



Redgranite Correctional Institution

HANDBOOK

March 2025

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Limited English Proficiency Policy Notice

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

El Departamento de Correcciones (DOC) de Wisconsin deberá, dentro de las limitaciones de recursos disponibles, tomar pasos razonables para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o bajo su supervisión, acceso significativo a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ya sea por política o en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

If someone needs help understanding English, please notify the nearest staff person.

Si usted necesita ayuda con el idioma inglés por favor notifique al miembro de personal más cercano.

Americans with Disabilities Act (ADA)

RGCI is committed to assuring compliance with the ADA and will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations and equal access to services as required affording equal opportunities to disabled individuals. All requests for accommodations should be directed to the RGCI ADA coordinator. Requests should be made on form DOC-2530 – Reasonable Modification Accommodation Request. Refer to DAI Policy 300.00.35 – Americans with Disabilities Act for more information.

“To ensure effective communication with incarcerated individuals who have a hearing disability, the Wisconsin Department of Corrections will provide appropriate auxiliary aids and services free of charge, which may include: qualified sign language interpreters and oral translators, TTYs, videophones, note-takers, computer-assisted real time transcription services, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, closed caption decoders or TVs with built-in captioning, and open and closed captioning of Wisconsin Department of Corrections’ programs.”

Legal Assistance for Institutionalized Persons (LAIP)

LAIP is a service provided directly to Persons in our Care (PIOC) by the University of Wisconsin Law School. Information about LAIP is available in the library. Interested PIOC may mail an application to the program. You may be seen at the convenience of the LAIP program.

988 Suicide Prevention Hotline

The new tablets phone option will not be able to call the 988 suicide hotline directly, PIOC will need to call *988. If utilizing the phones on the unit PIOC will only need to dial 988.

Chain of Command

The Chain of Command, outlined below, spells out who PIOC should contact first if they have a question or concern. After waiting fourteen working days for a response or resolution, PIOC may then contact the next level as needed, informing them of the steps which they have already taken and what they have been told so far. Failing to follow this Chain of Command, sending requests to multiple staff or failing to wait ten working days will only cause delays. At any time in this process an PIOC may file a complaint in accordance with DOC Administrative Code 310. Note: complaints must be filed within 14 days from the occurrence giving rise to the complaint regardless of the Chain of Command step in which a PIOC is involved.

NATURE OF CONCERN	1 ST LEVEL	2 ND LEVEL
Accounts – orders, disbursements, check preparation, incoming monies, savings	Accounts/Business Office	Financial Program Supervisor
Accounts – compensation/pay	Work Area Supervisor	Payroll/Business Office
Attorney Calls	Records Office	Records Office Supervisor
Bureau of Correctional Enterprises/ Related Issues	Work Area Supervisor	BCE Supervisor
Canteen	Canteen Staff	Financial Program Supervisor

NATURE OF CONCERN	1 ST LEVEL	2 ND LEVEL
Clothing, State-issued	Laundry Sergeant	Security Supervisor liaison
Correspondence Courses	Scheduling Teacher	Education Director
Court hearings/issues/appearances	Records Supervisor	Corrections Programs Supervisor
Crisis Counseling	PSU Staff	PSU Supervisor
Dental (Related Issues – Co-pay)	Dental Staff	Health Services Unit Manager
Diets – Medical	Health Services Unit	Health Services Unit Manager
Diets – Religious	Chaplain	Corrections Program Supervisor
Digital Legal Material Review	Librarian	Security Director
Disability Accommodations or Concerns	ADA Coordinator	
Disbursements to Family Members	Social Worker	Institution Unit Supervisor
Due Process Questions	Security Supervisor	Security Director
Education (including related problems)	Scheduling Teacher	Education Director
Emergency Contact Forms	Social Worker	Records Supervisor
Emergency Telephone Calls	Social Worker – business hours	Security Supervisor – after hours
Family Death/Funeral	Social Worker	Chaplain
Food Service Issues	Food Service Manager	Food Service Administrator
Haircuts	Recreation Leader	Corrections Program Supervisor
Housing Assignment	Institution Unit Supervisor	Security Director
Housing Unit Issues	Unit Officer/Unit Sergeant	Institution Unit Supervisor
ID Replacement	Unit Sergeant	Property Sergeant
Interstate Compact Request/Issues	Social Worker	Agent
Kiosk	Correctional Management Service Director	Building and Grounds Superintendent
L.A.I.P. (Legal Assistance to Institutionalized Persons)	Records Supervisor	Corrections Program Supervisor
Library and Law Library	Librarian	Education Director
Law Library – Restrictive Housing	Librarian	RH Supervisor
Legal Loans	Business Office	Financial Program Supervisor
LEP (Limited English Proficiency)	Assigned Social Worker	LEP Coordinator
Meals	Unit Officers/Sergeant	Food Service Manager
Mail and Property	Property/Mailroom Sergeant	Property Room Security Supervisor
Medical Issues (non-emergency)	Health Services Unit	Health Services Unit Manager
Medical Emergency	Unit Officer	Unit Sergeant
Notary Service – General Population	Librarian	Education Director
Notary Service – Restrictive Housing	Records Office	Records Office Supervisor
Open Records Requests	Records Office Supervisor	Correctional Program Supervisor
Optical	Optical	Health Services Unit Manager
Parole	Social Worker	Parole Office (Madison)
Pastoral Visits	Program Office Operations Associate (OOA)	Chaplain
Photocopies	Library	Education Director

NATURE OF CONCERN	1 ST LEVEL	2 ND LEVEL
PREA (Prison Rape Elimination Act)	Any staff member/reporting hotline	PREA Compliance Manager
Programs/Groups	Social Worker	Corrections Program Supervisor
RC Issues / Classification	Social Worker	Offender Classification Specialist
Power of Attorney – Financial	Librarian	Records Office Supervisor
Power of Attorney – Medical	Health Service Unit (HSU)	Health Services Unit Manager
Property – Restrictive Housing	RH Property Officer	RH Supervisor
Property – GP	Property Sergeant	Property Liaison Captain
Psychological Services	Assigned PSU Clinician	Psychological Services Supervisor
Records Review – Clinical Services	PSU – OOA	Psychological Services Supervisor
Records Review - Education	Education Department – OOA	Education Director
Records Review – HSU	HSU – Medical Program Assistant- Associate (MPAA)	Health Services Unit Manager
Records Review – Legal File/SS File	Records Office	Records Office Supervisor
Recreation, Hobby and Music	Recreation Leader	Corrections Program Supervisor
Recycling Program-electronics	Canteen Staff	Financial Program Supervisor
Release Preparation and Issues	Assigned Social Worker	Institution Unit Supervisor
Religious Issues	Chaplain	Corrections Program Supervisor
Retail Orders (Vendor Catalog orders)	Property Sergeant	Property Security Supervisor
Security Staff – General Population	Unit Sergeant	Institution Unit Supervisor
Security Staff – Restrictive Housing	Unit Sergeant	RH Supervisor
Sentencing Information	Records Office	Records Office Supervisor
Special Placement Needs	Unit Staff	Security Supervisor/Security Director
Special Visits	Social Worker	Institution Unit Supervisor
Telephone Problems	Institution Unit Supervisor	Correctional Management Services Director (CMSD)
Veterans Group	Program Services - OOA	Corrections Program Supervisor
Visiting Area	Visiting Room Sergeant	Visiting Security Supervisor
Visiting List	Social Worker	Records Office Supervisor
Vital Documents	Social Worker	Institution Unit Supervisor
Work Assignments	Work Area Supervisor	Department Supervisor

Prison Rape Elimination Act (PREA)

PREA was enacted by Congress to address the problem of sexual abuse by persons in the custody of U.S. correctional agencies. PREA addresses all types of sexual abuse in prisons. The Wisconsin Department of Corrections maintains a zero tolerance for any type of sexual conduct and sexual harassment involving PIOC, volunteers, contractors or staff, and all allegations of sexual abuse of PIOC will be treated seriously.

PIOC who experience any form of sexual harassment or sexual abuse have several means to immediately report these incidents. The methods of reporting are as follows:

- PIOC can dial #777 on the unit dayroom phones. This number is a direct PREA reporting line. The hotline is only monitored during business hours.
- PIOC can dial #888 on the unit dayroom phones. This number will connect to an outside entity that is not part of the DOC. The hotline is only monitored during business hours.
- PIOC can dial #999 on the unit dayroom phones. This number will connect to community victim advocate services.
- PIOC can inform a staff member, either in person or in writing.
- PIOC can file an Inmate Complaint.
- PIOC can write directly to the Warden, DAI Administrator, or DOC Secretary. The envelope should be sealed for confidentiality.
- PIOC can contact local law enforcement via written correspondence or through a third party, such as, with a friend or family member.
- Tell a family member, friend or outside support person; they may report on your behalf by telling any staff person or submitting a report at www.doc.wi.gov and click on “Prison Rape Elimination Act”.
- You have the right to be free from sexual abuse, sexual harassment, and to report-related retaliation.

Inmate Complaint Review System (ICRS)

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

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

Procedure

- A PIOC shall file a complaint within 14 days after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. A PIOC shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- A PIOC shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
- Complaints must be typed or written legibly and be filed only under the name by which the PIOC was committed to the department or the legal name granted by a court, and include the PIOC's original signature.
- Complaint submissions may not exceed 500 words total and not exceed two pages.
- PIOC must use a DOC-400 Inmate Complaint form. All sections of the form must be completed.
- PIOC must use a DOC-400B Inmate Complaint/Appeal (Continued) form if additional space is needed. PIOC may not use a highlighter or marker on the forms, nor staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. PIOC must print clearly; illegible forms will not be processed.
- The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

Returned complaint

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

Rejected complaint

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

Accepted complaint

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

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

Appeal

- A PIOC may appeal the reviewing authority's decision to the CCE within 14 days after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. 310.12(6).
- Appeals must be typed or written legibly and be filed only under the name by which the PIOC was committed to the department or the legal name granted by a court, and include the PIOC's original signature.
- Appeal submissions may not exceed 500 words total and not exceed two pages.
- PIOC must use a DOC-405 Inmate Appeal form. All sections of the form must be completed.
- PIOC must use a DOC-400B Inmate Complaint/Appeal (Continued) if additional space is needed. PIOC may not use a highlighter or marker on the forms, nor staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. PIOC must print clearly; illegible forms will not be processed.
- PIOC must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

Rejected appeal

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

Accepted appeal

- The CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part.
- The CCE shall send the recommendation to the Secretary within 45 days of receipt of the appeal. The CCE may extend the time for submitting a recommendation with notice provided to the PIOC.
- The Secretary shall decide to the complaint within 45 days following receipt of the CCE's recommendation.
- The Secretary may extend the time before a decision is made for good cause and with notice provided to the PIOC.

- The Secretary shall affirm or dismiss the CCE's recommendation, in whole or in part, or return the appeal to the CCE for further investigation.
- If the PIOC does not receive the Secretary's written decision within 90 days of the date of receipt of the appeal in the CCE's office, the PIOC shall consider the administrative remedies to be exhausted, unless the time has been extended. The Secretary's decision is final.

PREA complaints

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

Basic Institution Schedule- Times may be changed based on institution needs

TIME	ACTIVITY
12:45 a.m.	Formal Non-standing Count
3:30 a.m.	Formal Non-standing Count
6:10 a.m.	Formal Standing Count
6:25 a.m.	Breakfast meal begins
7:25 a.m.	Dayrooms & courtyards open
7:30 a.m.	Recreation & library periods begin
8:00 a.m.	School period begins Weekend/holiday visiting hours begin

10:50 a.m.	School, library, recreation, courtyards & dayroom activities end
11:00 a.m.	Dayrooms close
11:10 a.m.	Formal Standing Count
11:25 a.m.	Lunch meal begins
12:25 p.m.	Dayrooms & courtyards open
12:30 p.m.	Recreation, library periods, & school begin
2:15 p.m.	Weekday visiting hours begin
3:20 p.m.	School periods end
3:30 p.m.	Weekend/holiday visiting hours end
3:50 p.m.	Library, recreation, courtyards & dayroom activities end
4:00 p.m.	Dayrooms close
4:10 p.m.	Formal Standing Count
4:25 p.m.	Supper meal begins
5:15 p.m.	Dayrooms & courtyards open
5:30 p.m.	Recreation & library periods begin
8:30 p.m.	Weekday visiting hours end
8:50 p.m.	Library & recreation end
9:10 p.m.	Courtyards and dayroom activities end
9:20 p.m.	Dayrooms close
9:30 p.m.	Formal Standing Count
10:00 p.m.	Scheduled video visits start
11:20 p.m.	Scheduled video visits end

Movement

- Movement in the institution is authorized by a printed schedule of activities, the public address (PA) system, staff escorts or as directed by staff. You must remain in your housing unit or the attached outside courtyard unless approved to go elsewhere. You may not attend any unscheduled activity without direct authorization from staff.
- For off unit movement, state issued greens must be worn as the outer layer, t-shirt, sweatshirt or thermal top may be worn underneath state issued greens. Personal tennis shoes can be worn. Pant legs and shorts cannot be rolled up. When going to recreation state issued greens do not need to be worn.
- When going to the chapel or visiting room state issued greens must be worn and need to include a V-neck pullover. A sweatshirt, thermal top or t-shirt may be worn underneath the greens and state issued shoes must be worn. This extends to outside chapel programming.
- Movement during periods of limited visibility (fog, severe weather, and heavy snowfall) will require direct staff escort.
- PIOC are required to sign in and out on the unit movement log sheet whenever you leave the unit and immediately upon your return. PIOC may only sign in/out for yourself. When signing out utilize the next available line and print legibly your first and last name, room number and destination. When PIOC reach your destination, PIOC must sign in on the movement log sheet and it must match the destination that you stated you were leaving to go to on the unit movement log sheet.
- PIOC are required to walk directly to the area for which you are signed out.

- Loitering and stopping to visit is not permitted.
- PIOC are to stay off the grass except on the recreation field and must walk on the right-most side of the walk way/hallway in the directions you are headed; no more than two persons side by side.
- Physical contact between PIOC greeting each other is prohibited except for a brief handshake, fist bump, or high five. No hugging, shoulder bumps, etc. are allowed.
- PIOC may not be within 20 feet of the inner perimeter fence and are not allowed to touch or lean on fences throughout the institution.
- Running is allowed only in the recreation field, courtyard, or in the gym.
- Five minutes is permitted to move to/from the housing unit and another area of the institution. You may not leave prior to the five-minute timeframe or you may be sent back to the unit.
- Arriving five minutes late to the scheduled activity may prevent you from participating in the activity.

Counts

- **Formal Standing Counts:** Dayrooms and bathrooms will be closed 10 minutes prior to standing count until count clears. When count is announced, you will remain in your cell, dressed, door closed standing next to your bunks with the cell lights on, and directly facing the door within plain sight of the staff conducting count. PIOC must remain standing until count is cleared. Headphones will not be worn while count is in progress. No movement or talking is allowed and all electronics must be turned off.
- **Formal Non-Standing Counts:** IOCe required to remain in the area in which you were when the count was initiated until the count is cleared.
- **Emergency Counts:** Emergency counts may be called at times other than those scheduled above. The same process for formal counts is followed during emergency counts. PIOC must remain standing until count is cleared. It is imperative that PIOC follow the direction of staff promptly at the time to ensure minimal disruption to institution activities.
- Bathrooms are closed and locked 10 minutes prior to count.
- The bunk shelf must be clear of everything except for electronics. PIOC must have an open view of the bunk at all times.

Housing Unit Information

- **Unit/Cell Placement:** Those who have completed orientation will be transferred from H North as soon as bed space allows. Requests for housing on specific units or in cells will not be honored. If PIOC have concerns about the need for separation from another individual, please submit a Request for Separation form to the IRCS mailbox/ or security supervisor office. PIOC should contact unit staff immediately if the concern is urgent.
- **Moving Between Cells/Units:** Items that must remain in the vacated cell include: the mattress, unless medically assigned, and wastebasket. PIOC must clean the cell before moving. Cell and locker keys must be turned into the unit Sergeant. Prior to moving into a new cell, you will be issued a Cell Inspection Card upon which it is your responsibility to report any problems or damage within one hour of moving into the cell. Failure to report pre-existing damage shifts the responsibility for the damage to the present occupant.

- Cell Searches: Cells will be searched and inspected on a regular basis. If you are in your cell when a search or inspection takes place, you will be asked to leave your cell and sit quietly in the dayroom.
- Double-celling: All cells at RGC I are compatible for double-celling. PIOC may be moved based on the needs of the institution.

Meal Rules

- Only assigned serverly workers are allowed in the serverly.
- No conversations should take place with the serverly workers. If PIOC have a complaint regarding your meal or portion, discuss this matter with unit staff prior to leaving the serving line.
- No early line eaters, unless you receive written approval from the Unit Supervisor.
- When your side/tier is called to report for meals, this is your time to eat unless otherwise authorized by staff. PIOC must remain in cell until your side/tier is called. If the next side/tier is called prior to reporting for meals, you will be considered late. If this occurs, you will need to check in with the unit sergeant prior to joining the meal line. A written warning or conduct report may be issued as appropriate; however, you will not be denied a meal as long as meals are still being served. Staff will announce a last call, after which you may no longer join the meal line. No additional meals will be served once the meal line is broken down.
- PIOC are only allowed one meal tray per meal.
- While in the meal line, PIOC are expected to stand in a single-file line. PIOC are not allowed to change places with others or cut in line. PIOC must have your ID on and visible and you must be wearing tennis shoes or state issued boots and proper dayroom attire.
- If PIOC have been issued a special medical or religious tray, you are not allowed to give away or receive any food items.
- Conversations during the meal line are to be kept to a low level.
- Once seated at a table PIOC cannot get up and move to another table. No saving seats in the dining hall.
- PIOC are to take all trash, food, and dishes to the tray-cart area when you have finished eating. Milk, drink mix, and water will be dumped in the bucket prior to putting the glass upside down in the rack. All food, condiments, and paper products will be disposed of in the garbage can prior to placing the tray on the cart with the exception of one piece of fresh fruit which may be taken back to your cell, but it must be consumed within 24 hours.
- All food and state-issued condiments must be eaten during the meal and not saved.
- PIOC have 20 minutes to consume all food.
- No personal cups or containers will be used or taken into the dining/serverly area during meal times.
- If you are not on the housing unit during meal times, you must ask the unit sergeant to save a tray.

Personal Hygiene

Personal hygiene is extremely important. Each PIOC shall shower often enough to preserve acceptable personal cleanliness to keep their appearance neat. Any PIOC whose personal

hygiene presents a health risk to PIOC or others or is deemed offensive to others, may be subject to disciplinary action. Fingernails must be clipped at all times with the length not to exceed the tip of the finger. Refer to DAI Policy 309.24.01 Inmate Personal Hygiene and Hairdressing for further information.

Bathrooms & Showers

- PIOC are restricted to limited use of the bathroom and shower area on the side and tier of the unit in which you are housed. If the bathroom and shower area is closed for cleaning or maintenance/repairs, staff must authorize use of the bathroom and shower area on the other side as necessary. The wheelchair accessible showers/bathrooms may only be used by individuals as designated by a supervisor or HSU.
- Use of bathrooms during non-dayroom hours will be limited to toilet use and subsequent hand washing. Staff have the discretion to authorize use of bathrooms at other times as appropriate based on an individual's assignment or other activities.
- Hair braiding is allowed when dayrooms/courtyards are open. Only one person braiding and one person getting their hair braided is allowed per wing and must be in the bathroom seated by the sink closest to the officer's desk. Staff permission must be given prior to hair braiding.
- Bathrooms will be unavailable 10 minutes prior to count until count clears.
 - Clean up after yourself after using the bathroom facilities.
 - PIOC may not wash clothing in the bathroom or shower area.
 - PIOC may use only one showerhead.
 - Showers will be limited to a maximum of 15 minutes.
 - Only facial hair shaving is allowed at the sinks.
 - When washing dishes, you must use the sink closest to the bathroom door, and this is only allowed during dayroom hours.
 - Those participating in religious cleansing, such as feet washing, may do so in the sink farthest from the bathroom door. It is expected when utilizing sinks for this activity that you ensure the area is appropriately cleaned up afterwards in order to maintain the area in a safe condition.

Haircuts

- Haircuts will only be done by the barber in the barber shop. All hair styles are subject to security review. Hair will not have any decorative lines cut in.
- Shaving of hair will not be permitted above the ears unless the entire head is shaved.
- Hair may be lined up no more than 1/8 inch from the hair line. Any further lining is considered shaving of the head.
- Hair Length: two (2) noticeable lengths of hair will not be permitted. The hair on the top of the head must taper into the shorter hair on the sides and back of head. No distinction between the tapering should be noticeable.
- No cuts or styles (e.g. Mohawks, tufts, rat tails, mullets, punk, etc.) are permitted.
- One individual braid is permitted and must be centered in the back of the head. Corn rowing and box braiding are permitted in straight lines only. Braids must be straight from front to back or side to side of the head only.
- Dreadlocks are allowed. Tufts, zigzags, and designs are not allowed. Dreadlocks may be into or put up in a ponytail to the rear of the head.

- One ponytail is permitted and shall be centered in the back of the head or center of the neck. No placement to the side of the head.
- Hair curlers are not allowed in the server area or outside the housing unit.
- PIOC may not wear combs or picks in your hair.
- PIOC are not permitted to change the color of your hair or help others change the color of their hair.
- Facial hair will not have any distinctive or decorative lines cut in. A beard or goatee may only be put into one (1) braid or ponytail, going straight down.

Phone Calls

- All phones will be turned off ten minutes prior to the closing of the dayroom.
- General population PIOC are permitted to make phone calls during dayroom hours, limited to 20 minutes with a 15-minute waiting period between each call. The tablet phone call application will not be available 15 minutes before
- PIOC must face the phone/phone bank that you are using.
- PIOC may use a chair while on the phone on the lower tier.
- Use of anyone else's information is prohibited.
- PIOC must directly dial the party in which you intend to converse with.
- Three-way calls will not be permitted.
- PIOC may not place a call and then hand the phone to someone else to speak on the same call.
- Only those housed on the upper tier may use the upper tier phone banks, unless prior approval from staff.
- Personal tablet phone calls can only be made in cell.

Visits

- **Unit Video Visits:**
 - PIOC may use a chair while on the visit.
 - All visitors must be on your approved visiting list.
 - Video visits are scheduled for 25 minutes, with a 5-minute break between visits.
 - Use of anyone else's information is prohibited.
 - All visits will be turned off ten minutes prior to the closing of the dayroom.
 - Visits may start late; however, they must end at the scheduled time.
 - Appropriate dayroom attire is required for video visits.
 - Appropriate conduct is expected for visitor and PIOC the same rules apply for in-person and for video visits.
 - Visits may be terminated due to institutional needs/emergencies.
 - PIOC in step 2 may only schedule video visits during step dayroom hours.
 - PIOC will not be excused from school, programming or work to attend a video visit. Video visits should be scheduled outside of these times.

Schedule:

7:25 AM – 7:50 AM	12:25 PM-12:50 PM	5:15 PM -5:40 PM	10:00 PM -10:25 PM
7:55 – 8:20	12:55-1:20	5:45-6:10	10:30-10:55
8:25 – 8:50	1:25-1:50	6:15-6:40	11:00-11:25
8:55 – 9:20	1:55-2:20	6:45-7:10	
9:25-9:50	2:25-2:50	7:15-7:40	
9:55-10:20	2:55-3:20	7:45-8:10	
10:25-10:50	3:25-3:50	8:15-8:40	
		8:45-9:10	

- **In Person Visits:** The visiting week runs from Monday to Sunday. PIOC are permitted three visits per week, only one of which may occur on the weekend (Saturday - Sunday).

Please refer to DAI Policy 309.06.01 Visiting.

Redgranite Visiting Room Rules

*****Delivering illegal or controlled substances to a Wisconsin State Prison can result in a fine of \$10,000, imprisonment of 8 years and 6 months, and loss of driver's license for up to 5 years.*****

1. The visiting room staff will assign seating arrangements. Furniture arrangements must remain in their original placement.
2. Excessive displays of affection are not permitted. You may embrace and exchange a brief kiss at the beginning and end of each visit. No other physical contact will be allowed for the duration of the visit. Any embracing and/or kissing during the visit or indiscreet conduct will lead to individual disciplinary action which may include the removal of visiting privileges.
3. PIOC and visitors will sit in an upright position at all times, with elbows off the table, and will not place their feet on any of the furniture. PIOC may not leave their seat during the visit except for photos, checking out games or to purchase RGCI bakery items.
4. Identified children of an PIOC who are age five (5) or under, may be permitted to be held and/or sit on the PIOC lap. PIOC will not place children on their shoulders or hold them in any manner which may be unsafe or disruptive. Visitors will be responsible for making sure that the children are not disruptive in the visiting room.
5. Visitors will change their children's diapers in the restroom only. PIOC are not allowed to take children to the restroom. A mother with child is permitted to breast-feed during visitation in a pre- designated area in the institution/facilities visiting room.
6. All conversations during visits will be held to a normal tone of voice so as not to disturb others by loud talking. PIOC and their visitors are not permitted to visit with other PIOC and/or other visitors of PIOC.

7. Nothing with the exception of vending machine and bakery items is allowed to be passed between PIOC and their visitors without the approval of the visiting room staff. It is also the PIOC responsibility to ensure that their visitors' actions are in accordance with the rules and regulations of Redgranite Correctional Institution.
8. Vending machines are available for use by visitors. All bagged items purchased from the vending machines are to be emptied from the original package onto an institution provided paper plate. Only one paper plate should be taken for each item purchased. No sharing of drinks.
9. Bakery items are allowed to be purchased by the PIOC through a disbursement. Visitors are not allowed up at the bakery counter.
10. No items will be permitted to be taken out of the visiting room by PIOC other than up to five (5) pictures taken by the institution photo project during the visit, and one picture colored by the PIOC's children during the visit. Visitors may take leftover items purchased from the vending machines and bakery.
11. Combing or braiding of another person's hair in the visiting room is not permitted.
12. PIOC and visitors will keep their shoes on at all times. Visitors will keep all layers of clothing on during the entirety of the visit. Hooks outside the visiting room are available to place coats prior to entering the visiting room.
13. Tables are to be cleared of all garbage and any other items prior to the end of the visit by the visitors. PIOC are responsible for wiping off their own table and chairs after their visitors leave, but shall remain seated until directed by staff to do so. Please note that PIOC are prohibited from placing garbage in the receptacles in the visiting room.
14. Games can be checked out by the PIOC using their lanyard. Staff will inspect the game prior to handing out and again upon return of the game. Adult visitors of children are responsible that children are playing with games appropriate for their age and are not abusing or mistreating the game and shall pick-up after their children.
15. This is a family oriented atmosphere. Use of profanity is not allowed.
16. It is the responsibility of visitors and PIOC to know and abide by the rules made available to them by written posting or verbal direction. ***These rules are not all inclusive. Decisions made by Visiting Room Staff are final.***

Dayroom Rules

- PIOC are limited to use of the dayroom on the wing of the unit in which PIOC are housed. Dayrooms do not open until it is announced by staff. It is expected that all dayroom activities end 10 minutes prior to the dayrooms closing, and PIOC are in their room by the time dayroom is closed.
- Dayroom attire is sleeved shirts (long or short), pants or shorts and state issued shoes or personal tennis shoes. No thermal pants or sweatpants under shorts. No rolling up of pant legs or shorts.
- Loitering is not permitted anywhere in the housing unit.
- When dayrooms are closed all electronics must remain in cell.
- PIOC are only allowed on the upper tier if you have an assigned cell on that tier.
- PIOC may not go to someone else's door unless you receive permission from staff.
- Visiting is permitted only in the dayroom and courtyard.

- Tossing items is not permitted.
- Loud talking, loud noises, yelling, clapping, slapping, slamming games or cards/dominos, singing, and profane language are prohibited in all areas.
- Tables, chairs, and study carrels may not be moved without staff permission. PIOC must be seated at a table or in the designated tv area, no sitting or standing along the walls.
- PIOC must be facing the center of the table that you're seated at.
- If dayroom chairs are all taken, return to your cell or utilize the courtyard.
- PIOC may not put your feet on any furniture. Chairs are to remain on all four legs at all times. Do not sit on stacked chairs; one chair per person.
- Sleeping and eating is not permitted.
- PIOC may not conduct grooming/hygiene activities.
- PIOC must remain seated at all times.
- No more than four individuals are permitted to sit at each table.
- PIOC are to remain out of all side rooms unless approved by staff.
- PIOC are permitted to check out unit games from the games keeper during dayroom hours. All games must be returned by the end of the dayroom period.
- Puzzles and games are provided for use in the dayroom and courtyard only. You are responsible for returning the games in the condition in which they were issued.
- Game mats are to be used during domino games and will be provided by the games keeper.
- Dayroom television programs will be selected based upon the majority of the viewers. If a group is watching a program, they will be allowed to watch it until the program has ended.
- PIOC are required to sit within designated television area when watching television.
- Study carrels are available for those who want to quietly do school or written work, or leisure time activities. One person is permitted per carrel.
- Microwaves will be turned off ten minutes prior to the closing of the dayroom. Microwaves shall only be used for the heating or re-heating of food or drinks. No baking or candy making is allowed. Only microwave safe containers sold through canteen or approved vendors shall be used in the microwave. No rags or any kind of paper should be placed in the microwaves while they are in operation. All PIOC are expected to clean the microwave, if needed, immediately after usage
- No group cooking or meal preparation is allowed in the dayroom.
- Those who are serving loss of dayroom or room confinement are not permitted to access dayroom amenities without staff permission.
- Water dispensers are available to PIOC except 10 minutes prior to count, during count and emergencies.
- Ice machines are available only when dayrooms are open.
- Only cups/mugs may be used at the ice machine.
- PIOC are not permitted to post, remove, or write on any material on the bulletin board without unit staff approval.
- PIOC must wear your state ID on the lanyard around your neck and visible at all times when out of cell with the exception of recreation and unit courtyard, however you must have your ID available upon request.

- All unit movement will occur on the rear stairway, with the exception of those PIOC housed in the center area cells (before the smoke wall) who are required to use the front stairway (closest to the sergeants' station). In the event of an emergency, both stairways may be used.

Music Room Hours

Second Shift	Session 1	Session 2
Daily	6:00 pm - 7:15 pm	7:30 pm - 8:45 pm

Rules:

- Music room hours will be held in the dining room.
- Four people per session are allowed.
- PIOC must be signed up before your allotted session.
- PIOC must sign in and out at the sergeant station on a DOC-2758.
- PIOC shall only sign up for yourself.
- The first four to sign up will be the only ones allowed during the entire session.
- PIOC must have a musical instrument to use the room.
- No food or drink is allowed
- PIOC may sign up for one session per night. If there are available slots during the second session, you may attend.

Courtyard

- The courtyard closes 10 minutes prior to dayrooms closing.
- Dayroom rules apply to the courtyard, unless otherwise specified.
- Hair braiding is allowed.
- PIOC are not permitted to communicate with anyone outside of your courtyard.
- PIOC may utilize musical instruments in the courtyard.
- Recreation equipment is available for use in the courtyard from unit staff.
- Up to five-on-five half-court basketball is allowed; no aggressive play will be tolerated.
- Tables are to be used in the manner in which they were intended and not moved.
- PIOC may not gather or stand around picnic tables.
- A maximum of six people is permitted at each picnic table.
- Sitting or lying on picnic tabletops is not permitted.
- Loitering in the corridor or doorway leading to the courtyard is not permitted.
- No touching or leaning against the fence. No digging in the dirt along the fence.

Supplies

State-issued supplies of soap, toothpaste, toothbrush and garbage bags will be exchanged on a one-for-one basis at the wing officer station. Exceptions may be made at the discretion of staff on a case-by-case basis.

Unit Laundry

- Laundry cards are sold through canteen. They are good for five loads of laundry.
- No refunds shall be given.
- PIOC must use your own card.
- Laundry schedules are posted on each unit.
- PIOC may wash your own personal clothing and state-issued clothing items with the exception of kitchen whites. Kitchen whites must be sent to the main laundry for laundering. You may not wash state-issued linens, towels, etc.
- PIOC must use detergent purchased through canteen. No hand soap, bar soap, dish soap or other non-detergent product may be used in the washing machines.
- Washing clothes in any sink, shower, garbage can, etc., is not allowed.
- PIOC may fill out the back of your laundry card if you have a preference.
- Staff must sign your laundry card. Bring detergent, and the laundry worker will distribute your laundry when completed.
- Only the laundry worker will be allowed in the laundry room.
- The laundry room door is to be locked at all times when not in use.
- Complaints about laundry are to be directed to staff, not laundry workers. The institution and/or laundry workers are not responsible for shrinkage, discoloration, or other problems unless the damage was intentional.
- Unit laundry drop off times are from 7:25-8:25 a.m. and 2:15-3:15 p.m.

Clothing & Linens

- Items may wear out and a PIOC's sizes may change, therefore an exchange may be requested and granted on a case by case basis at the discretion of the Laundry Sergeant. If determined to be damaged due to misuse a PIOC may be subject to discipline resulting in restitution at the cost of a new replacement item.
- State-issued laundry shall be turned in on the unit in the morning, and will be returned to the unit in the afternoon, Monday through Friday.
- Laundry will be washed and dried in the state-issued laundry bag. The maximum amount of clothing in the laundry bag is one green pant, one green top, two t-shirts, two briefs, two pair of socks, one towel and one washcloth per day. The laundry bag must be tied shut. Any bag that contains more than the above listed daily limits will be returned to you unwashed and may result in disciplinary action.
- No linens, blankets or personal laundry shall be turned in to the laundry department in your state-issued laundry bags.
- Personal laundry shall be washed on the units.
- Linens: (two sheets and one pillowcase) Linen exchange will take place once per week according to the following schedule: Tuesday E-Unit, Wednesday F-Unit, Thursday G-Unit/I-Unit, Friday H-Unit.
- Sheets, blankets and towels may not be used as rugs.
- Blankets: Blanket exchange will take place quarterly according to the following schedule: E-Unit: 1st Tuesday of March, June, September and December, F-Unit: 1st

Tuesday of January, April, July and October, G-Unit/I-Unit: 1st Tuesday of February, May, August and November, H-Unit: 3rd Tuesday of January, April, July and October

- To request a laundry repair or retag, fill out a clothing repair tag and turn it in to the unit mailbox. Clothing must be clean when it is brought up for the repairs. Socks will also be done in this manner. Repairs or retags will be done by appointment only.
- Personal clothing items will not be repaired or tagged at RGCI.
- Lost or stolen items must be reported to staff immediately, or you may be subject to restitution and/or disciplinary action.

Please refer to DAI 309.20.03 Inmate Personal Property and Clothing for additional information.

Cell Rules

- PIOC may only enter the cell you are assigned to. Breaking the plane of the door with any part of the body constitutes entry.
- All furniture is to be used as intended. Furniture in each cell shall not be moved or rearranged. No furniture items may be built using makeshift items (i.e., boxes, etc.).
- You may tape pictures on the painted square on the wall above the desk. No newspaper, magazine cutouts, or completed puzzles are permitted. Placement of pictures may not exceed the painted boundary. Only regular scotch tape may be used and only the top part of the picture may be taped so staff can inspect behind the picture.
- Windows must be kept completely free of any obstructions at all times. Items are prohibited on the windowsill.
- Items are prohibited in front of the cell doors.
- Door windows may not be covered, even partially, at any time.
- No items may be hung on or cover light fixtures, sprinkler heads, smoke detectors, doors, or vents.
- The gap between the door and the floor is not to be obstructed.
- Objects that obstruct the view of the cell or bunk are not allowed. The bunk shelf must be clear of everything except for electronics.
- Cell doors will remain closed and locked at all times except to enter or exit the cell. Doors may not be propped open unless authorized by staff. You may be charged for damage to door handles, jambs, or locks if caused by misuse.
- All walkways in front of cell doors must be free from obstructions.
- Headphones/ear buds must be used whenever electronic equipment is being used (i.e., televisions, radios). Sound from electronics in cells shall not be heard outside the cell.
- PIOC may possess one flat screen television in its original box, and this box must be stored underneath the bed.
- Dipole antennas may be taped to the wall provided they do not create a safety or security hazard.
- All electronic items, except tablets, must be turned off when you are not using them or when you are outside your cell.
- Electric typewriters and musical instruments shall only be used from 7:00 am through the completion of the 9:30 pm count.

- Tablet use is limited to the unit, during dayroom/courtyard times and in your cell.
- PIOC can only use the phone capability on your tablet in your cell.
- Electronics shall be kept at a volume so as to be able to hear staff directions and all-call announcements.
- Tablets are not allowed to be used while you are in a paid work status.
- PIOC will be issued a key to your cell, which you are responsible for maintaining possession of at all times.
- If the cell key is lost or broken, unit staff must be notified. A \$5.00 fee will be charged to replace the key. If a cell key cracks or breaks accidentally, notify unit staff immediately to avoid being charged for the replacement.
- When PIOC vacate a cell or go off grounds, PIOC key must be given to the unit sergeant.
- Name cards will be issued to be placed in the door slot to identify your cell. Name cards must remain in their door slots at all times.
- Defacing, marking, or changing any name card is prohibited.
- Staff must be notified if a new door card is needed.
- All cells shall be kept clean. The following is a list of tasks that PIOC are expected to follow to keep their cells to a minimum standard of cleanliness:
The floor dust mopped.
Wastebaskets are emptied and garbage is removed as needed.
Wardrobes are organized with all clothing hung up or folded neatly.
Cells must be neat and orderly before PIOC leave their cell
Beds made.
- Cell cleaning may be done during times posted on the unit. PIOC must use the janitor's closet that is located on your wing and tier.
- PIOC shall not remove any items from the trash or recycling bins. The following materials are recyclable and must be disposed of in the appropriate container: newspapers/paper, cardboard, and plastic. Do not mix trash and recyclable items.
- Sandals/shower shoes/slippers/crocs are not allowed in the courtyard.
- Sandals/shower shoes/slippers/crocs are only to be worn to and from the bathroom/shower area and in cell.

Business Office

- **Function:** Business office staff conducts all financial transactions at RGCI, including the maintenance of accounts, issuance of monthly statements, approval of indigent legal loans, and all withdrawals and transfers from accounts. You may check your balance on the kiosk or tablet.
- **Disbursements:** Form DOC-184 Disbursement Request must be used in all money transactions for any account within or outside the institution, including requests to send money to private individuals. The approval process for different types and amounts of Disbursement Requests is described in RGCI Procedure 900.305.02 Inmate Accounts. All Disbursement Requests must be submitted to unit staff for identification verification. Disbursement requests that have not been verified by unit staff signature and completely filled out will be returned to the unit.
- Once the business office has processed the Disbursement Request, the yellow copy will be returned to you. You should retain the yellow copy as a record of your request.

Please refer to RGCI Procedure 900.305.02 for more information on these issues.

Canteen

- PIOC are allowed to submit weekly canteen orders. PIOC are responsible for monitoring account balances and the total amount of canteen purchased each month.
- The limit number indicated at the top of each section in the canteen menu is the maximum quantity you are allowed to have in your possession at one time unless otherwise noted in the menu. Food items must be consumed within six weeks from the date of purchase. Canteen items count toward your total volume of allowable property.
- PIOC must be able to provide documentation of ownership for all items in your possession. A canteen receipt must be retained for all items not documented by a DOC-237 Property Receipt.
- Canteen delivery will take place according to the schedule posted on each housing unit. When canteen orders arrive on the unit, you will be permitted to view your order and raise any issues in the presence of staff. You are required to sign for your order at the time you take possession of it. Once the bag has been removed from the presence of staff, errors cannot be verified, and no corrections will be made.
- Bags in which canteen items are received must be disposed of.
- Those serving room confinement on HN or are residing in restrictive housing must use bubble sheets to order canteen.

Court Appearances/Medical Transportation

- PIOC must wear state-issued clothing, including DOC shoes, socks, underwear, pants, shirts, and jacket. No personal clothing may be worn for either medical or court trips.
- No personal property is allowed to be taken on a medical transport trip.
- The items listed may generally be taken when sent out to court, subject to the rules of the county detention center where the court is located: one wedding ring, one pair of glasses, and related legal materials.
- PIOC are not allowed to bring any personal property items back from court except those items you took with you.

Dress Code Rules

- State issued greens must be worn as the outermost layer when leaving the unit. When going to chapel programming or the visiting room your outer layer must be the state issued V-neck pullover. A sweatshirt, thermal top or t-shirt may be worn underneath state issued greens. Personal tennis shoes may be worn off the unit, however, PIOC must wear state issued shoes when in the visiting room and when attending chapel programming.
- Dayroom attire is sleeved shirts (long or short), pants or shorts and state issued shoes or personal tennis shoes. No thermal pants or sweatpants are to be worn under shorts. No rolling of pant legs or shorts.
- Sleeveless shirts may be worn while in route and at recreation or in the courtyard.
- Shoes must be worn at all times when in the dayroom.
- Sandals/slippers/crocs are not allowed when leaving the unit.
- Personal footwear may not be worn during visits.

- Hats must be worn with the bill straight over the forehead. They may only be worn outside, unless approved by the work supervisor or authorized as part of one's religion.
- Hairnets may only be worn in your cell and at your work site if required.
- Du-rags may only be worn in your cell.
- Plastic caps may only be worn in your cell, the bathroom, and in route to/from those areas.
- Handkerchiefs must be tucked all the way with no parts showing. They are not to be worn or displayed as an outer garment.
- Kitchen whites must be worn only to/from work and at work per sanitation code.
- Sunglasses may be worn outside only, unless medical authorization dictates otherwise.
- Coats, hats, gloves and scarves may be worn outside only as weather appropriate. When arriving at a destination, these items must be hung in designated areas. In the housing unit, these items will be stored in cell.
- Gang insignias or gang colors are prohibited at all times, in all areas.
- Sandals/Shower shoes/slippers/crocs are not allowed in the courtyard.
- Sandals/shower shoes/slippers/crocs are only to be worn to and from the bathroom/shower area and in cell.
- State issued rec shoes can only be worn in the gym. PIOC must carry gym shoes to and from the gym.

Health and Safety

- **Reporting Injuries:** It is required to report all injuries, no matter how minor, immediately to staff in the area in which it occurred.
- **Reporting Safety Concerns:** If PIOC become aware of a safety concern, report it to area staff immediately to ensure proper corrective action can be taken.
- **Blood/Bodily Fluids/Infectious Diseases:** This institution operates on the principle of universal precautions. Blood and bodily fluids are assumed to pose a risk to health. Individuals should keep in mind that personal behaviors and activities could expose them to blood borne pathogens. If exposed, please advise staff immediately.
- **Sick Call:** PIOC will be called to HSU in response to a DOC-3035 Health Services Request based on medical staffs' assessment of urgency. You will always see a nurse before referral to an Advanced Care Provider (ACP).
- **Lay-in & Sick Cell:** PIOC requesting a lay-in shall report each day to their work/school assignments to request lay-in from their assignment supervisor. On the third consecutive day of lay-in, the assignment supervisor shall notify HSU that the PIOC is to be seen. HSU shall have a face-to-face assessment with the PIOC that day to assess for sick cell status. PIOC must remain in cell for 24 hours or until start of next program/work assignment. Please refer to DAI Policy 309.55.02 Lay-in and Sick Cell Status for more information.
- **Controlled Medication Distribution:** Controlled medication will be distributed four times daily by staff. The schedule for these distribution times will be posted on the housing units.
 - The movement observation station (MOS) sergeant will announce when you should report to the HSU for prescribed medications. Some medication orders may require delivery at times other than the standard medication delivery

schedule. PIOC will be advised individually by HSU staff if you are to receive medications at alternate times.

- **Delivery of Medications:** It is required to take medication only as prescribed. PIOC are expected to bring concerns about your medication to the attention of HSU staff using a DOC-3035 Health Services Request. Concerns may not be raised during medication line.
 - If requesting controlled medications at unscheduled times this will be addressed individually. PRN (as needed) is time-dependent as prescribed.
 - Staff will observe those taking their medication and will direct them to open their mouth, to verify consumption. Medication must be taken with a state-issued cup of water. The empty cup must be shown to staff after swallowing the medication.
 - Those taking medication(s) at MOS during HS (hours of sleep-bedtime) pill line will receive one package of crackers upon request.
- **Medication Refills:** Requests for medication refills are your responsibility. When five to seven days of the current supply remain, complete form DOC-3035C Medication Medical Supply Refill Request.
- **Non-Controlled Medication:** Medication will be distributed to you to retain in your cells. Medications must be maintained in a locked locker, in the original container or packaging, and with the original labeling. PIOC are responsible for requesting refills of non-controlled medications through HSU.
- **Expired Medications or expired prescriptions:** Medication must be returned to HSU. Place the medication in the HSU mail box on the housing units. Those in possession of expired medication may be subject to discipline.
- **Co-Pay:** PIOC are required to pay a \$7.50 co-payment charge for all PIOC initiated health care contacts (including dentistry and optometry). PIOC will not be refused medical services if they do not have funds, but the co-pay will be charged to their account as a loan, and any incoming funds will be used to pay this loan. PIOC will be required to sign a DOC-184 Disbursement Request for the co-payment charge upon arrival at HSU. PIOC who disagree with a co-payment charge should direct their concern to the HSU Manager. Please refer to DAI Policy 316.00.01 PIOC Co-payment for Health Services for more information.
- **Dental Services:** Those seeking dental services must submit a yellow DOC-3392 Dental Service Request and Copayment Disbursement Authorization form. Dental requests are reviewed and scheduled in priority order as determined by dental staff. If PIOC have immediate dental needs to be addressed, and the dental staff is not available, contact HSU.
- **Medical Restrictions/Authorization/Equipment:** All medical equipment issued by HSU shall be used only as directed.
 - Upon arrival at RGCI, medical staff will review your file. When it is medically necessary, HSU will issue a DOC-3332B Medical Restrictions Special Needs form documenting any restrictions, authorizations, or equipment to be applied at RGCI.
 - Medical restrictions, authorizations and/or equipment approved at another institution will be reviewed upon intake at RGCI to determine if the restriction, authorization, or equipment is medically required at this facility.

- If you believe a medical need has not been addressed, you may submit a DOC-3035 Health Services Request listing that need.
- **Equipment Ownership:** Equipment purchased by the Bureau of Health Services for the use while incarcerated may not be sent home when you are released or paroled with the following exceptions:
 - *Glucometers *Artificial limbs *Artificial eyes *Hearing aids and eye glasses
- **Medical Alert Wristband:** Those with chronic medical conditions, as determined by HSU, are provided the option to wear DOC-issued medical alert wristbands. Those with qualifying conditions may contact HSU via a DOC-3035 Health Service Request to request a wristband. HSU visits for the purpose of placement/removal of the wristband are exempt from co-pay. You may not alter the wristbands in any way and must contact HSU using a DOC-3035 Health Service Request if you wish to have a wristband removed. The wristband may be worn at all DOC facilities.
- **Epi-Pens:** Prescribed Epi-pens will be available for those with a documented need. Epi-pens are located at sergeant stations and work assignments. Epi-pens are patient specific with your name and number on the label.
- **Inhalers / Nitroglycerin:** PIOC are permitted to possess your prescribed emergency inhaler and/or nitroglycerin at all times. During visits and transportation, staff will maintain the inhaler/nitroglycerin, making it available for use as needed. Those in restrictive housing are permitted to retain this medication in their cells unless determined otherwise by the Security Director, HSU Manager, and ACP jointly.
- **Dietary Restrictions:** Most dietary concerns can be met by self-selecting from the available menu options. HSU may order special diet trays for those with varied medical conditions requiring modifications. If you are found to be ordering canteen items that are not appropriate for the diet, or if documentation supports violation of the special diet, it may be discontinued.
- **Right to Refuse Medication/Treatment:** PIOC have the right to refuse medication or treatment. However, general population PIOC are required to report to HSU as scheduled where they may exercise their right to refuse medication or treatment, the refusal must be face to face with the provider. Failure to report to HSU as scheduled may result in discipline.

Property

PIOC are solely responsible for properly securing, storing and remaining in compliance with policy limits for all personal and state issued property. A minimum 90-day wait is required before missing property can be replaced with a new purchase. If personal property items are lost/stolen you must send a DOC-0643 Information/Interview Request slip to the property department detailing what personal property items are missing. The 90-day wait starts when the information request is received by the property department. The property department will send your information request back to you with the date that you can reorder your lost/stolen property item. PIOC will be held responsible for knowing, understanding, and complying with all property policies including, but not limited to:

DAI 309.20.03 Personal Property and Clothing & Attachments A, B & C

DAI 309.61.02 Religious Property

Programs & Services

- **Hobby:** PIOC may participate in approved hobby activities in accordance to DAI Policy 309.20.03 Personal Property and Clothing. Please review this policy for more information.
 - All completed hobby items must be sent out. When PIOC have a completed hobby project send an DOC-0643 Information/Interview Request to the rec/hobby department to set up an appointment to send out the item.
 - Homemade cards are considered a completed hobby product and must be inspected for approval before sending out. Place the hobby cards in the mailbox opened, not sealed. Place an interview request on the envelope for it to come to Hobby. PIOC will receive the interview request back so you know the card was received and processed.
- **Religious Property:** When purchasing from an independent vendor you must receive prior approval to purchase the item. Send a DOC-0643 Information/Interview Request to the Chaplain with the name of the vendor, and what item you're requesting to purchase so the item can be reviewed to make sure it meets the religious property chart requirements. The item will be reviewed again when it is received at the institution to make sure it is an allowable item.
- **Library:** The RGCI library is located in the Rockview School. You are scheduled to go to library by housing unit. Please see the schedule posted on your assigned housing unit.
 - Photocopy services are available in the library. Those in general population must present photocopy requests in person. Please see the RGCI Facility Procedure 900.504.04a General Population Library Services for specific information on the operation of this area.
- **Law Library:** To request extra computer time for the law library, please submit the corresponding form to the library no later than 9 PM on Wednesdays. All forms are available in the library during your open library session for your unit. If you have a court appointed deadline, please bring your court document to the library. PIOC serving room or building confinement must contact the Ed Director to get approval to attend the law library.

Rock Report: The Rock Report is a newsletter with information for various things going on and available to you in the institution. It includes need-to-know information from different departments throughout the institution. The Rock Report is sent on all PIOC tablets and posted in the library. The Rock Report is also broadcast on the RGCI TV channel.

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- **Notary Services:** Notary services will be provided by the Librarian. Please submit a DOC-0643 Information/Interview Request to the Librarian. Please see DAI Policy 300.00.56 Notary Services for specific information about this service
- **Recreation:** PIOC are scheduled to go to recreation by housing unit. When attending recreation, PIOC must attend for the entire length of the session unless you receive

permission from staff that you can leave early. Recreation options include one of the following based on weather conditions:

- Gymnasium
- Outdoor Recreation

- **VUNA status:** When on VUNA (Voluntarily unassigned) status you cannot attend library or recreation until after 5:30 p.m. on weekdays.
Please see RGCI Facility Procedure 900.504.03 Recreation for specifics and rules for recreation.
- **Religious Services:**
 - Please see DAI Policy 309.61.01 Religious Beliefs and Practices for specific information regarding the religious services provided at RGCI.
 - DOC-2075 Religious Preference form must be completed or have one on file before participating in religious services, studies, or other activities. You may only attend religious programming consistent with that stated preference, unless the activity is considered to be inter-faith.
 - A chaplain is employed at RGCI who will provide non-denominational religious consultation as time permits. You may contact the chaplain by submitting a DOC-0643 Information/Interview Request. During times of personal crisis, please contact unit staff, who will contact the chaplain, if on site.
 - All religious services and programming that happens in the chapel will be announced in an all-call. Do not report to the chapel until the all-call is made or you will be sent back to your unit.
 - PIOC may change your religious preference once every six months. To request a change before six months, please submit a written request to the chaplain stating the reason for request.
 - Most dietary preferences can be accommodated by self-selecting from the menu. PIOC may request a religious diet by completing a DOC-2167 Religious Diet Request and submitting it to the Chaplain. Please see DAI Policy 309.61.03 Religious Diets for more information. If PIOC are found to be ordering canteen items that are not appropriate for the diet, or if documentation supports violation of the special diet, the special diet may be discontinued.
- **Funeral Videotape Viewing:** If PIOC experience the death of a close family member, you may be permitted to view a recording of the funeral services for up to one hour in the chapel. Please refer to DAI Policy 309.00.08 Death Bed and Memorial Visitation Within a Facility for more information.
- **Veterans Services:** A Veterans Affairs representative/counselor visits RGCI periodically to assist any veterans on issues related to benefits, status, and other military service matters. They can provide information about available services upon release for employment assistance, personal counseling, vocational training, etc.
 - The Veterans Affairs representative visit will be announced in the Rock Report. Veterans wishing to meet with this representative must submit a DOC-0643 Information Interview Request to the Program Services office operations

associate. PIOC may also write to the Veterans Administration in Madison. This address is available from the library upon request.

Psychological Services Unit (PSU)

- **PSU:** A psychological services staff member is assigned to each housing unit. The role of PSU is to address psychological issues, which includes crisis intervention, mental health monitoring, psychological evaluations, facilitating treatment groups, and providing individual therapeutic services. Please submit a DOC-3035B Psychological Service Request to request PSU services. If PIOC need immediate assistance from PSU, contact unit staff, who will contact an available PSU staff member.
- **File Review:** If PIOC wish to review your PSU record, please submit a DOC-3035B Psychological Services Request. PIOC will be contacted by PSU and an appointment will be made for you to review your PSU file.
- **Psychiatric Services:** There are psychiatric services available at RGCI. These services are provided through the Health Services Unit. Those who currently receive psychiatric medications or who are under the care of the Psychiatry Clinician can write directly to the clinician using the DOC-3035 Health Services Request. Those who have concerns about their psychiatric medications or other questions should write to the psychiatrist directly. Follow-up visits to the psychiatrist are scheduled by PSU. Those who are not currently under the care of a psychiatrist will be reviewed by PSU to facilitate the best course of action.

Reclassification (RC) Committee

- The Offender Classification Specialist onsite coordinates scheduled reviews of custody classification and institution placement.
- Please send a DOC-0643 Interview/Information Request form to the Offender Classification Specialist or Social Worker to address issues regarding your custody classification, institution placement, and program assignments.

Records Office

Records Office staff are responsible for calculation of all parole eligibility dates (PED), mandatory release (MR), extended supervision (ES) dates, and maximum discharge dates, including all adjustments to these dates based on additional sentences or sentence modifications. Those who wish to petition the courts for sentence adjustment under §.973.195, should follow the procedure available in the library. Records staff schedule all parole appearances and coordinate releases in conjunction with your assigned social worker.

- Records staff also maintain all social service and legal files. The Records Supervisor is also designated as the open records custodian for these files, and as such, any requests for information from these files must be reviewed by them. Please note that information regarding medical, educational, or psychological files must be reviewed in those respective departments.

Parole Commission

Records staff will coordinate appearances from the Parole Commission as statutorily required. You will be advised of your upcoming appearance by your Social Worker, who will be responsible for submitting your parole plan and information on your adjustment and program

participation to the Parole Commission. The dates of parole hearings will be announced as scheduled via the Rock Report.

Please refer to Administrative Code 302 for more information.

Work & Program Assignments

- **Work Assignments:** A complete list of institution work assignments will be posted in the RGC library. The RGC library will maintain a binder of all position descriptions. Please contact unit staff for job opportunities on your housing unit and the department supervisor for off unit jobs.

Program Assignments- The Education Department offers courses for those who have yet to complete their high school diploma (HSED), refresher courses, as well as opportunities to participate in higher education programs (Associate's Degree and correspondence courses) PIOC with an identified need to complete their high school equivalency diploma must be working on this prior to obtaining any institution employment. There are vocational opportunities as well.

- **Pay:** Pay deposited into your account will be reflected on the monthly account statement. You will not receive a receipt from this deposit. Questions regarding pay should be addressed to the work or program supervisor.

Disciplinary Guidelines Sanction Chart

The following chart outlines activities a PIOC will be permitted or denied when issued a sanction for a rule violation.

ACTIVITIES	CELL/ROOM CONFINEMENT	BUILDING CONFINEMENT	LOSS OF CELL/ROOM	LOSS OF RECREATION	LOSS OF COURTYARD	LOSS OF DAYROOM
MEALS	Dining room except HN in cell	Dining Room	Dining Room	Dining Room	Dining Room	Dining Room
DAYROOM	No	Yes	Yes	Yes	Yes	No
COURTYARD	No	No	Yes	Yes	No	Yes
IN PERSON/NO CONTACT VISITS	Yes	Yes	Yes	Yes	Yes	Yes
WORK/SCHOOL	Yes	Yes	Yes	Yes	Yes	Yes
PROGRAMS	Yes	Yes	Yes	Yes	Yes	Yes
CHAPEL	Services Only	Services Only	Services & Activities	Services & Activities	Services & Activities	Services & Activities
RECREATION	No	No	Yes	No	Yes	Yes
LIBRARY	No*	No*	Yes	Yes	Yes	Yes
SHOWERS	Yes**	Yes	Yes**	Yes	Yes	Yes**
PHONE/DAYROOM VIDEO CALL	No	Yes	Yes	Yes	Yes	No***
PERSONAL LAUNDRY	Yes**	Yes	Yes**	Yes	Yes	Yes**
BARBERSHOP	No	No	Yes	Yes	Yes	Yes

*Law Library access may be approved by education director per [DAI 309.15.01](#)
[Institution Law Library](#).

**As authorized by staff.

Additional Information You Need To Know And Where To Find It

The following references contain the rules at RGCi that must be followed while working or living at the facility. All of these references are available for review in the RGCi law library. These references are listed in order of authority:

Wisconsin State Statutes

Contain laws by which all government agencies and citizens are governed.

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Wisconsin Administrative Code Chapters

Further defines the law through directives for the Wisconsin Department of Corrections.

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DAI Policies and Procedures

Provide additional specification for the application of Administrative Code Chapters within the Division of Adult Institutions.

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Non-Confidential Redgranite Facility Procedures

Provide information and guidelines about specific functions in this institution.

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Redgranite Handbook

Provide institution specific rules and information.

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Restrictive Housing Handbook

Provide rules and information regarding the restrictive housing unit.

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ERP Handbook

Provides rules and information regarding the earned release program.

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Dog Program Handbook

Provides rules and information regarding the dog program.

Handbooks: The RGCi Handbook will be distributed upon intake. All handbooks will be available in Spanish.

Rule Changes: Changes to the rules and references above will be posted on bulletin boards in the housing units and library, and included in the Rock Report.

Institution Channel: RGCi will provide institution information and presentations, along with religious, educational, and other programming opportunities on our institution channels.

DAI Handbook References – General Population

Accounts (funds)	28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]
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38 USC 5301 – Non-assignability and Exempt Status of Benefits
 (As it pertains to Deductions from Veterans Administration Benefits)

Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments

Wisconsin Statutes s. 301.31 – Wages to prisoners

Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers

Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners

Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison

Wisconsin Statutes s. 303.065(5) – Work Release Deductions

Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision

Wisconsin Statutes Ch. 767 – Actions Affecting the Family

Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act

Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges

Wisconsin Statutes s. 973.042 – Child Pornography Surcharge

Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge

Wisconsin Statutes s. 973.045 – Crime Victim Witness

Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge

Wisconsin Statutes s. 973.05 – Fines

Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments

Wisconsin Statutes s. 973.06 – Costs

Wisconsin Statutes s. 973.20 – Restitution

1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)

Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard

Wisconsin Administrative Code Ch. DOC 303 – Discipline

Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates

Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose.

Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge

Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds

Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds

Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints

	<p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p> <p>Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee</p>
2017 WI Act 89 Requests	<p>Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities.</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)</p> <p>Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services</p>
Canteen	<p>Wisconsin Statutes s. 301.27(2) – Vending Stands</p> <p>Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients</p> <p>Wisconsin Administrative Code s. 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose</p> <p>Wisconsin Administrative Code s. 309.52 – Canteen</p> <p>Wisconsin Administrative Code s. 316.04 – Copayment</p>
Classification	<p>Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
Compensation (I/M) Municipal	<p>Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal</p> <p>Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use</p> <p>Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement</p>

	Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Complaints (I/M)	WI Administrative Code 303 – Discipline WI Administrative Code 310 – Complaint Procedures
Contraband	Wisconsin Administrative Code Ch. DOC 303 - Discipline
Count	Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program
DNA Collection	Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014
HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients

	Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Hygiene/Hair	Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 316 – Copayment
LEP	Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104
Law Library	Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix) Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying Wisconsin Administrative Code s. DOC 309.155 – Legal Services
Legal Loans	Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases) Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports) Wisconsin Statutes s. 809.62 – Rule (Petition for review) Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment) Wisconsin Statutes s. 974.06 – Post conviction Procedure Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence)

	<p>Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail</p> <p>Wisconsin Administrative Code s. DOC 309.155 – Legal Services</p> <p>Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying</p> <p>Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures</p>
Library	<p>American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336</p> <p>American Library Association (ALA) – Library Bill of Rights</p> <p>American Library Association (ALA) – Freedom to Read Statement</p> <p>American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p>
Mail	<p>Wis. Stat. §19.31</p> <p>Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband</p> <p>Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail</p> <p>Wisconsin Administrative Code s. DOC 303.72 – Major penalties</p> <p>Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying</p>
Marriages	<p>Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministration</p> <p>Wisconsin Statutes Ch. 765 – Marriage</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Administrative Code s. DOC 309.06 – Visitation</p> <p>Wisconsin Administrative Code s. DOC 309.08 – Visiting List</p> <p>Wisconsin Administrative Code s. DOC 309.10 – Special Visits</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p>

	Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices
Meals	Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids
Medications	66 Wis. Op. Attorney General 179 (Wis. A.G.), WL 36140 Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02
Name Changes (I/M)	Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
Notary Services	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Statutes s. 20.919 – Notary public Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property Wisconsin Statutes s. 706.07 – Uniform law on notarial acts Wisconsin Statutes s. 782.04 – Petition; contents Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages
Observation Placements	Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act Wisconsin Administrative Code Ch. DOC 311 – Observation Status
Phone Calls	Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls Incl. Atty and International Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Programming	Wisconsin State Statutes s. 301.03 General Corrections authority

	Wisconsin Administrative Code s. 302.13 - Program Need Assignment
	Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	<p>Wisconsin Administrative Code s. DOC 309.02(16) – Pornography</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.40 – Clothing</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying</p>
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices,	<p>Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons</p> <p>Property and Diets Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers</p> <p>Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations</p> <p>Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code s. DOC 303.35 – False names and titles</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.10 – Special Visits</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.23 – Food</p> <p>Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice</p> <p>Wisconsin Administrative Code s. DOC 309.23 – Food</p>
Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches	<p>Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution</p> <p>Wisconsin Administrative Code s. 306.17 – Search of Inmates</p> <p>Wisconsin Administrative Code s. 309.20 – Personal Property</p>

	<p>Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape</p>
Sex Offender Notification	<p>Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law</p>
Social Media Use (I/M)	<p>Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication</p>
Urinalysis Testing	<p>Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs Criminal Justice Drug Testing Act May 1990 Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings</p>
Work Assignments	<p>Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 313 – Prison Industries</p>
Visiting	<p>Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate Wisconsin Administrative Code s. 306.18 – Search of Visitors Wisconsin Administrative Code s. 309.02 – Definitions Wisconsin Administrative Code s. 309.06 – Visitation Wisconsin Administrative Code s. 309.07 – Conduct During Visits Wisconsin Administrative Code s. 309.08 – Visiting List Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates Wisconsin Administrative Code s. 309.10 – Special Visits Wisconsin Administrative Code s. 309.11 – No-Contact Visiting Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges</p>
Voting	<p>Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors</p>

Wisconsin State Statute 301.03(3a) – General Corrections Authority
 Wisconsin State Statute 973.09(4m) - Probation
 Wisconsin State Statute 973.176(2) - Voting
 2005 Wisconsin Act 451 – Relating to Administration of Elections

DAI Handbook References – Additional References for Minimum Security Facilities

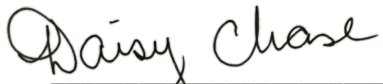
Community Service	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Offsite Authorization	Wisconsin Statutes s. 303.065(2m) – Work release plan for prison inmates Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Project Crew	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Work and Study Release	Wisconsin Statutes s. 303.065 – Work Release Plan for Prison Inmates Wisconsin Administrative Code s. DOC 303.72 – Major penalties Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds Wisconsin Administrative Code s. DOC 309.52 – Canteen Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

DAI Handbook References – Additional References for Restrictive Housing Unit Handbooks

Controlled Separation	Wisconsin Administrative Code s. 303.72 – Controlled separation
Disciplinary Separation	Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation
Protective Confinement	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use Wisconsin Administrative Code s. DOC 303.73 – Major Penalty: Disciplinary Separation Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement
Restrictions/Sec Precautions	Wisconsin Administrative Code 303 – Inmate Discipline
RH Meal Restrictions	Wisconsin Statutes s. 301.33 – Freedom of Worship: religious ministration Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice
Temporary Lock Up	Wisconsin Administrative Code s.303.10 – Temporary lock up: use

Conclusion:

This handbook is not intended to be all inclusive. You should follow the directions of staff at all times. All individuals should be familiar with all rules, DAI Policies, RGCi Procedures and the DOC Administrative Code.



Daisy Chase, Warden