need to fulfill that agreement before you are eligible to accept another job.

CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, complete a DOC-761 Interview/Information Request form. The forms are located on each unit. You must state exactly why you need to see the staff person or state your question exactly. Your request will be answered as soon as time permits. Please remember staff has 10 working days to provide you an answer.

Do not send the same request to more than one staff member at any one time. Wait for your reply. Follow the chain of command. Do not write to the Superintendent or Captain unless you have attempted to resolve your issue with the appropriate staff. Do not stop and confront staff about your issues. We encourage you to ask questions of our staff and to do so in an appropriate manner via an interview request form. Simply fold your Interview/Information Request form, do not staple, clip, tape or adhere the form in any way.

CONCERN	1 ST LEVEL	2 ND LEVEL	3 RD LEVEL
Accounts	Office Operations Associate	Program Supervisor	WWCS Inmate Accounts
Americans with Disabilities Act	Captain	Superintendent	WWCS HR Director
AODA & Other Programs	Social Worker	Program Supervisor or Treatment Specialist	Superintendent
Canteen	A1 C.O./Sgt.	Food Service Manager	WWCS Business Office
Dental	Nurse	Health Services Manager	Superintendent
Emergency Contact Forms	Social Worker	Program Supervisor	Superintendent
Education	Teacher	Program Supervisor	Superintendent
Food Services	Food Service Leader	Food Service Manager	Superintendent
Health Services	Nurse	Health Services Manager	Superintendent
Hobbies	Hobby/Recreation C.O.	Captain	Superintendent
Housing Unit Issues	Unit Security Staff	Captain	Superintendent
Interstate Compact	Social Worker	Program Supervisor	Superintendent
Jobs – (Facility)	Individual Work Supervisor	Captain	Superintendent
Laundry	A1 C.O./Sgt.	Captain	Superintendent
Legal Loans	Office Operations Associate	Program Supervisor	WWCS Business Office
Library	Individual Library Supervisor	Program Supervisor	Superintendent
Mail	Office Operations Associate	Sergeant	Captain
Medical Co-Pay	Nurse	Captain	Superintendent
Notary Services	Social Worker	Program Supervisor	Superintendent
Open Records Request	Superintendent	N/A	N/A
Parole	Social Worker	Program Supervisor	Superintendent
PREA Compliance Manager	Captain	Superintendent	N/A
Program Review Committee	Social Worker	Program Supervisor	Superintendent
Property / UPS	Property Officer	Captain	Superintendent
Psychological Services	PSU	Program Supervisor	Superintendent
Records	Social Worker	Program Supervisor	Superintendent
Recreation	Recreation Officer	Captain	Superintendent
Reentry	Individual Pre-Release Curriculum Staff	Social Worker	Superintendent
Religious Issues	Social Worker	Captain	Superintendent
School	Teacher	Program Supervisor	Superintendent
Sentencing Information	Social Worker	WWCS Records Office	WWCS Deputy Warden
Social Security Card	Work Release Coordinator, Employment Services Specialist, Social Worker	Captain	Superintendent
Unit Problem	Unit Security Staff	Captain	Superintendent
Veterans Affairs	Social Worker	Program Supervisor	Superintendent
Visiting Information	Social Worker	Captain	Superintendent
Work Release	Work Release Coordinator	Captain	Superintendent

COMMUNITY SERVICE

Facility community service projects are a way for you to help the community.

Community agency requests are approved by the Captain or Superintendent.

Facility community service projects are voluntary, and you will sign up with facility staff.

Facility staff may assist you in documenting the hours completed.

You are responsible to contact the court for recognition of the hours you completed.

You may not participate in facility community service projects that conflict with your education, program or work release schedules.

COMPLAINT PROCEDURE

The Inmate Complaint Review System (ICRS) provides you a formal grievance process regarding rules, living conditions, and staff actions. You should attempt to resolve the issue yourself using the chain of command before filing a formal complaint. DOC-400 Inmate Complaint forms are available on each housing unit. Each housing unit has a locked complaint mailbox labeled "ICI's". You are to place your completed complaints in the "ICI" box. Only Complaints that are placed in this box will be processed. Inmate Complaints must be submitted within 14 days of the event that is causing the complaint. Do not attempt to send a complaint to any specific staff member or your complaint will be returned to you.

The ICRS may be used to seek a change of any facility policy or practice except:

- ❖ A finding of guilt or a disposition imposed by the disciplinary hearing officer as the result of a disciplinary hearing.
- ❖ A decision of the Program Review Committee or Staffing Committee.
- ❖ A decision of the Parole Commission acting in any capacity;
- ❖ The denial of a request for an authorized leave as provided in Administrative Code DOC-326.
- ❖ A decision on a challenge to an offender's record.

All of the above exceptions have an appeal process which must be utilized rather than going through the ICRS.

The ICRS may be used to challenge the procedures used by the Due Process Committee or hearing officer, by a Program Review or Staffing Committee, or by a decision maker acting on a request for authorized leave, but not the decision itself.

Section 801.02(7), Wis. Stats., requires that you exhaust the complaint process prior to filing suit in state court against the DOC or a DOC employee.

The Captain acts as the Institution Complaint Examiner (ICE) in the WWCS Centers. The ICE will make an impartial investigation of the complaint using whatever sources are deemed important. The investigator makes a detailed report to the Superintendent, along with a recommendation. The Superintendent reviews the recommendation of the ICE and makes a decision. You will receive a copy of the Superintendent's decision and information regarding the steps taken by the ICE.

The Inmate Complaint Examiner (ICE) picks up complaints at least two times per week. Within 72 hours of receiving a completed complaint form, the Inmate Complaint Examiner will issue notice to the inmate that the complaint has been received. If this notice is not received, the inmate should contact the ICE.

You are to be as brief and succinct as possible and are only allowed to address one issue in each complaint. If the ICE needs more information you will be contacted for an interview. Only two complaints per week may be filed.

If you disagree with the Superintendent's decision, you may file a DOC-405 Inmate Complaint Appeal form with the Corrections Complaint Examiner (CCE). The directions to file an appeal are on the form, available on each unit or from the ICE.

CONTRABAND

You are prohibited from possessing any personal information concerning staff and/or other family members of staff. Such information includes, but is not limited to, address, telephone number, driver's license, school records, financial records, divorce, adoption, or arrest records, and any other unique identifiers.

You are not to have contraband in your possession at any time, including your personal rooms, facility work location, project crew site, and/or work release site. Any item not listed on your property inventory or not authorized by staff is contraband.

When returning from any off-grounds activities or events, you are not permitted to bring any items back to the facility.

COUNTS

A formal count is a count taken at specific times during each 24-hour period. Standing counts require inmates to stand in a pre-designated area at a specified time. REECC has six formal counts throughout the day. The following are the listed times and locations of the mandatory formal and formal standing counts.

FORMAL COUNTS:

2:30 a.m., 4:00 a.m., 6:15 a.m., & 10:30 p.m.

Be in your room and visible until count is clear.

FORMAL STANDING COUNTS:

10:45 a.m. & 3:45 p.m.

Stand in front of your bunk with room light on until count is clear.

Everyone is expected to be at count on time. The only exception for missing count is if you are on work release and return to the facility between 12:00 a.m. and 8:00 a.m. and are asleep. Work release inmates are expected to attend counts if they have been in the facility for eight hours. You must stand for counts if you elect to stay awake after returning from a 3rd shift job. If you are issued a green dot for your door, you are still required to stand for the 10:45 a.m. standing count unless you were working past 2:45 a.m. that morning.

Count is announced via the "all call" system. You must return to your room or the designated area until it is announced that count is "clear". This includes if you are working on facility grounds unless otherwise directed by a supervisor or a Sergeant.

All housing unit dayrooms, TV rooms, restrooms etc. are closed during count, until cleared via the "all call" system or announced by staff. No movement or talking is allowed and all electronics must be turned off. Any time you are sleeping during counts (including 3rd shift counts) staff must always be able to see flesh or body movement. Do not cover completely up. When sleeping you will be directed to have the pillow located closest to the door of the room.

Inmates who are in an assigned area off of their units during formal count (kitchen, visiting, work crews, etc.) will cease movement and will be counted by staff supervising the area. When the kitchen officer clears the kitchen count kitchen workers may move within the kitchen area only. They are not allowed on the loading dock or dock area, dining room or in the basement until the count is cleared via the "all call" system or announced by staff.

EMERGENCY COUNTS:

Emergency counts are conducted at times other than those specified for formal, standing, or census counts to ensure the immediate accountability of all inmates.

When an emergency count is announced, you are to report to your room, immediately close the door and turn on the lights. You are not to come out of your room or designated area for any reason until the Sergeant announces the count is clear.

DRESS CODE

GENERAL REGULATIONS:

Note: During a heat advisory some of these rules may be suspended-please see the heat advisory policy to determine which ones.

1. You must wear your ID badge around your neck at all times except:
 - ❖ in the shower
 - ❖ in your room
 - ❖ while engaging in recreational activity
 - ❖ when attending a court appearance
 - ❖ while at project crew or work release (You must have your ID in your possession at the project crew or work release site.)
2. You are responsible for the cost of replacing lost, stolen, or damaged cards or cords. Cords or lanyards provided for use with identification cards issued by work release sites are not to be used for your State-issued ID.
3. You must wear all clothing items in the manner in which they are designed to be worn.
4. You will not be allowed to order or receive any shirts or pants which are larger than necessary. Sizing will be determined using the guidelines listed below.
5. You must wear properly-sized clothing: pants at or above the waist, shirts tucked in and shoes tied.
6. While sleeping, you must be clothed in pajamas, and/or nightgowns with panties.
7. You must be fully dressed (shirt, pants, bras, underwear, shoes and socks) when leaving your room and going to other areas in the facility. The only exception is when going to or from the shower when robes over your pajamas and undergarments and shower shoes will be permitted.
 - ❖ Undergarments are defined as bra, panties, and long underwear tops and bottoms.
 - ❖ Your undergarments must be completely covered when outside of your room with the exception of your arms (long underwear tops).
 - ❖ If you wear long underwear (tops and bottoms) you must wear a shirt and pants.
 - ❖ Shirts with buttons shall have all buttons buttoned with the exception of the top button.
8. You will NOT be allowed to wear hats, caps, scarves, bags, visors, or other headgear or sunglasses anywhere inside the facility, except for the following:
 - ❖ Do-rags will only be worn in your room, with the exception of to/from the bathroom during nighttime sleep hours.
 - ❖ Curlers and plastic bags are only permitted in your room.

CLOTHING SIZE GUIDELINES:

Pants: The waist size shall be no more than two inches greater than your actual waist as measured at your hips. The inseam shall be no greater than the measurement from your groin area to the floor. Pants waist line will be worn at or above the waist.

Shirts: Sweatshirts, shirts, and t-shirts are sized based on your chest and/or neck measurements. Chest size is measured just below your armpits.

ADMINISTRATION, EDUCATION, TREATMENT AND VISITING:

You shall be properly dressed when entering the Administration, Education, Treatment, and Visiting areas. Proper attire includes your inmate ID, State-issued green shirt tucked in to your pants, bra, underwear, State-issued green pants, socks, and shoes or boots. If you do not come with the proper attire, you will be sent back to your room to change. Sweatshirts are personal property items and are not to be worn over greens.

DINING ROOM:

You shall be properly dressed when entering the Dining Room. Proper attire includes your inmate ID, State-issued green shirt tucked in to your pants, sweatshirt or tee shirt, bra, underwear, State-issued green pants, sweatpants or jeans, socks, and shoes or boots. If you do not come with the proper attire, you will be sent back to your room to change.

OFF SITE MEDICAL AND DENTAL:

You must wear your inmate ID, State-issued greens (shirt and pants) and shoes or boots when at these locations.

DUTY TO REPORT ILLEGAL ACTIVITY

WWCS wants to provide you with a safe place to live. We also want to provide a safe place for the staff and the public. It is your responsibility to help provide a safe environment.

If you see or hear of any illegal activity, you are required to report what you saw or heard to staff. If you do not report the illegal activity, you could receive a Conduct Report and/or be referred for prosecution.

EDUCATION

WOODVIEW SCHOOL SCHEDULE:

Period 1:	7:00 A.M.	TO	7:50 A.M.
Period 2:	7:55 A.M.	TO	8:45 A.M.
Period 3:	8:50 A.M.	TO	9:40 A.M.
Period 4:	9:45 A.M.	TO	10:35 A.M.
Teacher Prep	11:45 A.M.	TO	12:20 PM
Period 5:	12:30 PM	TO	1:20PM
Period 6:	1:25 PM	TO	2:15 PM
Period 7:	2:20 PM	TO	3:10 PM

EDUCATION PROGRAMS

Adult Basic Education (ABE): An educational program for inmates who score below 6th grade equivalency on the TABE. ABE is available for A, B and C Units. Completion occurs when an inmate scores above the 6th grade on the TABE exam in math and reading. This is an A&E need and you may be RRC'd to education if necessary.

High School Equivalency Diploma (HSED): An educational program for inmates who score above the 6th grade level on the TABE. HSED is available for the A, B and C Units. Completion occurs when an inmate achieves her HSED. This is an A&E need and you will be RRC'd to education if necessary.

Computer Application Certificate Program (Vocational): This is a six month certification program offered through Gateway Technical College. Enrollment requirements are a high school diploma or HSED, 6th grade equivalency on TABE – math and reading, vocational requirement from ATE/RRC. Inmates without a vocation requirement will be considered based on space availability.

College Correspondence: An open-ended degree credit course work by correspondence. Available for A, B and C Units. The inmate is responsible for all costs related to correspondence courses. Enrollment requires staff approval. Contact Education staff for more details.

Volunteer Tutors: Community volunteers/tutors provide educational support to the teaching staff. They support by providing tutoring on an individual level for the High School Equivalency Diploma, and in addition, they help low functioning adults raise their reading levels.

Wisconsin Institutions Literacy Council–Wisconsin Institutions: The Literacy program is an extension of the Education Department at REECC. Pro Literacy America Wisconsin Institutions trains inmates to become tutors. These inmates then work in classrooms and one-on-one tutoring sessions to help students achieve their education goals.

EDUCATION RULES:

- ❖ Students are required to attend all scheduled classes
- ❖ Students are required to make appropriate progress in their subject matter and complete all assignments to their level of ability. There are no acceptable excuses for missing or incomplete assignments.
- ❖ Students are to behave appropriately in class. Vulgar, abusive and loud disruptive language is prohibited.
- ❖ Cheating in any manner will not be tolerated and inmates may be subject to disciplinary action.
- ❖ Students are expected to participate in class discussions.
- ❖ Students are to treat all books issued with respect. Inmates are not to write notes or marks in any education books. If a book is defaced, the student will be required to pay the replacement cost.
- ❖ Students may not wear rollers, head coverings, coats/jackets or sunglasses in class.
- ❖ Students must be on time for classes. Punctuality is important. Students are to arrive no more than five (5) minutes prior to the scheduled start time of class.
- ❖ Inmates are not allowed to have or possess any food or drink in the classroom.
- ❖ Students will be required to sign the Education Department School Rules prior to starting school.

EMERGENCY CONTACTS

INMATE EMERGENCY:

In an emergency, we may need to talk with your designated emergency contact.

Complete the Offender Emergency Contact Information form, DOC-851, to provide the name, address, and phone number of two family members to be contacted. If you have questions, please contact staff.

FAMILY EMERGENCY:

If you or facility staff are notified of a serious illness or death in your family, report the necessary information to verify the emergency to your assigned social worker for any referrals or follow-up needed.

DEATHBED OR FUNERAL VISITS:

You may request to attend either a deathbed visit or a funeral visit of an immediate family member. You must provide your social worker with the name of the hospital, funeral home or other details. Superintendent approval is required. No out-of-state trips are allowed.

EMERGENCY PROCEDURES

FIRE ALARMS:

1. If the fire alarm goes off, do not exit the building until directed to do so by staff.
2. If directed to evacuate, you must immediately leave the building by the nearest exit.
 - a. Exit locations are posted throughout the facility.
 - b. You are to assemble outside the building as follows:
 - i. Assemble in your unit recreation area
 - ii. Remain in this position until you receive further instructions from staff
 - iii. Keep noise levels to a minimum so that everyone can hear staff instructions
 - iv. Follow all staff instructions.
 - v. An emergency count will be taken.
 - vi. Do not go back into the building until directed to do so by staff.

POWER FAILURE:

In the case of a power failure, some operations will continue.

During nighttime hours, report to your room and remain there until you receive direction from staff.

TORNADO PROCEDURE:

When a tornado warning is announced by staff, IMMEDIATELY proceed to the basement storage area. Staff will give you further instruction as needed. Do not leave the assigned area until directed to do so by staff.

When a tornado warning is issued while driving/riding in a facility vehicle, take immediate cover. The driver should attempt to contact the facility with the assigned cell phone.

If you are at work release, follow the directions of your worksite's emergency procedures.

OTHER EMERGENCIES:

The on-duty staff will determine when an emergency exists. Follow all instructions and directions given by staff.

DRILLS:

Drills will be held to familiarize you with emergency procedures and reporting locations. All drills should be taken seriously and directions followed as if it is a real event.

ESCAPE PRECAUTIONS

Any unauthorized leave from the facility or assigned off-grounds function is an escape. It is a felony punishable by up to five years' incarceration consecutive to your present sentence and a fine of \$10,000.

Leaving the facility or worksite without permission, failure to return from your work release or other off-grounds placement as scheduled, or failure to return from a recreational outing is an escape. If you escape, appropriate action will be taken to obtain your arrest, and you will be referred for prosecution.

The facility boundaries are clearly marked. Movement beyond facility limits without authorization may result in disciplinary action or escape charges. You are responsible for knowing all facility limits.

HEALTH SERVICES/SICK CELL AND LAY-IN

ACCESS TO MEDICAL, MENTAL HEALTH AND DENTAL SERVICES

The Health service unit at REECC employs a Nurse Manager, Medical Program Assistant, Physician, Psychiatrist, Nurse Practitioner and Registered Nurses.

Upon arrival at REECC the Health service staff will review medical records/health transfer summaries and medications. Prescribed medications which are sent to REECC will be checked by the nurses to verify that the medication is current and correct. Once checked, the medications will be sent to the housing unit. If the medication is "Keep on Person" it will be given back to you to take as prescribed. If the medication is "Controlled" it will be placed in the locked medication cart and distributed by an officer. Per DOC policy Health Service Staff have 24 hours to review the medical record and medications.

All appointments in the HSU are scheduled. Appointments lists are posted on the housing units daily. It is your responsibility to check the list. If you miss your appointment, or are late to your appointment, you will be rescheduled at the next available date. If you elect not to be seen, you must still to report to HSU, inform staff that you do not want to be seen and sign a refusal indicating a reason. This is mandatory. Failure to report may result in disciplinary action. If you need to change your appointment, you need to contact HSU before your appointment time.

EMERGENCIES:

Notify any staff member of a medical emergency immediately.

An emergency is defined as life threatening and/or needing immediate medical attention.

ROUTINE CONCERNS:

Complete a Health Services Request and Copayment Disbursement Authorization form, DOC-3035. All forms must be signed at the time they are written. Fold the form as noted in the Health Service Request section and place in the facility HSU box.

COPAYMENT:

A copayment of \$7.50 is charged for requests that result in face-to-face contact with nursing staff. Copayment for "on-going" medical concerns will be determined at the time of the nursing assessment. If you have a

question about a copayment, you may write the HSU Manager for review. Healthcare is not based on ability to pay a copayment and you will be seen regardless of funds in your account. You should never delay or ignore medical concerns based on funding.

You are not charged for written responses, medication refills, medical record review, medical emergencies (as determined by HSU staff), or work-related injuries.

Work-related injuries must be reported to your work supervisor at the time of injury. Upon return to the Facility, you must report the injury to the Work Release Coordinator.

You are not charged for contact with PSU staff.

INMATE-INITIATED REQUESTS INCLUDE:

- ❖ Requests for health, dental, psychological services made by you
- ❖ Request by third parties (others) including:
 - Request for health services on your behalf by a relative
 - Request for health services by an attorney
 - Requests from correctional staff on your behalf

NURSING SERVICES:

Nursing services at REECC are generally available Monday through Friday 9:00 a.m. to 3:00 pm.

HEALTH PROFESSIONAL REFERRAL:

When you submit a HSR, the nurse will assess and treat you based on Bureau of Health Services nursing protocols. If the RN determines you need to see an Advanced Care Provider, an appointment will be scheduled with the physician or nurse practitioner.

Dental and PSU Requests are routed to those department providers for review and response. Nursing staff may call you for an assessment if the providers are not on site. The appropriate staff will be notified of the nursing assessment on their next business day.

Referrals to an outside provider are determined by the physician or nurse practitioner. All referrals are reviewed by the BHS Medical Director or a Medical Supervisor for approval. Appointments are scheduled by the outside clinic when they have an available open appointment time. All recommendations by an outside provider are reviewed by a DOC physician or nurse practitioner. The recommendations may be modified based on BHS or Security policy.

MEDICATION AND REFILL PROCESS:

All medication must be kept in the original container and locked in your footlocker or drawer.

Medications may never be sold, loaned, traded or given to another inmate.

To request a refill of your medication, complete a DOC-3035C Medication/Medical Supply Refill Request form. Place the form in the HSU mailbox. You will receive notice of the status of your refill request.

Allow seven days for all medication refill requests to be processed. Do not send additional requests for the same refills. This slows the process down and may result in a delay of getting medications to you and others.

Over-the-counter (OTC) medications must be purchased from canteen.

ACCESS TO MEDICAL RECORDS:

To view your medical record or receive photocopies of medical records, you must submit a DOC-3035 Health Services Request and Copayment Disbursement Authorization form to HSU. You must note on the request form if you want to view your medical record or receive copies. A fee of \$.15 per page will be assessed for copies of your medical records. You will be required to complete a DOC-1163A Authorization for Use and Disclosure of Protected Health Information form before you can receive copies of your medical record.

Upon a request to view your medical record, an appointment will be made within 30 business days. You may take notes while you view your record. You are not allowed to remove anything from your medical record.

After your release, you can request your primary care provider obtain your records from the Department of Corrections for continuity of care by sending a release of information to:

Taycheedah Correctional Institution
Attn: Inactive Central Medical Records
751 County Road K
PO Box 1947
Fond du Lac, WI 54936-1947

SICK CELL AND LAY-IN:

Lay-In: A non-paid status indicating you have been excused from your work or program assignment by designated staff until the next day. Inmates on lay-in will be on room confinement until the start of your next work or program assignment. On the third day of Lay-in status, the supervisor will contact HSU for a Sick Call appointment and assessment. HSU staff will be contacted if your illness/condition is getting worse, you appear to have a contagious illness or for any other staff concerns while you are sick.

Sick Cell: A paid status at an involuntary unassigned rate. Sick cell status must be designated by Health Service staff. HSU will determine directions regarding activities for sick cell which will be communicated per form DOC-3332B Medical Restrictions/ Special Needs.

Any illness that prevents you from reporting to your work or program assignment must be reported to your work or program supervisor or your housing unit security staff by 7:30 a.m.

If you are on work release, you must notify security staff a minimum of 1½ hours prior to the scheduled start of your shift. In the event you become ill less than 1½ hours prior to the start of your shift, you will notify a security staff member immediately to ensure the employer is provided adequate notice.

Inmates in a sick cell or lay-in status will be required to adhere to the following rules:

1. You must remain in your room with the door closed or at your assigned bed.
2. Unless excused by Health Services, staff will determine if you will report to the dining room or receive an in-room tray.
3. You will only be allowed to leave your room, or assigned bed, to use the washroom, shower, attend meals, in the event of an emergency, or due to change in medical status.
4. You will participate in the formal counts unless medically excused by HSU personnel.
5. If it is determined you have a contagious illness, activities and visitation may be restricted for the safety of others.
6. Sick cell may only be extended on a day-to-day basis with the approval of a health care professional.
7. If you are placed into a sick cell status, you will remain in that status until cleared by Health Services.
8. If you are placed in sick cell status as a result of an injury sustained in a job-related accident, you shall be compensated at the rate you were earning in your facility job.

HOUSING RULES AND GUIDELINES

An important part of everyday living consists of how you look, your personal hygiene, and the condition of your living area.

ROOM ASSIGNMENTS/LIVING QUARTERS:

A Sergeant will assign you to a room upon your arrival. You are not permitted to select your own roommate.

You are responsible for any damage and/or contraband in your room. Therefore, anytime you are assigned a new room, inspect your room as soon as you move in and report damage/contraband to a Sergeant immediately. If you do not report it, you will be held responsible.

One locker will be provided to you. A padlock, if requested, will be provided for the footlocker. You will be charged \$10 for replacement of a lost or damaged padlock.

ROOM KEY:

- ❖ You will be issued one key.
- ❖ If you lose or break your room key, or leave the facility upon release with your room key, you will be charged \$5.00 for a replacement key.
- ❖ Inspect your key frequently for damage or cracks.

- ❖ If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge.
- ❖ You must turn your key in to the Sergeants when you leave the facility and pick it up upon returning.

Anytime you are assigned a new room, you are responsible for fully cleaning the room you are vacating before you move. You must take all your bedding with you, including sheets, blankets, pillowcases, and towels. Leave the pillow and mattress.

STORAGE:

Shoes are to be stored under the bottom bunk or in the footlocker.

All property, state or personal, must be stored in the wall closet or footlocker other than your radio, alarm clock, fan, and TV.

Footlocker or wall closet doors must be closed at all times when not in use.

Footlockers may not be lined with any material (newspaper, towels, etc.).

Padlocks must be secured to footlockers or drawers at all times.

INSIDE THE FACILITY:

This is a State Correctional Facility if any staff member directs you to do something you will do it. You will follow staff directives. If you believe the staff directive is not appropriate you are to comply with the order & seek clarification from a Captain at a later time.

The Administrative Hallway is off limits to inmates, unless specifically authorized by staff.

Only staff may identify persons and authorize entry into the building.

Do not loiter in front of Control or in the hallways for any reason.

Do not remain in or enter the dining room, visiting room, or kitchen at any time without permission.

You may only enter the hallway of your assigned room.

Do not prop open any door without staff permission.

No personal cups or mugs are allowed in the dining room or classrooms.

Canteen food items are only allowed in your room or the dayroom.

Running in the facility is not allowed. You are expected to walk at a normal pace.

Notify staff of any items that are broken or in need of repair.

You may request a clothes iron from a Sergeant, but it must be used in the laundry room or the day room.

BULLETIN BOARDS:

Information such as rule changes, schedules, announcements, appointments, and facility information will be posted. You should look for and read new postings daily. You are responsible for knowing this information.

You may not post, remove or alter any material on the bulletin boards.

ROOM REGULATIONS:

- ❖ Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the window of your door.
- ❖ The closet curtain must remain open when not in use.
- ❖ Room/furniture layouts are standardized. You may not rearrange the furniture in your room.
- ❖ Rooms must be kept clean at all times.
- ❖ Do not place anything in front, behind or near the door that interferes with opening and closing of the door.
- ❖ The room door must be locked at all times, whether you are inside or outside of the room.
- ❖ Do not tamper with the door lock. Do not put any object in the door to hold it open or keep it from closing completely.
- ❖ Do not tamper with the smoke detector for any reason. Covering the smoke detector’s sensors is prohibited.
- ❖ The bulletin boards/painted wall frames in your room are used to display photos of family and friends, cards, calendar and schedules.
- ❖ Posters and cutouts from magazines are contraband and will be removed by staff.
- ❖ Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, footlockers, wall lockers, or blinds, by any method.
- ❖ Cords, string or other material may not be strung across the ceiling, floors, or walls.
- ❖ Talking to someone outside of your window is not allowed.
- ❖ Do not place anything on the windowsill.

ROOM INSPECTIONS:

Room inspections may be conducted at any time.

Following a room inspection, you may be provided with a notice that indicates what needs to be cleaned or corrected.

CLEANING SUPPLIES:

Cleaning supplies may be obtained from the inmate shift janitor.

Cleaning supplies may not be kept in your room.

PERSONAL ELECTRONICS:

Headphones or earbuds must be on your ears at all times when electronics are in use. Staff will direct you to reduce the volume if the sound is excessive.

All electronic equipment must remain in your room.

All lights, lamps, and electronics (radio, television, fans) must be turned off when you are not in your room.

INMATE ACCOUNTS

The official record of your inmate account is maintained in the WWCS Business Office at Taycheedah Correctional Institution. You are responsible for keeping copies of your disbursement requests and account statements. It is not the responsibility of facility staff to do this for you. You will receive a Trust Account Statement every two weeks. You should review this statement for accuracy. If you have a question or concern about your statement, refer to the Chain of Command section of this handbook. Refer to WWCS 900.30.01 Inmate Spending for specific account guidelines.

The following abbreviations may be listed in the Account Activity section of your Trust Account Statement.

REG	Regular Account	REL	Release Fund
RS	Release Savings	WR	Work Release
WRS	Work Release Savings	SAV	Savings
BON	Bonds		

OPENING AN INTEREST-BEARING SAVINGS ACCOUNT:

If you currently do not have RS, SAV or WRS accounts, please write to the Office Support Staff requesting a form to open the account. When you receive the form, complete the information and attach the form to your completed disbursement request. No envelope is needed for the disbursement request. Interest is posted to your inmate account, and you will receive bank statements showing the interest earned.

TRANSFERRING BETWEEN ACCOUNTS:

You may request to transfer funds between sub-accounts by submitting a disbursement request. No envelope is needed for the transfer of fund requests. The following sub-account transfers may be requested:

- ❖ Transfer from REG to REL
- ❖ Transfer from REG to SAV
 - A minimum of \$50 is required to open an account
 - Monthly transfers of \$20 or more may be requested
- ❖ Transfer from WR to WRS
 - A minimum of \$100 is required to open an account
 - Monthly transfers of \$100 or more may be requested
- ❖ Transfer from REL to RS
 - A minimum of \$50 is required to open an account
 - Monthly transfers of \$20 or more may be requested

CLOSING AN INTEREST-BEARING SAVINGS ACCOUNT:

To close a RS, SAV or WRS account, complete a disbursement request to close the account and transfer the funds to the account the funds originally came from. No envelope is needed for the disbursement request.

Close Account and Transfer Funds from RS to REL Account
Close Account and Transfer Funds from SAV to REG Account
Close Account and Transfer Funds from WRS to WR Account

CHILD SUPPORT:

If you are approved for work release, you must complete a DOC-371 Offender's Statement of Financial Obligations form to verify you understand your obligations. If deductions are currently being withheld from your account by WWCS and you gain employment through the Work Release Program, your employer may also receive an order to withhold child support from your work release payroll check. Deductions will be taken per the court orders by both the work release employer and WWCS until a termination order is received in the WWCS Business Office. It is your responsibility to contact the Child Support Agency to have them issue a termination order for the WWCS deduction. Please have them fax it to the WWCS Business Office at (920) 929-2070. Make sure they have your name and DOC # listed on the order.

DISBURSEMENT REQUESTS (DOC-184):

To complete or submit a disbursement request:

- ❖ Be sure all information on the disbursement request is complete and legible.
- ❖ Sign and date the request before submitting.
- ❖ Make sure that you have the correct postage when an envelope is needed to process your request (non-DOC vendor purchases, money to family, or sending documents to court).
- ❖ Attach the envelope to the disbursement request or place the disbursement request inside the envelope.

AUTHORIZATION/APPROVAL:

Disbursement requests are reviewed by designated facility staff.

Generally, disbursement requests will be reviewed by facility staff within seven days of receipt.

Disbursement requests that are denied by facility staff will be returned to you.

Approved disbursement requests are mailed to the WWCS Business Office for processing.

PROCESSING YOUR REQUEST:

The WWCS Business Office reviews your request to determine if your request is allowable and if you have sufficient funds for the purchase.

Wisconsin Women's Correctional System
CORRESPONDENCE/MEMORANDUM

DATE: May 18, 2018

PLEASE POST

TO: All Wisconsin Women's Correctional System Inmates

FROM: Sarah Cooper
Warden

Sarah Cooper

SUBJECT: Depositing Inmate Funds

The Division of Adult Institutions (DAI) changed its process for depositing funds into an inmate's financial account effective February 19, 2018. The Wisconsin Women's Correctional System (WWCS) initially implemented this change on April 3, 2017 therefore; all WWCS inmates were made aware of this change by memo posting on March 27, 2017, and subsequently on January 12, 2018.

Access Corrections is the only vendor designated to accept funds on behalf of DAI. Please tell your family and friends to no longer send funds directly to the correctional facility.

Checks and money orders must be sent, along with a deposit slip (available via website or in the institution library), to: Secure Deposits-Wisconsin DOC, PO Box 12486; St. Louis, MO 63132. Funds must be made payable to Access Secure Deposits.

Access offers multiple methods to process funds in addition to USPS. There are cash walk-in sites such as Family Dollar, Dollar General, and Speedway. Locations can be found at www.CashPaytoday.com. Access Corrections also accepts credit cards via the internet or telephone, and their telephone agents (bilingual) are available 24/7. The phone number is (866)345-1884

Your family and friends are encouraged to visit www.AccessCorrections.com for additional information regarding how to make a deposit and to obtain the deposit form. Information is also available on www.doc.wi.gov (click Adult Facilities, then Money, Mail & Property).

SC:kr

cc: File

You will receive the yellow copy of the disbursement request for your records.

TYPES OF REQUESTS:

Support Requests: Up to \$25 may be mailed to one close family member once per month. Make the request payable to the family and include an addressed, stamped envelope. "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the inmate's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings.

The Superintendent must approve a request to send more than \$25 to a close family member. Provide an explanation for the increased amount along with the disbursement request. If approved, the Superintendent may require you to match the amount of money approved to pay off a court ordered financial obligation.

Copies: The cost for copies is \$0.15 per page. Submit a disbursement request to designated facility staff. Indicate the number of copies requested and attach the documents to be copied to the request. Staff will calculate the amount once the copies have been made. An envelope is not needed.

Photos: The cost for photographs is \$2.00 per photograph. Make the request payable to the Photo Project.

For any other type of disbursement request, ask facility staff for assistance in completing the form.

MONEY ORDERS & WESTERN UNION TRANSACTIONS:

Only money orders and Western Union transactions are accepted. No checks, cash, traveler's checks or foreign currency are accepted.

To send money via Western Union the sender may make a transaction by visiting a Western Union location or going online. A fee is charged for this service.

- ❖ Walk-In Cash Payment:
 - Visit govpayments.westernunion.com for participating agent locations.
 - Fill out the blue section of the Western Union form at the agent location.
 - A receipt will be provided to confirm the transaction.
- ❖ Online Payments
 - 24/7 at westernunion.com/corrections
 - Credit or debit card accepted

Here is the information that must be provided when transferring money via Western Union from an agent location or online:

I WANT TO: X PAY A BILL
TO: Company Name - WISCONSIN DEPT CORRECTIONS
Account number – Insert Inmate # AND LAST NAME
Attention – WIDOC WI

Money orders must be made payable to you and must include your DOC # and the facility name.

The sender's complete name and return address must be included on the upper left corner of the envelope.

Do NOT include correspondence with the money order. Mail all correspondence directly to the facility.

Incomplete money orders will be returned to the sender.

Money orders must be mailed to:

Inmate Accounts TCI Centers
 (Inmate name & number)
 P.O. Box 3200
 Fond du Lac, WI 54936-3200

In the event that a money order is received at the Facility, you will be called by a staff member. You will need to provide a postage-paid envelope and the money order will be sent to the original sender in the envelope you provide. Facility staff does not forward money orders to the WWCS Business Office.

Upon receipt in the WWCS Business Office, accepted money orders will be posted to your regular account and a receipt mailed to you at the facility. The transaction will also be listed on the Trust Account Statement provided to you by facility staff.

MONTHLY TRANSFER OF FUNDS FOR CANTEEN PURPOSES:

Inmates who are active on work release the first day of the current month are eligible for transfer of funds from their work release account to their regular account up to the maximum of \$42.00 per week for canteen or regular account spending. The funds must be available in your work release account at the time of transfer. Transfers are for the current month. If the maximum amount was not available in your work release account at the time the monthly transfer occurred but funds are now available, submit an Interview Request to facility staff to request the remaining balance be transferred within the next two months. Contact facility staff when you think you are eligible for a transfer of funds, but nothing is listed on your Trust Account Statement. WWCS Business Office staff will review your account and funds will be transferred if appropriate.

PAYROLL:

Facility payroll is processed bi-weekly. You will be paid for the number of expected hours of work for your work assignment. After payroll has been processed and you receive your biweekly Trust Account Statement, verify that your payroll is correct. If you find any discrepancies, write to the Office Support Staff stating what the discrepancy is. The information will be verified and corrected if needed.

ROOM AND BOARD:

Room, Board and Transportation fees for inmates on work release will be deducted as work release compensation and posted to the inmate's trust account by the WWCS Business Office. This may occur after you have been released. Deductions are based on the percentages and limits provided in DAI Policy 309.45.02 Inmate Trust System Deductions. Occasional delays in posting of work release compensation may occur due to incomplete information submitted by the employer or due to workload in the Business Office.

The date of the posting of work release compensation to your account, not the month in which the money is earned, is the date used for determining room, board and transportation charges. This means that if the pay period ends during one month and is not received until the following month, charges apply for the month received in the Business Office. Note that, due to lay-offs, job changes, etc, you may not be working when your paycheck arrives at the Business Office. You are still responsible for room, board and transportation charges.

RELEASE INFORMATION:

7-14 work days prior to your release from REECC, your account will be closed. Your agent determines if you will be released with all of your funds or if your funds will be managed by your agent for reasons noted on the DOC 0015-"Offender Release Authorization". You will also receive further closeout information from the Office Support Staff upon the closing of your accounts.

It is your responsibility to notify your employer of your new address so that they may mail your tax statements to you at the end of the year. All checks, including funds while on work release, must be sent to the WWCS Business Office for processing.

The WWCS Business Office will hold up to \$75.00 from your funds available at release to cover purchases not yet received. A final close out of the trust account will be completed once all transactions have been posted to your account. This may take up to six weeks if you were on work release.

BUS TICKETS:

At least 45 days prior to your scheduled release, complete an interview request and submit to your social worker, indicating your release date and where you need to go. If you are being released to an out-of state placement, information will be sent back to you regarding the amount of the ticket and the procedure for submitting a disbursement request.

INMATE PHOTO SERVICE

Based on the availability of an inmate photographer, Robert E. Ellsworth Correctional Center allows you to purchase photos for family, friends or yourself. This service will be closely monitored and regulated by staff. All facility rules and regulations regarding appearance and visitation will be followed.

You may have digital photographs taken during visits in the visiting room or outside visiting area during summer months.

Photo service activity will be under the general supervision of the Visiting Room Officer.

PHOTO GUIDELINES:

- ❖ You must have adequate funds in your regular account to request to purchase photos.
- ❖ A DOC-184 form, made payable to Robert E. Ellsworth Correctional Center Photo Project, must be completed and approved by staff prior to obtaining photos.
- ❖ The cost of each photo is \$2.00.
- ❖ Visitors may not pay for photos.
- ❖ Only the facility's digital camera will be used.
- ❖ Only you and your approved visitors for that day may be in the picture.
- ❖ No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
- ❖ Only those photos displaying authorized and acceptable images will be allowed.
- ❖ You may stand, sit or kneel for photos.
- ❖ Nothing, including sunglasses, may be worn or hung from any part of the body or clothing during photos.
- ❖ Nothing may be held in the hands, under the arm, etc.
- ❖ You may view the photo image and request one retake if the photo image is not acceptable. The inmate photographer will delete the rejected photo prior to printing the acceptable photo.
- ❖ All photographs will be reviewed by staff to make sure they meet these guidelines.
- ❖ Any photo suspected of being related to a Security Threat Group will be forwarded to the facility's Security Threat Group Specialist for review and disposition.
- ❖ You may give approved photos to your visitor(s) or take them back to your room. You will be allowed to purchase up to three photographs per visit.
- ❖ Inmates who do not receive visits (6 months or longer) will be able to have photos taken on the 2nd or 4th Wednesday of every month. These days are subject to change to accommodate the changing visiting room schedule. The hours are 6:00 PM till 7:30 PM and photos are taken in the visiting room. The Officer will call you down by unit when they are ready to take photos.
- ❖ This photo project will operate in accordance with the Inmate Photo Project Policy and Procedure.
- ❖ All photos will be reviewed and stamped, "REECC PHOTO PROJECT", prior to being given to the inmate.
- ❖ No gang signs or inappropriate gestures/poses are allowed. No hugging or kissing, and no excessive displays of affection. You may not sit on your visitor's lap or vice versa. Inmates may hold their children, if the child is five years of age or younger. Only portrait-style photos will be taken.
- ❖ Inmates and their visitors cannot sit or lay on the floor for pictures. You may stand, kneel, or be seated appropriately in a chair. You may not turn your backside to the camera.

LAUNDRY

Refer to the Inmate Property Handbook for a list of state issued clothing.

FACILITY LAUNDRY:

The facility laundry is used for laundering and distribution of State-issued linens.

You must not use the facility laundry for personal use. This includes your work release clothes.

You are not allowed in the facility laundry room unless the inmate laundry worker or a staff member is present.

You are responsible for all clothing, linens, and towels issued to you.

State-issued clothing and laundry is exchanged on a one-for-one basis. You must turn in an item to receive the same item.

All knots must be removed prior to turning in your sheets

Upon your release from the facility, you are to return all State-issued clothing and laundry items to the facility laundry.

Linen Exchange: Sheets and pillowcases are exchanged every Saturday morning.

Full Linen Exchange: Blankets, sheets and pillowcases will occur on the first Saturday of the month for the designated units listed below:

Month	Unit	Month	Unit
January	A Unit	July	C Unit
February	B Unit	August	D Unit
March	C Unit	September	A Unit
April	D Unit	October	B Unit
May	A Unit	November	C Unit
June	B Unit	December	D Unit

ORDERING/EXCHANGING STATE ISSUED CLOTHING

Requests for clothing may be at any time. It will be the staff's discretion as to if replacement is needed. Staff retains the ability to direct an inmate to exchange state clothing based on the issue of an inappropriate fit. This needs to be initiated by staff for this legitimate purpose only.

Requests can be made on a DOC-1578 form only.

Inmates will be charged a replacement fee at the current replacement value for items that are damaged.

Inmates will fill out and sign a DOC-184 Disbursement Request form for any altered, missing or damaged clothing.

WASHERS AND DRYERS FOR PERSONAL USE:

Token operated washers and dryers for personal use are located on each unit. Schedules will be posted. REECC is not responsible for lost or damaged clothing. You may stay with your laundry if you choose. You will receive four laundry tokens every other week. Additional laundry tokens will be available for purchase through the WWCS Business Office. The maximum allowable limit for laundry tokens is twenty.

PURCHASING LAUNDRY TOKENS INSTRUCTIONS:

You must have adequate funds in your regular account to request to purchase laundry tokens.

A DOC-184 form, made payable to Robert E. Ellsworth Correctional Center, must be completed and approved by staff prior to obtaining tokens.

The cost of each token is \$0.25.

The maximum amount of tokens that can be requested bi-weekly is sixteen additional tokens.

LAUNDRY INSTRUCTIONS:

Washers and dryers may be attended while doing personal laundry.

Loitering is not allowed in the laundry room.

You may not give away portion of your laundry time without staff permission.

You are not allowed to wash another inmates clothing.

Generally one laundry time per week is assigned. Inmates who are actively on work release or have jobs in which they get excessively dirty, extra laundry times per week are assigned. You may request extra laundry time, when available.

You are not allowed to wash your bedding items. It is your responsibility to see that bedding items and towels etc. are exchanged at the appropriately scheduled times.

Only laundry detergent is to be used as a cleaning agent in the washers. Use of dish soap, shampoo, or hand soap is not allowed.

Do not add water to the washer for any reason.

Do not dry footwear in the dryer (shoes/boots/slippers).

All dried clothing must be removed from the dryer immediately.

Make sure equipment is off after use.

Leave the laundry room clean and orderly.

Report all equipment problems to security staff.

LIBRARY

The library is located on the first floor in the school hallway. Each housing floor has specified periods to attend. These periods are indicated on the sign-up sheets

Library sign-up sheets are posted on the kitchen bulletin board. Inmates may only sign up during their units designated time periods.

Every inmate that wishes to use the library must have a signed library policy on file with the education department.

Inmates wanting to use the library must sign up the day before on the kitchen bulletin board. If you have not signed up to use the library, it is an unassigned area. The only exception is if you have a pass from the teachers. Do not stop in the library for any reason if you are not signed up to be there, except to drop books in the book return box or slot. Do not loiter or wait to talk to the library clerk. Simply deposit books in the box or slot and leave the area.

The library is to be used for gathering information, checking out and returning books. Letter writing, new magazine review, talking and visiting with other inmates is prohibited.

Conversations with the inmate librarian should pertain to library business only.

Inmates may check out a total of four (4) items at one time.

Books have a due date of two (2) weeks and may be renewed once.

Magazines have a due date of three (3) days and may not be renewed. The newest issues of magazines are available from the librarian and may not be checked out.

If an inmate has materials that are overdue, they may not check out any more materials until the overdue item/s are returned.

Failure to return library materials in a timely fashion may result in the loss of library privileges and/or a conduct report. Books can be returned through the drop slot or dropped in the box near the front desk.

Failure to return overdue books within 10 working days of the due date will have to pay the replacement cost as follows:

Hardcover	\$8.00
Soft cover	\$5.00
Magazine	\$3.00

A limited supply of law materials is available in the library. Law materials are for library use only, they may not be checked out. Law library computers are available to inmates. They contain the most up to date legal information. Contact the education staff for more details.

No food or drink of any kind is allowed in library. This includes candy.

During tax time, forms will be made available upon written request.

LIMITED ENGLISH PROFICIENCY

Limited English Proficiency (LEP) population guidelines of the U.S. Department of Justice require translation of written forms, signs, notices and publications to meet the needs of LEP individuals. Facility staff will request that you identify your primary language at different times while at the facility, consistent with DAI 300.00.61 Limited English Proficiency (LEP) Inmates policy.

You may request LEP services using one of the following methods (regardless of primary language and/or skills):

- ❖ Submit form DOC-2592 DAI Request for Assistance in Spanish, to staff.

- ❖ Request language assistance in writing in your primary language (may require translation to English to facilitate staff processing of request).
- ❖ Request language assistance verbally in your primary language (may require interpretation into English to facilitate staff processing of request).

MAIL REGULATIONS

Mail content is subject to Administrative Code Ch. DOC 303 and Administrative Code Ch. DOC 309. If violations are discovered, incoming and outgoing mail will NOT be delivered as specified by Administrative Code Ch. DOC 309.04(4)(c). With the exception of the parties listed in Administrative Code Ch. DOC 309, staff may open and inspect all mail received at the facility.

All mail, sent or received, must be processed through the facility mailroom. Facilities do not accept "Postage Due" mail. Please advise correspondents that the correct postage must be on their mail. A completed DOC-238 Consent to Receive Mail form must be on file to receive mail. You may write and receive correspondence from anyone as long as the person has not been denied and the correspondence does not violate federal, State, DOC or facility policies and procedures. There is no limit on the number of letters sent out or received. You may possess up to 25 personal letters at any given time.

Staff may confiscate any correspondence believed to contain contraband. If contraband is found or if there is any other violation of rules, disciplinary action may be taken, up to and including suspension of mail privileges and/or referral for prosecution.

INCOMING MAIL:

To avoid delays in the delivery and processing of incoming mail, all correspondence you receive should include your complete incarcerated name and DOC # as part of your address. Inform those who write you to include this information when addressing any correspondence to you.

Mail will be delivered after the evening meal.

If incoming mail is denied, both you and the sender will be notified.

If you transfer to another facility, mail received at the facility will be forwarded to you.

Prior to your release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of your new address.

If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.

Legal mail is subject to staff inspection in your presence.

OUTGOING MAIL:

The return address on the item you are mailing must include your complete incarcerated name, DOC #, facility name, street address, city, state and zip code. Items without this information will not be mailed.

Mail addressed to another inmate may not be sealed. Any other outgoing mail may be sealed.

Outgoing mail may be opened and inspected for contraband.

As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system.

No drawings are allowed on the envelope or package.

Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to REECC—Postage may be used in conjunction with the stamp for additional postage.

When sending certified, registered, overseas, airmail or other packages, you may submit a DOC-184 for the total amount of postage due.

If you do not have sufficient funds to cover the additional postage, the item will be returned to you.

If outgoing correspondence is denied, you will be notified.

To send a letter by certified mail, attach a DOC-184 payable to REECC-Postage. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail.

All outgoing mail is to be placed in the facility inmate mail box.

INMATE-TO-INMATE MAIL:

Inmate-to-inmate mail must be submitted unsealed.

Staff will scan incoming and outgoing inmate-to-inmate mail.

Mail with a "Legal Mail" notation on the envelope or its contents, is not excluded from review until staff have verified the claim of legal discussion by reading a portion of the correspondence.

If an envelope labeled "Legal Mail" is submitted sealed, it will be opened by staff in your presence.

In order to properly identify inmate-to-inmate mail, the return address on the envelope must contain your completed incarcerated name, DOC #, name of the facility, street address, and city, state and zip code. Envelopes without this information will be returned to you.

If the envelope does not identify the sending inmate, it will be opened and reviewed by staff to attempt to determine the sender.

PARCELS:

All packages, parcels, or any items other than correspondence shall be subject to inspection for contraband.

Items that are not permissible are contraband and will be processed in accordance with Administrative Code Ch. 303 and Ch. 306.

MEALS AND DINING ROOM REGULATIONS

MEAL TIMES:

All meals will begin immediately once count clears. Units will be called in the order listed below.

Breakfast	
	A-unit and any inmates that have 1 st hour school
	D-unit
	C-unit
	B-unit
Lunch	
	A-unit
	C-unit
	B-unit
	D-unit
Dinner	
	A-unit and Smudging and Choir inmates if they are meeting
	C-unit
	B-unit
	D-unit

REECC utilizes a sign up process for breakfast only. All inmates who wish to eat breakfast will sign up the day before on the posted sheet. If you are off grounds or at an otherwise excused location (visit, HSU etc.) during the breakfast sign up, staff will allow you to sign up when you return to the unit. You must be signed up in order to eat breakfast. If you sign up, you must report to the dining room. There is no sign up for lunch or dinner.

Work Release inmates who need breakfast prior to 5:00 a.m. will be served a cold breakfast and will utilize the same sign up procedures outlined above.

MEAL REGULATIONS:

- ❖ Inmates will remain on their units and will not loiter in the hallways or stairwells until security staff announces that its mealtime.
- ❖ There will not be any loud or disruptive talking in any hallways or stairwells.
- ❖ Only assigned kitchen workers are allowed in the kitchen area.
- ❖ The Department of Corrections' nutritionists determine menus and portions. Inmates who have a complaint regarding their meal or portion should discuss this matter with the Kitchen Officer or Food Service Staff in the dining room.
- ❖ Inmates in the meal line are to stand in a single-file line, no changing places with others, no cutting in line.
- ❖ The menu is a self-select menu. You may decline any food you don't want to eat by saying to the server "no thank you". There are NO substitutions for foods you decline.
- ❖ Once you leave the serving line you are not allowed to go back for items that you may have missed.
- ❖ All food must be eaten in the dining area and may not be taken to inmates' rooms, unless the inmate is on a restriction requiring meals to be eaten in cell. The exception is one piece of whole fresh fruit can be taken from the dining room to be consumed within 24 hours. Inmates working in the Kitchen may only take back one piece of whole fruit from that meal to be consumed within 24 hours.
- ❖ Inmates are expected to report for meals immediately when their unit/floor is called. Inmates may eat only when their unit is called to eat, unless otherwise authorized by staff.
- ❖ You may only talk with others at your table. These conversations are to be kept to a low level.
- ❖ Inmate will be assigned seating in the dining hall, reserving of tables or chairs is not permitted. Each table must be completely occupied (all chairs filled) before sitting at the next table.
- ❖ Once seated at a table, inmates may not move to another table. Passing food to other tables is not allowed. You may only trade food at your own table.
- ❖ Inmates will be permitted up to 20 minutes to eat.
- ❖ When finished eating, inmates will deposit all trays, cups, utensils, and trash appropriately in the area set up outside the dish room.
- ❖ Inmates who have finished eating are required to leave the dining area. Loitering is not permitted.
- ❖ Only two beverage containers are allowed per inmate, one (1) glass of water and one (1) other choice. This does not include a glass of juice when juice is part of the meal.
- ❖ Inmates are permitted to bring one bottled or canned beverage to the dining rooms to consume with their meal. Inmates will not be allowed to leave the dining room with the beverage container.
- ❖ Inmates will be permitted to bring condiments (including individually packaged) with them to the dining room. They can be utilized at the table by others if you wish to share, but cannot be transferred to another table.

RELIGIOUS DIETS:

You must complete and submit a DOC-2167 Religious Diet Request form to the Superintendent to be considered for a religious diet. All sections of the request form must be completed in sufficient detail to ensure the request is clear and complete.

MEDICAL DIETS:

You must receive authorization from Health Services staff for a medical diet. In general, many dietary concerns may be met by self-selection from the standard menu.

EARLY MEAL TIMES:

Early meals are approved by the Superintendent or Captain.

BAGGED MEALS:

Staff will determine who is eligible for a bagged meal. Staff will assist you in obtaining the bagged meal. You may not enter the dining area without staff permission. If you are working outside the facility during a meal time, you will be provided a bag meal. You are authorized to receive one bag lunch per meal that will be missed.

NOTARY SERVICES

To request notary service, complete an interview request slip and send to the Notary.

The Notary will schedule an appointment with you to review the documents and determine if the service will be provided in accordance with DAI 300.00.56 Notary Services to Inmates.

Do not sign documents prior to your appointment with the Notary.

PERSONAL HYGIENE AND HAIRDRESSING

You are expected to maintain your personal hygiene. This includes personal cleanliness, grooming, and regular exchange of State-issued bedding, and the laundering of your State-issued and personal clothing. It is your responsibility to follow all policies, procedures, and staff directives to meet personal hygiene standards.

BASIC HYGIENE KIT:

Upon arrival at the facility, if you do not have basic hygiene items and you do not have sufficient funds in your account, you may obtain a basic hygiene kit from the Sergeant.

A basic hygiene kit includes:

- ❖ Comb (small)
- ❖ Toothpaste
- ❖ Deodorant
- ❖ Soap
- ❖ Shampoo

SHOWER PERIODS:

You must shower at least once per week, unless medically excused.

Staff may direct you to shower any time it is determined you are creating a health hazard or are offensive to others.

HAIR RESTRICTIONS:

- ❖ No Security Threat Group related haircuts.
- ❖ No sculpting designs, lines, numbers, letters, or symbols.
- ❖ No hair extensions.
- ❖ If you arrive at the facility with an unauthorized haircut, you will be required to cut your hair to conform with an allowable haircut.
- ❖ If you drastically change hair styles, a new photo id must be taken. You are responsible for the cost of replacement.
- ❖ The Superintendent or the Captain will determine the appropriateness of questionable haircuts.

INMATE-TO-INMATE HAIR CARE:

Hair care activities will only be allowed in your room.

Be advised inmates may be directed to take hair down, due to strip/pat searches.

Maintenance of braids and braid hairstyles are the responsibility of the individual inmate.

Only roommates can assist each other with hair braiding.

Inmates are not allowed to "tip" or give anything of value for the braiding.

Perms can be completed on the units by the inmate and the assistance of one other cooperative inmate.

No dying or bleaching of the hair unless done in the salon by a facility stylist.

PREA

You have the right to be safe from sexual harassment or violence

The Prison Rape Elimination Act of 2003 (PREA) was enacted to address the problem of sexual assault of persons in the custody of U.S. correctional agencies. To be in compliance with PREA, the DOC must assure that all applicable state and federal laws and policies on sexual assault of adult and juvenile offenders are enforced.

The DOC has a zero-tolerance standard regarding sexual contact, sexual assault and sexual harassment of adult and juvenile offenders. Federal law, State law, the DOC and sound correctional practice prohibit:

- ❖ Adult and juvenile offenders from engaging in any type of sexual behavior with each other while in custody.
- ❖ Corrections employees from engaging in any sexual behavior with inmates or offenders while under the custody and control of the DOC [WI DOC Executive Directive 16-A: Staff Sexual Assault of Offenders and Wisconsin Statute 940.225(2) (h)].

Report any assaults or misconduct that are sexual in nature to any staff member and/or call 777 (An Inmate Pin Number is not needed.) immediately for assistance. Please also refer to your PREA handbook and any postings in the facility for additional assistance if needed. If you have lost or misplaced your PREA handbook, please request a new one.

You may also:

- ❖ Dial 888 to report outside of WI DOC. (An Inmate Pin Number is not needed.)
- ❖ Write a request or file an inmate complaint.
- ❖ Tell a family member, friend or support person. They may report on your behalf.
- ❖ Call local law enforcement.

PROPERTY

You are responsible for the property in your possession. This section contains only a portion of the rules regarding property. You may refer to the DAI 309.20.03 Inmate Personal Property and Clothing, available in the library, for further content and size limitations.

PROPERTY REGULATIONS:

- ❖ All personal property must be recorded on your property inventory form prior to possession.
- ❖ You may not exchange, trade, sell, loan, or give away any article of your personal property.
- ❖ Alteration of State-owned or personal property is not permitted.
- ❖ All property items must be purchased and received directly from a DOC-approved vendor.
- ❖ You may not purchase property via disbursement and have it sent to another location.
- ❖ In the event you are transferred from the facility to another facility, your personal property must be in compliance with the receiving facility's property regulations. Disallowed items may be mailed out at your expense or be destroyed upon your request. Only allowed property items will be transferred to the receiving facility.
- ❖ The Property Officer will process all packages received from the U.S. Mail and UPS.
- ❖ The Property Officer will contact you when your property is ready for pick-up.

ITEMS RECEIVED THAT ARE NOT APPROVED:

Items received at the facility for you and not approved must be returned to the retail outlet at your expense, sent out on a visit, mailed at your expense to a person on your visiting list within 30 days, or destroyed.

Hazardous or dangerous items will not be stored by the facility and must be disposed of immediately.

DAMAGED OR ALTERED PROPERTY:

The Property Officer controls all records of personal property.

If you choose to dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237 form.

Lost or stolen property must be reported to staff. Staff will write an incident report and update your property inventory form.

You must wait 90 days from the date the item was reported lost before you will be allowed to receive replacement items. Refer to DAI Policy 309.20.03.

MONETARY SPENDING LIMITS:

The cost of all individual or combination electronic items may not exceed \$350 in value.

The cost of all other individual items may not exceed \$75 in value.

RE-CLASSIFICATION REVIEW COMMITTEE (RRC)

The RRC conducts RRC hearings per Administrative Code 302 at least every 12 months. The focus of these hearings is your custody, placement, and program assignments.

Social Workers will conduct a Pre-Hearing Report interview to discuss classification issues prior to the Re-Classification Review hearing. Inmates are responsible to communicate issues with their Social Worker when changes occur which could affect their classification.

Your appearance at the Re-Classification Review Hearing is not mandatory and you may elect to waive the review by informing your social worker.

Following the hearing, inmates will receive an Inmate Classification Report-Re-Classification (ICCR204).

If your Re-Classification Report contains errors you may appeal the final decision by requesting a DOC-1292-Administrative Review of Re-Classification Decision, from your social worker. You may not file an appeal of the Re-Classification action based on disagreement with custody or placement. You must complete the DOC-1292-Administrative Review of Re-Classification form and mail it to:

Bureau of Offender Classification & Movement
P.O. Box 7925
Madison, WI 53707-7925

Appeals must be received within 10 days of your receiving the Re-Classification Report. The Inmate Complaint process may not be used in lieu of the BOCM Appeal process. The following are the types of Re-Classification Review Hearings

Scheduled Re-Classification Review Hearing occurs in accordance with inmates' regular recall.

Early Re-Classification Review Hearing are held when a significant change in circumstances occurs affecting an inmate's custody and/or placement. The Classification Specialist will decide whether or not an Early Re-Classification Review Hearing is appropriate.

RECORDS

Wisconsin Women's Correctional System records office staff are responsible for calculation of all inmates' parole eligibility date (PED), mandatory release (MR) date, and extended supervision (ES) date, including all adjustments to these dates based on additional sentences or modifications. Record office staff does not work from offices located at REECC. Administrative staff and social workers will coordinate inmate social service files. The TCI address is as follows

TAYCHEEDAH CORRECTIONAL INSTITUTION
ATTN: RECORDS DEPT
751 COUNTY RD K
FOND DU LAC, WI 54935

RECREATION

RECREATION TIMES:

Hours posted below are enforced seven days per week.

<i>A UNIT:</i>	<i>Inside Workout Area:</i>	<i>Outside Recreation Area:</i>
	6:00 A.M.until 10:30 AM	7:30 A.M.until 10:30 A.M.
	12:30 PM until 3:30 PM	12:30 PM until 3:30 PM
	5:30 PM until 9:00 PM	5:30 PM until dusk/or when the outside lights turn on

<i>B & C UNITS:</i>	<i>Inside Workout Area:</i>	<i>Outside Recreation Area:</i>
	7:30 A.M.until 9:30 AM	7:30 A.M.until 10:30 A.M.
	1:30 PM until 3:30 PM	12:30 PM until 3:30 PM
	6:00 PM until 9:00 PM	5:30 PM until dusk/or when the outside lights turn on

INSIDE RECREATION RULES:

- ❖ Only 25 inmates are allowed in this area during any period.
- ❖ If you leave this area for any reason during the recreation period you may not return until your next scheduled recreation period (this includes bathroom usage, so plan ahead).
- ❖ This area is closed 15 minutes prior to all meals and during the entire time that meals are being served.
- ❖ Inmates will be expected to be “actively” using the workout equipment.
- ❖ Any equipment used must be sanitized when finished.
- ❖ The lights must remain on in the room at all times when occupied.
- ❖ Sleeping is not allowed.
- ❖ You are not allowed to put your feet on furniture or walls.
- ❖ Eating is not allowed.
- ❖ Do not lie or sit on game tables.
- ❖ You may use the equipment, subject to any medical restrictions you may have.

OUTDOOR RECREATION RULES:

- ❖ Inmates are not allowed to lie or sit on top of the picnic tables.
- ❖ Lying or “Laying out” on the ground is not permitted. Sitting in designated grassy areas is permitted.
- ❖ Inmates may not be within 10 feet of the perimeter fence.
- ❖ Inmates are not allowed to touch or lean on fences around the facility.
- ❖ You may bring one (1) sealed beverage outside for drinking purposes.
- ❖ Other items that can be taken to outside recreation are a pad of paper and pencil, musical instrument, a clear cup for drinking, playing cards, book/magazine, dominoes or your crocheting project.
- ❖ Outside recreation closes at dusk. Inmates must be in from outside by dusk, or when the outside lights go on.
- ❖ Outside recreation is closed 15 minutes prior to meals and throughout the entire time meals are being served.
- ❖ Inmates must be in clear view of the building, you are not allowed to sit or stand behind trees etc.
- ❖ There will be no sitting or standing immediately outside the recreation doors, or on the stoop. This is an emergency exit and cannot be blocked.
- ❖ Outside recreation will be permitted only when weather allows and staffing levels permit.
- ❖ Outside recreation is restricted to certain areas of the grounds.
- ❖ Recreation may be limited by personal medical restrictions you have.
- ❖ When using the track, you must keep moving forward at all times; there is no loitering on the track.
- ❖ You may only walk/run counter clockwise around the track.
- ❖ You shall not have contact with civilians while outside for recreation. If you are seen talking, motioning, or communicating with civilians in any manner, you will be subject to disciplinary action.
- ❖ You must wear the proper attire while participating in outdoor recreation. You must wear a shirt and pants or shorts. At no time is your midriff (front and/or back) to be exposed.

Hobby and Music:

- ❖ You must register with designated staff to participate in music or a hobby.
- ❖ You can only be registered for two hobbies at one time.
- ❖ The volume of musical instruments must not be high enough that it can be heard in the hallway.
- ❖ Please see DAI Policy 309.20.03 Inmate Personal Property and Clothing for more detail.

REENTRY

Reentry Vision Statement: Promote public safety and offender success from admission to custody through reentry and supervision in the community.

The public is best served if you are not only held accountable for your actions, but also have the opportunity to become a law abiding and successful member of the community when released. The goals of reentry are crime reduction, fewer new crime victims, reduced state and local criminal justice costs, and safer families and communities. To accomplish these goals, reentry programs at the facilities are made available to you for participation, such as, but not limited to pre-release curriculum modules, obtaining ID and vital documents, establishing portfolios, parole planning, and JobNet searching.

The Department's reentry initiative means that we engage offenders, as early as possible and challenge them, motivate them, and encourage them to change. Effective offender reentry also includes quality risk assessment and strong supervision practices proportionate to the level of risk to the public safety. We also focus on key factors that help offenders succeed and become law abiding citizens-including employment, alcohol and drug treatment, housing, and positive support from families and organizations.

RELEASE PROCEDURES

Your Social Worker will coordinate your authorized release with you and your Division of Community Corrections Agent. Prior to your release the following will occur:

- ❖ You must provide your release plan information to your Social Worker.
- ❖ You must sign your Rules of Supervision.
- ❖ You will be informed of the date of your release.
- ❖ Your account will be closed about 14 days prior to your release.
- ❖ You must order canteen before the account is closed.
- ❖ Release clothing must be purchased from a DOC-approved vendor within 30 days prior to your release.
- ❖ If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on the morning of your release. This must be approved by the Superintendent or Captain.
- ❖ If you are taking a bus home, you are only allowed to bring one box with you on the bus.
- ❖ You must mail out your remaining property before your account is closed.
 - Security staff will help you pack and mail your property.
 - Security staff will pack your remaining property the night before your release.
- ❖ Your picture will be taken before you are released.
- ❖ You will be asked to provide a forwarding address.
- ❖ On the day of release, you will be given your release check and your personal property (ID, driver's license, birth certificate), if you have any.
- ❖ You will be given a ride to the bus on the day of release (if needed).

RELIGIOUS PROGRAMMING

Religious practices must comply with DAI 309.61.01 Religious Beliefs and Practices.

REECC employs a chaplain who oversees all religious services and events. The Chaplain can assist you with your religious concerns, allowable religious property and any other questions you may have regarding your spiritual well-being. You are not allowed to lead or conduct a religious service or study group. Please see the schedule of religious events and services posted on your unit.

Things the Chaplain may be able to help you with:

- Pastoral/Clergy/Minister Visits
- Sacraments
- Seminars
- General Counseling
- Grief Counseling
- Worship Opportunities
- Spiritual Counseling
- Religious Studies
- Study Materials
- Emblems

ROOM CONFINEMENT

Room confinement is a disposition given for conduct violations in accordance with DOC 303 guidelines.

During the hours of room confinement you must remain in your room as directed. All personal business such as phone calls, request forms, mail, showers, etc. must be conducted prior to the beginning of the confinement or with specific approval as determined by the Superintendent/designee.

You will continue to perform your facility job duties and work release assignment as assigned.

No recreation is permitted.

You may not participate in off grounds activities.

You must notify staff prior to using the bathroom.

You may attend visits, religious services and RRC required program activities on grounds.

The following chart outlines the specific activities that an inmate will or will not be allowed to participate in when serving certain dispositions.

Disposition Activities	Loss Of Canteen	Loss Of Recreation	Loss Of Dayroom/ TV Room	Room Confinement
Church Service	Yes	Yes	Yes	Yes, one per week
Bible Study	Yes	Yes	Yes	No
Ordering Canteen	Hygiene items only	Yes	Yes	Yes
DAYROOM & TV ROOM	Yes	No	No	No
ELECTRONICS	Yes	Yes	Yes	Yes
HSU	Yes	Yes	Yes	Yes
LIBRARY	Yes	No	Yes	No
MEALS	Yes	Yes	Yes	Yes
PERSONAL LAUNDRY	Yes	Yes	Yes	Yes, with staff permission
PHONE CALLS	Yes	Yes	Yes	Yes, one per week with staff permission.
RECREATION YARD & INSIDE RECREATION AREA	Yes	No	Yes	No
SHOWERS	Yes	Yes	Yes	Yes, one per day with staff permission.
RRC TREATMENT PROGRAMS	Yes	Yes	Yes	Yes
VISITS	Yes	Yes	Yes	Yes
WORK & SCHOOL	Yes	Yes	Yes	Yes

SECURITY MONITORING

SURVEILLANCE OF INMATE ACTIVITIES:

DAI policy establishes guidelines for the electronic monitoring and recording of inmate activities without your awareness. It does not apply to staff observations, exposed cameras, intercoms, or other monitoring systems of which inmates should be reasonably aware.

Through this form of surveillance, the facility will gather information on inmate activities that may jeopardize facility security. These activities may include drug dealing, gang and disruptive group activity, or other illicit activity. Information gathered may be used in any fashion deemed appropriate by the DOC, the facility, or law enforcement authorities including, but not limited to, administrative action, due process, program review, parole hearings and criminal prosecution.

SEARCHES:

Strip Searches:

A full strip search of your person can be conducted at any time, either randomly or for cause in accordance with DAI Policy.

A strip search is done for the security of the facility, NOT to embarrass or ridicule you.

Pat Searches:

A pat search may be conducted at any time, either randomly or for cause.

Room Searches:

A room search may be conducted at any time, either randomly or for cause.

Any contraband found will be removed from your room.

You will receive written notification of any confiscated items.

URINALYSIS (UA) / BREATHALYZER:

Urine and breath tests will be conducted at any time, on a random or for-cause basis in accordance with DAI Policy.

If you are unable to submit a urine sample, you will be provided a set amount of water and a limited amount of time to produce a urine sample. You will be required to wait in a designated area during this time.

You may request a confirmation test if UA results are positive.

SECURITY THREAT GROUPS

Security Threat Group activity in any form is prohibited. If you are found to be in possession of, wearing, manufacturing, or distributing any gang-related materials or participating in gang-related activities, you will be issued a conduct report.

Examples of security threat group activity include but are not limited to the following:

- ❖ Wearing any item of clothing that symbolizes a gang, whether by color or design.
- ❖ Haircuts and braiding which incorporate gang symbols or signs.
- ❖ Possession of any written or printed material that details the code of ethics or dogma of a gang, or other group, not specifically authorized for membership within this facility.

SMOKING / USE OF TOBACCO PRODUCTS

All WWCS facilities are nicotine-free facilities and recognize tobacco products, nicotine products and smoking materials, in any form, as contraband. The possession and/or use of tobacco products, nicotine products and smoking materials are not allowed while on facility grounds or at any off-grounds activities in accordance with the DOC 303 guidelines.

TELEPHONE PROCEDURES

You may only communicate using approved methods. Use or possession of a cellular phone or unauthorized telecommunication device and using any communication device located at a worksite is strictly prohibited.

A Social Worker may authorize special or emergency calls. A flat fee of \$5 per call will be charged to you based on the specific circumstances.

Inmate telephones are provided for your use and are subject to the following rules:

- ❖ All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
- ❖ Collect calls are charged to the party you contact.
- ❖ Correctional Billing Services administers the pre-paid accounts for family and friends for the telephone service provider, SECURUS.
 - Family or friends must set up the account.
 - You must submit a DOC-184 Disbursement Request form including the name of the person the account is set up in and the account number or telephone number the monies will be applied to.
 - A check may be only applied to a single account.
 - Disbursement requests that do not meet the requirements will not be processed by Correctional Billing Service and will be returned.
- ❖ Call length is limited to 15 minutes each.

RESTRICTIONS:

1. You are not allowed to make three-way telephone calls.
2. You are not allowed to make harassing or nuisance calls.
3. You are not allowed to have a calling card or to have calling card numbers in your possession.
4. You are not allowed to use another inmate's pin number.

MESSAGES:

Telephone messages will be taken for family related emergencies.

ATTORNEY TELEPHONE CALLS:

Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded.

All attorney calls not placed through the collect call system must be coordinated through your Social Worker.

TELEPHONE PROBLEMS:

If your friend or family member is experiencing problems receiving phone calls from you, please have them contact Correctional Billing Services at (800) 844-6591 or online at www.securustech.net.

TREATMENT PROGRAMS

PREREQUISITE AND CONDITIONS: All Assessment and Evaluation Needs will take priority over all other programs. All inmates must be motivated to participate in programming. All programs will be developed and monitored by staff. There will be no groups that meet without staff being present.

FACILITY POLICY FOR REMAINING IN PROGRAM: You must actively participate and follow all rules as outlined in your treatment program.

ANGER MANAGEMENT: This is an eight session group for anyone interested in participation. Those with an A&E Anger Management need receive priority when groups are formed. The group deals with the causes of anger and how to appropriately handle emotions.

EARNED RELEASE PROGRAM: The Earned Release Program (ERP) utilizes two core curriculums: Moving On and Cognitive Behavioral Interventions for Substance Abuse (CBISA). Social skills, problem solving and decision making, anger management, parenting, employability, family reunification and victim empathy are also included. The program is generally 20 weeks in length. An inmate's eligibility is designated by the Court and upon successful completion the inmate is normally released within 30 days of graduation.

AODA RELAPSE PREVENTION: Chemical, Choices & Changes: An open-ended weekly AODA support group for maintenance to avoid relapse. Emphasizes transitioning into community support programs and is based on 12-week cycles. The program requires successful completion of a certified AODA treatment program.

OTHER TREATMENT PROGRAMS: We also have other programs staffed by volunteers that you may attend including but not limited to St. Rose, Nutrition, Within My Reach (Relationships), Gambler's Anonymous, Overeaters Anonymous, Narcotics Anonymous, Cocaine Anonymous, A.A. and ACTS, etc. Please contact your social worker for information on these programs.

VISITING REGULATIONS

The DOC encourages visitation of an inmate's family and loved ones to maintain close and constructive family and personal relationships and support. Your visiting list and visiting procedures are regulated by the Administrative Code 309.12 and DAI 309.06.01 Visiting.

VISITING HOURS:

Mondays, Tuesdays, Wednesdays and Thursdays 5:30 PM until 9:00 PM
Saturday, Sundays and Holidays 10:00 AM until 9:00 PM

RHU VISITING HOURS:

Tuesday and Thursday 6:00 pm to 9:00 pm for all inmates
Saturday and Sunday 3:15 pm to 5:15 pm for program two and TLU only

Note: Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours.

HOLIDAY VISITS:

You will be allowed visitors on recognized holidays.

Due to limited space, should the visiting room fill up, the first visit started will also be the first visit terminated.

WWCS recognizes the following holidays for visiting purposes:

- ❖ New Year's Day January 1st
- ❖ Martin Luther King Day Third Monday in January
- ❖ Memorial Day Last Monday in May
- ❖ Independence Day July 4th
- ❖ Labor Day First Monday in September
- ❖ Thanksgiving Day Fourth Thursday in November
- ❖ Christmas Eve December 24th
- ❖ Christmas Day December 25th
- ❖ New Year's Eve December 31st

VISITING RULES:

- ❖ You are allowed a total of one (1) visit per day, three (3) visits total per week (Monday through Sunday), this includes weeks that there are holidays.
- ❖ You are only allowed one (1) visit on either Saturday or Sunday, not both.
- ❖ All visits are limited to a total of three (3) hours in length.
- ❖ You will dress appropriately for your visit in state issued green shirt and pants(unless advised).
- ❖ The only items that you are allowed to bring to your visit are your inhaler, nitroglycerin, and room key.
- ❖ You will check in with the officer on duty prior to starting your visit. You will approach the officer's desk and give him/her your name and housing unit. Inform the officer if you have changed units within the last few days. The officer may then assign you and your visitor/s to a table, if they have not already done so. You may not request a specific table.
- ❖ If you have property items to be sent out you must inform the officer when you check in with him or her prior to starting your visit.
- ❖ All visitors must be here at least 30 minutes before visits end, or they will be denied entrance. Be advised that all visitors' coats, hats and gloves will be searched upon entry.
- ❖ No persons or animals are permitted to be left unattended in vehicles.
- ❖ Inmates and their visitors are permitted to briefly embrace and kiss only at the beginning and end of their visits.
- ❖ Any embracing, kissing, or touching during the visit, or any other indiscreet conduct is not allowed.
- ❖ Inmates are permitted to hold hands with their visitors (above the tables only), this is the only physical contact allowed during the visit.

- ❖ Inmates and visitors are not allowed to place their hands inside or underneath each other's clothing.
- ❖ Hands or laps of inmates or visitors are not to be covered at any time during the visit.
- ❖ Inmates and visitors are not allowed to sit on each other's laps.
- ❖ Children of an inmate who are age five (5) or under, may be permitted to be held and/or sit on the inmate's lap, provided there are no risk factors as determined by facility staff.
- ❖ Inmates or their visitors will not place children on their shoulders or hold them in a way which may be unsafe or disruptive.
- ❖ Visitors and inmates are responsible for the behavior of minors under their supervision during visits.
- ❖ Inappropriate conduct by visitors (including children) and/or inmates may result in termination of the respective visit and potential suspension of visiting privileges.
- ❖ We have vending machines available in the visiting room. Tell your visitors to have change or dollar bills for vending machines in advance. Officers do not make change. There are no refunds from the vending machines.
- ❖ Inmates are not allowed to handle money on their visits.
- ❖ The officer on duty will provide cards and games on a first come basis. The cards and games may be taken outside but use caution when doing so.
- ❖ Inmates are not allowed to receive anything from their visitors while on a visit.
- ❖ Inmates will be required to clean up their areas, including their children's play areas following their visit.
- ❖ You must sit appropriately across from your visitor, unless there are two (2) or more visitors, in which case you will face the officer.
- ❖ Conversation will only occur at the table at which you are seated. You may not converse with other inmates or visitors. All visits will commence and end at the visiting table.
- ❖ All other visiting rules apply to inside visits. Camera and sound also monitor the visiting room and outside visiting area. Visits may be recorded.
- ❖ Inmate will not go up to the vending machines with their visitors. Your visitor can pick your items for you.
- ❖ Inmates are responsible for cleaning their own tables and chairs off after their visit.
- ❖ If you need to use the restroom during your visit, you will be strip searched, sent to your housing unit to use the restroom, and be pat searched back into visits.

OUTSIDE VISITS:

- ❖ Outside visits will be allowed, weather permitting, from Memorial Day to Labor Day. The on- duty officer will determine if the outside visiting area is open or closed. Check in with the officer on duty beforehand to let them know that you would like to visit outside.
- ❖ Inmates and visitors are not allowed to sit or lie on the ground and may not straddle benches.
- ❖ When seated at the picnic tables you will sit facing towards the center of the table. You must sit on the opposite side of the table as your visitors unless there are more than two (2) visitors.
- ❖ There will be no communication with the inmates using the outside recreation area. Inmates and visitors must remain at least three feet from the fence and from the building during outside visits. You may not walk the perimeter, or loiter by the fence or building.
- ❖ Just as with inside visiting, food purchased from the vending machines can be taken outside for consumption, but must be properly disposed of.

OVER CROWDED VISITING ROOM:

- ❖ If the visiting room becomes overcrowded visits will be terminated as needed beginning with the visit which started the earliest (first in = first out).
- ❖ During overcrowded conditions you will be guaranteed at least a one (1) hour visit.
- ❖ Approved special visits are not subject to early termination and will continue according to the special approval specifics.

SPECIAL VISITS:

- ❖ All requests for special visits will go through your social worker at least five working days prior to the visit. Special visits on Holidays require at least 10 working days.
- ❖ Only the Superintendent may approve special visits.

- ❖ Special visits are only considered for immediate family members who live more than 150 miles from the Facility.
- ❖ Immediate family members are defined as your spouse, mother, father, grandmothers, grandfathers, brothers, sisters, sons and daughters.

YOUR VISITOR'S RULES:

1. Visitors must completely fill out a 'Request to Visit Offender' form and give it to the Lobby Officer in order to start the process of being admitted for a visit.
2. Visitors must be on the approved visiting list, (this includes children and infants) and provide proper picture identification: valid state driver's license, valid passport or visa, valid Department of Transportation ID, valid military ID, or valid tribal ID (if it provides photo). Anyone sixteen years or older must have identification. Persons who cannot or will not identify themselves will be refused permission to visit.
3. Visitors suspected to be under the influence of alcohol or any intoxicating substance will not be permitted to visit. The officer on duty will make this judgment.
4. Visitors will be permitted three attempts to successfully pass metal detection, if available. Failure to pass metal detection will result in denial of entrance into the facility. Exceptions:
 - a. Visitors wearing underwire bras who cannot pass metal detection may be given an opportunity to participate in the following procedure:
 - i. The visitor will be directed to the restroom in the main entrance where s/he can remove the bra and place it a bag that will be provided by facility staff.
 - ii. The visitor will then allow facility staff to visually inspect the bag containing the bra.
 - iii. The visitor shall proceed through the metal detector.
 - iv. If the visitor successfully passes through the metal detector, s/he will then be directed to the restroom inside the visiting room to place the bra back on, and the visit will be permitted.
 - v. If the visitor cannot successfully pass through the metal detector at this point, s/he will then be denied entrance into the facility.
 - b. For visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection, DAI Policy 309.06.02 will apply.
5. Rude or disruptive behavior will not be tolerated from any visitor or inmate.
6. Visitors must park in the lower parking lot. The only exception would be a visitor with a handicapped license plate or sticker. If visitors park in the staff (upper lot) they will be instructed to move their vehicle unless they have already started their visit, at which point the visit will need to be terminated. If visitors are being dropped off to visit, the driver, other passengers and the vehicle are not allowed to wait for the visitors in either parking lot. Visitors must be dropped off, and arrange for a pick up time with the driver.
7. No cellular phones, pagers, cameras, watches or other electronic equipment will be allowed in the facility. No purses, watches, or keys will be allowed in the visiting room. Purses, wallets, and other property should be locked in your vehicle. All money brought in for the vending machines must be in a clear plastic bag. Coats, headwear (cannot conceal identity and allows facility staff to verify identification of the visitor) and gloves are allowed in the visiting room if they have passed security inspection. Head coverings for religious purposes would also be allowed to include a veil. (Visitors who have religious headwear that conceals identity are required to allow facility staff to view their face(s) in order to verify identification of the visitor, upon entry and exit of the facility. After identification, the visitor will be permitted to replace the facial covering).
8. Acceptable attire must be worn at all times. The following apparel is considered inappropriate and will result in the denial of the visit:
 - a. Transparent/translucent clothing
 - b. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
 - c. Skirts shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
 - d. Strapless, tube and halter-tops, and dresses
 - e. Tops and dresses that expose the midriff (front and/or back).

- f. Spandex or Spandex-like and Lycra or Lycra-like clothing (any).
 - g. Exposed underwear
 - h. Clothing with revealing holes, tears or slits
 - i. Clothing or accessories with obscene or profane writing, images or pictures
 - j. Gang related clothing, headwear, shoe, logos, or insignias
 - k. Any clothing that has a potential to cause a disruption
 - l. Footwear must be worn at all times.
9. An adult must accompany any visitor under the age of eighteen years. Children must be under immediate adult supervision at all times. They are to remain at the assigned table with their adult supervisor.
10. No alcoholic beverages are allowed.
11. The following items are allowed to be brought into facilities by inmate visitors, should they pass inspection:
- a. Money, not to exceed \$20.00 (twenty dollars) for each visitor.
 - b. Comb, pick or brush, limited to one for each visitor.
 - c. Up to two (2) baby blankets for each child.
 - d. Up to four (4) diapers for each child. Diaper bags are not allowed.
 - e. Up to two (2) plastic baby bottles for each child. An empty "sippy" cup will count the same as a bottle
 - f. Three unopened plastic containers of baby food with a plastic spoon
 - g. One (1) hand-held baby seat for each child.
 - h. Diaper wipes. Must be kept in a clear plastic bag.
 - i. One (1) pacifier for each child.
 - j. One (1) coat and one (1) pair of gloves for each visitor.
 - k. Headwear (provided it does not conceal identity).
 - l. One (1) facility locker key.
12. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitro pills (only individual pills, not bottles), Epi-Pens, Diabetic supplies etc.
13. Visitors will use the visitor bathrooms in the visiting area.
14. A mother with child is permitted to breast-feed during visitation.
15. Paper work or checks that require an inmate's signature may only be brought to a visit with prior approval of the Superintendent. The inmate must submit a written request.
16. All other visiting rules apply to outside visits. Camera and sound also monitor the visiting room and outside visiting area. Visits may be recorded.

Delivering Articles to Inmates: 53.095

"Any officer or other person who delivers or procures to be delivered or who has in his/her possession with intent to deliver to any inmate confined in the State Prison, or shall deposit or conceal in or about prison, or the precincts thereof, or in any vehicle going into the premises belonging to a prison, any article or thing whatsoever, with the intent of any inmate confined there shall obtain or receive the same, or who receives from any inmate any article or thing whatsoever with the intent to convey the same out of prison, contrary to the rules and regulations and without the knowledge or permission of the Warden or Superintendent thereof, shall be imprisoned not more than two years or fined no more than \$500.00."

WORK RELEASE

The primary goal of the Wisconsin Women's Correctional System is to prepare you for release to the community. The objective for facilities with work release is to help you obtain employment that will allow you to develop good work habits, pay your obligations, and save money for release. A monitoring period is required prior to obtaining approval for work release as well as any other requirements according to DAI policy. This allows us to monitor your work habits and make an evaluation when placing you on work release. Remember, work release is a privilege. Amongst other criteria, the facility staff will evaluate your risk for placement in the community by considering the following: your offense history, risk assessment, conduct history, length of sentence, and victim concerns. Other factors, such as the local job market, your individual work skills, and your willingness to work, also play a vital role in your placement on work release.

WORK RELEASE AGREEMENT:

To participate in work release the work release coordinator will require you to sign the following:

1. A DOC-372 Work Release Agreement form to indicate your agreement with the rules, regulations and provisions listed.
2. A DOC-371 Offender's Statement of Financial Obligations form.

WORK RELEASE GUIDELINES:

1. You must have a community custody classification to be eligible for work release.
2. The Superintendent must grant final approval for participation unless your case requires Warden approval.
3. You may not terminate your employment (quit your job), without the prior approval of the Work Release Coordinator.
4. You must sign and obey all work rules of the employer.
5. Being approved for the work release program does not guarantee you a work release job.
6. To the degree possible, the Work Release Coordinator will attempt to match your skills to available jobs.
7. The Work Release Coordinator will assist you in arranging job interviews; you may not make appointments without the consent of the Work Release Coordinator.
8. Going off grounds for interviews is subject to facility staff and transportation availability
9. You must sign in and out whenever leaving for or returning from work.

REQUIRED IDENTIFICATION FOR WORK:

Two forms of identification are required by federal law and may include the following:

- Birth Certificate
- Driver's License
- State ID
- Social Security Card

If needed, the Work Release Coordinator or the Employment Support Specialist will assist you in obtaining these.

WORK RELEASE CLOTHING/EQUIPMENT:

1. You must provide your own clothing for work release.
2. The work release coordinator may assist you in ordering clothing.
3. You have 60 days from the date you start working to order work-related clothing.
4. State-issued clothing, jackets, and boots are not authorized for work release once you are given the opportunity to purchase clothing.
5. Equipment purchased for work release must be kept at your job site.

W W W C C S S

Wisconsin Women's Correctional System

PURPOSE STATEMENT

The Wisconsin Women's Correctional System will provide female inmates a safe and secure confinement in an environment which is gender responsive and which utilizes gender-specific guiding principles to assist in positive growth through treatment, education, and appropriate supervision, thereby fostering a successful transition for their return to their families and communities



GUIDING PRINCIPLES

Create an environment based on safety, respect, and dignity

Develop procedures, practices, and programs that are relational to children, families, significant others, and the community

Address substance abuse, trauma, and mental health issues through comprehensive, integrated, and culturally relevant services and appropriate supervision

Provide women with an opportunity to improve their socio-economic conditions

Establish a system of comprehensive and collaborative services to assist in re-entry and community supervision

TCI*

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