



Redgranite Correctional Institution

# INMATE HANDBOOK

REVISED 2017

## **Limited English Proficiency Policy Notice**

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

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o excepto, acceso a documentos, 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 dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

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

Si Usted necesita ayuda con el idioma Ingles por favor notifique al miembro de personal mas cercano.

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## **Emergency Procedures**

### **Severe Weather / Fire/ Natural Disaster**

In the event of severe weather, fire or natural disaster, inmates will be directed to safe areas by staff. Inmates are required to follow all staff directions to ensure an orderly and safe response. Instructions regarding fire and tornado procedures and evacuation routes are posted in all areas. Drills are conducted periodically to ensure preparedness.

## **Resources for Inmates**

### **The Prison Rape Elimination Act (PREA)**

The Prison Rape Elimination Act of 2003 was enacted to address the problem of sexual assault of persons in the custody of U.S. correctional agencies. The Wisconsin DOC and RGCI recognize the seriousness of prison rape and the impact this has on the victim in addition to the correctional environment, the community and society as a whole. The detection, prevention, and punishment of prison rape are a priority and an integral component of operating a safe and secure facility. The Wisconsin Department of Corrections does not tolerate any type of sexual misconduct involving offenders or staff.

If you have been sexually assaulted, or have knowledge of a sexual assault, it should be reported immediately. Inmates may report any act of sexual assault or sexual harassment in writing or verbally. Verbal reports can be given to any staff member who will immediately pass it on to his/her supervisor. Written reports can be submitted to any staff member or be documented on an Offender Complaint form (DOC-400) and placed in the inmate complaint box on each unit. All reports will be taken seriously and fully investigated. PREA Reporting lines (777) and (888) have also been made available for inmates to make PREA related reports.

If inmates would like further information regarding Sexual Abuse/Assault Prevention and Intervention, please refer to the red booklets distributed by the Department of Corrections, Division of Adult Institutions.

### **Americans with Disabilities Act (ADA)**

Redgranite Correctional Institution is committed to assuring compliance with the Americans with Disabilities Act (ADA). RGCI 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. Discrimination against any disabled individual is prohibited. The ADA Coordinators at RGCI are listed in the Rock Report which is posted in your unit. To request consideration for accommodation under the ADA, please forward your request to an ADA Coordinator on a DOC-2530 Reasonable Modification/Accommodation Request.

## **Suicide Prevention**

When in prison, some people may start to feel hopeless or even have thoughts of suicide. If this happens, please remember that there are ways to improve nearly any problem or situation. As time passes and circumstances change, what is now a big problem may turn into a smaller problem. If a person cannot think of solutions to a problem, it does not mean that other solutions do not exist. It simply means that he is currently unable to see other solutions by one's self. Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself. Please contact staff so that we have an opportunity to help.

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

If an inmate needs to speak to someone in Psychological Services, he may send a request form DOC-3035B to PSU. If the situation is urgent, contact any DOC staff member.

## **Additional Information You Need to Know and Where to Find it**

The following references contain the rules with which staff and inmates at Redgranite Correctional Institution must comply with while working or living at the facility. All of these references are available for review in the RGCI Law Library. The RGCI Inmate Handbook and any area specific handbooks are also available in the housing unit libraries. These references are listed in order of authority:

### **Wisconsin State Statutes**

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



### **Wisconsin Administrative Code Chapters**

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



### **DAI Policies and Procedures**

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



### **Non-Confidential Redgranite Facility Procedures**

Provide information and guidelines about specific functions in this institution.



### **Redgranite Inmate Handbook**

Provide institution specific rules and information.



### **Restrictive Housing Handbook**

Provide rules and information regarding the restrictive housing unit.



**Handbooks:** The RGCI Inmate Handbook will be distributed to each inmate upon intake at RGCI. Restrictive Housing inmates will receive a handbook for that unit upon admission to the Restrictive Housing Unit. All handbooks will be also available in Spanish.

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

**Inmate Responsibility:** Inmates are responsible for reading and understanding the rules in this handbook, RGCI and DAI policies, other applicable handbooks, Administrative Code and posted notices to ensure compliance with the rules of the institution. Inmates will be held accountable for all rules. Failing to know the rules is not a defense for violating the rules.

**The Rock Report:** An informational publication entitled the Rock Report will be posted on the bulletin boards in the housing units and library for all inmates and staff. This document will contain information regarding the institution's activities and programs, general issues important to staff and inmates, various announcements, and available work assignments. Please refer to the Rock Report on a regular basis for information relevant to all inmates. The Rock Report is also broadcast on the RGCI TV Channel.

**Institution Channel:** RGCI will provide institution information and presentations, along with religious, educational and other programming to inmates on our institution channels.

## **Chain of Command**

Part of responsible living is resolving issues through appropriate staff contact. The RGCI Chain of Command, outlined below, identifies who inmates should go to first if they have a question or concern. This information is provided for your use as a problem-solving tool. You are encouraged to use this tool to resolve issues at the lowest level. If necessary, you can then move to the next level. Failure to contact the appropriate staff may delay a response as you may be redirected to contact the correct staff person. Please note that staff has 10 working days to respond to your correspondence.

The complaint system should be used when problem-solving efforts are not successful. Keep in mind that use of the chain of command in no way extends the time limits for filing a complaint; you must still file within 14 days from the date of occurrence giving rise to the complaint. If you have written someone listed in the chain of command before filing a complaint, state that in your complaint and/or submit any response you have received from a staff member regarding your issue.

This list is not all-inclusive. If you have an issue outside of what is listed, the best place to begin is by asking your unit officer or sergeant.

<b>NATURE OF CONCERN</b>	<b>1<sup>ST</sup> LEVEL</b>	<b>2<sup>ND</sup> LEVEL</b>
Accounts – orders, disbursements, check preparation, incoming monies, savings	Inmate Accounts/Business Office	Financial Program Supervisor
Accounts – inmate compensation/pay	Work Area Supervisor	Inmate Payroll/Business Office
Attorney Calls	Records Office	Records Office Supervisor
Badger State Industries / Related Issues	Work Area Supervisor	BSI Supervisor
Canteen	Canteen Staff	Financial Program Supervisor
Clothing, State-issued	Laundry Sergeant	B & G Supervisor
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	Unit Supervisor
Due Process Questions	Security Supervisor	Administrative Captain
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	Unit Supervisor	Security Director
Housing Unit Issues	Unit Sergeant	Unit Supervisor
ID Replacement	Unit Sergeant	Property Sergeant
Interstate Compact Request/Issues	Social Worker	Agent
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-emergent)	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	Records Office Supervisor
Optical	Optical	Health Services Unit Manager
Parole	Social Worker	Parole Office (Madison)
Pastoral Visits	Program OOA	Chaplain
Photocopies	Library	Education Director
PREA (Prison Rape Elimination Act)	Any Staff member/reporting hotline	Any Staff member/reporting hotline

<b>NATURE OF CONCERN</b>	<b>1<sup>ST</sup> LEVEL</b>	<b>2<sup>ND</sup> LEVEL</b>
Programs/Groups	Social Worker	Corrections Program Supervisor
PRC Issues / Classification	Social Worker	Offender Classification Specialist
Power of Attorney – Financial	Librarian	Records Office Supervisor
Power of Attorney – Medical	HSU	Health Services Unit Manager
Property – Restrictive Housing	RH Property Officer	RH Supervisor
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 – 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	Unit Supervisor
Religious Issues	Chaplain	Corrections Program Supervisor
Retail Orders (Vendor Catalog orders)	Property Sergeant	Property Security Supervisor
Security Staff – General Population	Unit Sergeant	Unit Supervisor
Security Staff – Restrictive Housing	Unit Sergeant	RH Supervisor
Sentencing Information	Records Office	Records Office Supervisor
Special Placement Needs	Security Supervisor	Security Director
Special Visits	Social Worker	Unit Supervisor
Telephone Problems	Unit Sergeant	Business Office
Veterans Group	Education Department - OOA	Corrections Program Supervisor
Visiting Area	Visiting Room Sergeant	Visiting Security Supervisor
Visiting List	Records Office	Records Office Supervisor
Vital Documents	Assigned Social Worker	Unit Supervisor
Work Assignments	Work Area Supervisor	CMSD

## **Inmate Complaint Review System (ICRS)**

**Filing a Complaint:** Inmates are expected to attempt to resolve issues with the appropriate staff member, utilizing the chain of command outlined above. If this attempt fails to resolve the issue, or staff fails to respond within a reasonable amount of time, inmates may then file their complaints via an Inmate Complaint form (DOC-400). Attempts taken to resolve an issue prior to submission should be stated in the complaint.

Inmate complaint forms are available on each housing unit. Each housing unit has a locked inmate complaint mailbox where complaint forms and ICRS related correspondence can be submitted. Inmate complaints are picked up three times per week by the institution complaint examiner (ICE) or designee. The ICE will issue notice to the inmate that the complaint has been received. The ICE shall return, and not process, complaints that do not meet filing requirements specified in DOC 310. If notice of receipt or returned complaint is not received, the inmate should contact the office of the ICE.

Complaints remain confidential, and the ICE shall use discretion in deciding the method best suited to determine the facts. The ICE shall either reject the complaint or send a recommendation to appropriate reviewing authority. The reviewing authority shall make a decision following receipt of the ICE recommendation. Please refer to DOC 310 for specific time limits and criteria for filing a complaint.

**Appealing Complaints:** Inmates who are dissatisfied with the outcome of a complaint may appeal the decision to the corrections complaint examiner (CCE) by sending a completed Inmate Complaint Appeal (DOC-405) to the address on the top of the form, using their own postage-paid envelope through regular US mail. These forms are available from unit sergeants or upon request from the office of the ICE. Please refer to DOC 310 for specific time limits and criteria for filing an appeal.

**Property Complaints:** If you wish to challenge a decision made by staff regarding the denial or disposal of property, you must inform staff that you wish to have to property held pending ICE review at that time. The property will then be placed on the ICE property shelf until a final decision through the ICRS is made.

**Informal ICE Communication:** Inmates should feel free to speak to the ICE when present on the housing unit or during rounds of the institution. Inmates may also contact the ICE in writing via Interview/Information Request (DOC-761). The DOC-400 form should only be used to file a formal complaint and should only be submitted to the office of the ICE.

**Envelopes:** Envelopes provided for ICRS use on the restrictive housing unit are only to be used to submit complaint materials to the office of the ICE.

## Daily Life

### Basic Institution Schedule

TIME	ACTIVITY
<b>12:45 a.m.</b>	<b>Formal Non-standing Count</b>
<b>3:30 a.m.</b>	<b>Formal Non-standing Count</b>
<b>7:00 a.m.</b>	<b>Formal Standing Count</b>
7:30 a.m.	dayrooms/courtyards open morning recreation/library periods begin
7:55 a.m.	school periods begin
8:00 a.m.	weekend/holiday visiting hours begin
10:45 a.m.	morning school periods end
11:00 a.m.	morning recreation/library periods end dayrooms/courtyards close
<b>11:10 a.m.</b>	<b>Formal Standing Count</b>
11:25 a.m.	lunch meal begins
12:30 p.m.	afternoon recreation/library periods begin dayrooms/courtyards open
12:55 p.m.	afternoon school periods begin
2:15 p.m.	weekday visiting hours begin
3:45 p.m.	afternoon school periods end
4:00 p.m.	afternoon recreation/library periods end dayrooms/courtyards close weekend/holiday visiting hours end
<b>4:10 p.m.</b>	<b>Formal Standing Count</b>
4:20 p.m.	supper meal begins
5:30 p.m.	evening recreation/library periods begin dayrooms/courtyards open
8:30 p.m.	weekday visiting hours end
9:00 p.m.	evening recreation/library periods end dayrooms and courtyards close
<b>9:15 p.m.</b>	<b>Formal Standing Count</b>
	dayroom begins when institution count clear has been announced
11:30 p.m.	dayrooms close

## **Inmate Movement**

**Authorized 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. Inmates will remain in their housing unit or the attached outside courtyard unless approved to go elsewhere. Inmates may not attend any unscheduled activity without direct authorization from staff.

**Limited Visibility:** Inmate movement during periods of limited visibility (fog, severe weather, and heavy snowfall) will require direct staff escort.

**Signing In/Out:** Each time an inmate leaves their assigned housing unit they must complete Log Sheet DOC-660. When signing out, inmates must use the next available line. Inmates must print accurate and legible information about their identity, destination and time of departure. The unit/area clock should be used to indicate times. This can be done no earlier than five minutes prior to leaving the unit.

Inmates are required to sign in immediately upon return to their housing unit. Inmates may not go to their cells first.

Inmates may sign in/out only for themselves.

For any scheduled activity that requires sign-up sheets (leisure time activities), inmates must sign up at least 10 minutes prior to the start of the activity.

**Additional Rules:** Inmates are required to walk directly to the area for which they are signed out. No loitering or stopping to visit is permitted. This includes visiting with inmates on another courtyard. Inmates are to stay off the grass except on the recreation field. Inmates must walk on the right-most side of the walk way/hallway in the directions they are headed; no more than two abreast.

Physical contact between inmates greeting each other is prohibited except for a brief physical contact at arm's length such as a handshake or similar expression. No hugging, shoulder bumps, etc. is allowed.

Inmates may not be within 20 feet of the inner perimeter fence. Inmates are not allowed to touch or lean on fences, to include courtyard fences, around the institution.

Running is not permitted, except on the recreation field or in the gym.

Five minutes is permitted to move to/from the housing unit and another area of the institution.

## **Inmate Counts**

**Formal Standing Counts:** There are four formal standing counts each day at RGCI: 7:00 a.m., 11:10 a.m., 4:10 p.m., and 9:15 p.m. Housing unit dayrooms will close at least ten minutes prior to each standing count. An announcement will be made over the public address system, alerting staff and inmates to the count five minutes before the count starts. Beginning with the closure of dayrooms, use of the bathroom or any other area on the unit is not permitted, unless approved by staff, until the count is cleared. When the count is announced, inmates will remain in their cells, door closed standing next to their bunks with the cell light on, arms at their sides, and directly facing the door within plain sight of the staff conducting count. Inmates will be dressed in a shirt and either pants, sweat pants, or shorts. Headphones will not be worn while count is in progress. No movement or talking is allowed and all electronics must be turned off. Movement or talking outside of the cell is not permitted until the institution count is cleared. This will be announced over the public address system.

**Formal Non-Standing Counts:** Non-standing formal counts are held at 12:45 a.m. and 3:30 a.m. Inmates are required to remain in the area in which they 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. It is imperative that inmates follow the directions of staff promptly at this time to ensure minimal disruption to institution activities.

## **Housing Unit Information**

### **Unit Placement**

Intake inmates who have completed orientation will be transferred from H North as soon as bed space allows to the unit most appropriate to their assigned needs. Inmate requests for housing on specific units will not be honored. Inmates who have concerns about the need for separation from another inmate must submit an Inmate Request for Separation Form (DOC-1803) to the security director. They should contact unit staff immediately if the concern is urgent.

### **Cell Assignments**

**Moving Between Cells/Units:** Personal and state-issued property shall be moved by the inmate to their new cell. Items that must remain in the vacated cell include: the mattress, wastebasket, mesh laundry bag and pillow. Inmates must clean the cell before moving. Cell and locker keys must be turned into the unit sergeant. Prior to moving into a new cell, inmates will be issued a DOC-1455 Cell Inspection Card upon which any problems or damage should be documented. Staff will ensure that any reported damage to the cell is documented and repaired. Failure to report pre-existing damage shifts the responsibility for the damage to the present occupant.

**Double-Celling:** All cells at RGCI are compatible for double-celling. All inmates are double-celled unless significant, verified, and documented medical issues preclude double-celling.

### **Cell Searches**

Inmates' cells will be both searched and inspected on a regular basis. Inspections will occur daily for proper sanitation and cleanliness. Inmates are required to comply with all search procedures as directed. If an inmate is in his cell when a search or inspection takes place, the inmate will leave his cell and sit quietly in the dayroom. There is no administrative requirement that inmates directly observe this process.

### **Meals**

Meal times are estimated as follows:

- Breakfast: 6:00 a.m. – 6:30 a.m.
- Lunch: 11:25 a.m. – 12:00 p.m.
- Supper: 4:25 p.m. – 5:00 p.m.

Inmates who have to eat in-cell and inmates with approved special needs restrictions will be allowed to eat/be served first with staff permission.

**Servery Access:** Only assigned servery workers are allowed in the servery.

**Menus and Portions:** Meals and portions are determined by the Department of Corrections' nutritionists. Inmates are expected to take the food that is served to them. No conversations should take place between inmates and the servery workers except to request bread. Inmates who have a complaint regarding their meal or portion should discuss this matter with unit staff immediately.

Inmates are allowed two glasses of milk at breakfast. One glass of drink mix will be allowed at lunch. The choice of one glass of milk or one glass of drink mix will be allowed at supper. When bread is on the menu, two pieces will be provided upon request.

Inmates may not get a tray for the sole purpose of giving it away.

**Call to Chow:** Inmates may eat only when their side/tier is called to report for meals unless otherwise authorized by staff. If the next side/tier is called prior to an inmate reporting for meals, he will be considered "late." If this occurs, the inmate 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 the inmate will not be denied a meal as long as meals are still being served. Staff will announce a "last call," after which inmates may no longer join the meal line.

**Meal Line:** Inmates in the meal line are expected to stand in a single-file line, no changing places with others and no cutting in line.



**Meal Rules:**

- Reserving of tables or chairs is not permitted. Once seated at a table, inmates may not move to another table.
- Trading of food in the food line or between tables is not permitted. Inmates who have been issued special medical diet trays are not allowed to give or receive any food items. Other inmates may trade food items only with those seated at the same table.
- Conversations during the meal are to be kept to a low level.
- Inmates will be permitted up to 20 minutes to eat. Inmates who have finished eating are required to leave the dining area. Loitering is prohibited.
- Inmates will take all trash, food, and dishes to the tray-cart area when they have finished eating. Milk, drink mix and water will be dumped in the bucket prior to putting the glass upside down in the rack. Silverware will be put in the tub. All food, condiments, and paper products will be disposed of in the garbage can prior to the tray being placed in the cart.

**Off-Unit During Meals:** Inmates who will not be on the housing unit during meal times due to authorized institution activities (visits, medical appointments, etc.) may request that a meal be saved for them. It is the inmate's responsibility to request from the housing unit sergeant that the meal is saved before leaving the housing unit. The saved meal must be eaten immediately upon the inmate's return to the unit.

**State Issued Food & Condiments:** All food and state-issued condiments must be eaten in the designated dining area and may not be taken to inmates' cells unless an inmate is on a restriction requiring meals to be eaten in cell. The only exception to this rule is one piece of whole fresh fruit which may be taken to an inmate's cell from the dining area. This piece of fruit must be consumed within 24 hours. Inmates required to eat in cell must properly dispose of all food that is not immediately consumed except one piece of fruit as described above. This includes state-issued condiments.

**Personal Food & Containers:** Inmates may bring the following personal condiments listed below to the meal. No personal cups or containers will be used or taken into the dining area during meal times. Inmates are required to carry these items and keep them in full view of the officers. Inmates will be allowed to share these items with, and only with, inmates sitting at the same table where they are seated:

- 1 bottle or container of a sauce (i.e. hot sauce, BBQ sauce, salsa)
- 1 container of a seasoning (i.e. salt, Mrs. Dash, garlic powder, red pepper)
- 2 packets or one container of a sweetener (breakfast only)
- 1 packet or one container of a cold drink mix
- 1 packet or container of a bread or cracker spread (examples being mayo, honey, jelly/preserves, peanut butter, cheese squeezes or spreads)

## **Bathrooms & Showers**

**Access:** Inmates are limited to use of the bathroom and shower area on the side and tier of the unit in which they are housed. If the bathroom/shower area is closed for cleaning or maintenance/repairs, staff may authorize use of the bathroom/shower area on the other side as necessary.

The handicap showers may only be used by inmates as designated by unit supervisor and/or HSU.

**Availability:** Use of bathroom during non-dayroom hours will be limited to toilet use and subsequent hand washing except as listed below. During non-dayroom hours, only six inmates may be in the bathroom at any given time. The only exception to this “rule of six” is from 5:00 a.m. until 6:30 a.m. This exception is to allow inmates adequate time to prepare for work or school assignments and to allow for the brushing of teeth prior to the breakfast meal.

Inmates may shower only during regular dayroom hours with the exception of mornings. When the 7:00 a.m. count is cleared, inmates will be allowed to shower and groom in the bathrooms to allow inmates to prepare for work/school assignments. Staff have the discretion to authorize shower/grooming access at other times as appropriate based on an inmate’s assignment or other activities. Showers are not permitted during the lunch/supper meal or during count times.

### **Rules:**

- Loitering and visiting in the bathroom and shower area is prohibited.
- Inmates are expected to clean up after themselves after use of the bathroom facilities.
- Washing clothing in the bathroom and/or shower area is prohibited.
- Each inmate may use only one showerhead.
- Showers will be limited to a maximum of 15 minutes.

**Dryers:** The dryers in the shower area may be used to dry hair only. The dryers located in the bathroom area are limited to drying hands.

**Religious Cleansing:** Inmates participating in religious cleansing, such as feet washing, may do so in the sink farthest from the bathroom door. It is expected that inmates utilizing sinks for this activity will ensure that the area is appropriately cleaned up after them in order to maintain the area in a safe condition.

**Dishwashing:** Inmates washing dishes must use the sink closest to the bathroom door.

## **Phone Calls**

**Hours:** Phone calls are allowed during dayroom hours only. Phone calls must be completed prior to the end of dayroom hours.

**Length of Call:** General population inmates are permitted to make phone calls during dayroom hours, limited to thirty (30) minutes.

**Positioning:** Inmates must face the phone/phone bank that they are using.

**Chairs:** Chairs from the dayroom are not to be used by inmates making telephone calls.

**Inmate Personal Identification Number (PIN):** Inmates are required to use their assigned DOC number as their telephone PIN. Use of any other inmate's number is prohibited.

**Problems:** Inmates who experience difficulties with their PIN number must submit an Interview-Information Request form -DOC-761 to the Business Office with a brief description of the problem. Issues with funds not being placed on accounts need to be addressed directly with the vendor, either by the inmate or their family member. Physical equipment/service issues should be directed to unit staff.

**Prohibited Calls:** Inmates must directly dial the party in which they intend to converse with. 3-way calls will not be permitted. Two or more inmates may not talk on the same call. An inmate may not place a call and then hand the phone to another inmate to speak on the same call.

**Access:** Staff may restrict inmates from using specific phones or phone banks. Only inmates housed on the upper tier may use the upper tier phone banks.

**Violations:** Misuse of the phone may result in a Conduct Report (DOC-9), loss of phone privileges, up to and including a permanent loss of phone use.

**Monitoring and Recording of Phone Calls:** All inmate personal telephone calls can and will be monitored.

Please refer to [DAI 309.39.01 Monitoring and Recording of Inmate Phone Calls](#) for information regarding the following:

- Attorney calls
- Emergency phone calls
- Time and charges phone calls
- International phone calls
- Inter-Institutional phone calls

## **Dayroom**

**Access:** Inmates are limited to use of the dayroom on the wing of the unit in which they are housed. Dayroom activities are generally available during the times listed below. However, dayrooms do not open until it is announced by unit staff.

- 7:30 a.m. – 11:00 a.m.
- 12:30 p.m. – 4:00 p.m.
- 5:30 p.m. – 9:00 p.m.
- After 9:15p.m. count clears – 11:30 p.m.

**Stairway Movement:** All unit movement will occur on the rear stairway, with the exception of those inmates 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.

### **Dayroom-Specific Rules:**

- The area between the sergeant station and the glass smoke walls is not considered part of the dayroom. Loitering in this area is prohibited.
- The only inmates allowed on the upper tiers are those with assigned cells on that tier, except for inmates assigned to work in this area.
- An inmate may not go to another inmate's door unless he receives permission from staff.
- Visiting is permitted in the dayroom and courtyards only. Visiting is prohibited in the hallways, between the floors, across the tiers, across the dayroom, in the laundry or other side rooms, in other inmate cells, in bathrooms, or in doorways.
- Tossing items up/down, across dayrooms and tiers 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.
- Inmates are not permitted to put their 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.
- Loitering on the tiers or stairways is not permitted.
- Loitering at other inmates' cells is not permitted.
- Sleeping is not permitted in the dayrooms.
- Eating is not permitted in the dayrooms.
- Food is not allowed in the dayrooms.
- Inmates may not conduct grooming/hygiene activities such as using Plackers/flossers/toothpicks, hair picks, braiding another inmate's hair.
- Inmates must remain seated at all times in the dayrooms.
- No more than four (4) inmates are permitted at each table.
- Unit workers should not be bothered by other inmates while performing their duties.

**Side rooms:** Dining rooms and group rooms may be used for school classes or other programs. Inmate personal cups are not allowed in group rooms or staff offices. Water may be allowed in these areas when special conditions are announced by staff. Inmates are prohibited from disrupting these activities from outside the room in any fashion. Loud talking, standing outside the room, waving or knocking on the window is prohibited. Inmates are to remain out of the unit laundry room, dining rooms and group rooms unless approved by staff.

**Closing of Dayrooms:** Upon notification from staff, with the approval of the unit supervisor or security supervisor, dayrooms may be closed as needed necessary to facilitate institution or unit operations. Inmates must clear the dayroom in a quiet and orderly manner upon direction from staff, going directly to their assigned cells. Inmates are expected to remain in their cells until notification is given the dayrooms are open.

Dayroom activities include dayroom use, puzzles, games, cards, courtyard use (note that courtyard closes at 9:00 p.m.), telephone use, out of cell visiting, ice machine use, microwave use (see separate rules), laundry room use, and showers. Inmates may not remain in these areas during non-dayroom hours unless specifically authorized by staff.

## **Dayroom Activities**

### **Board Games:**

Inmates are permitted to check out the unit games from the games keeper during dayroom hours. All games must be returned by the end of the dayroom period.

Games are provided for use in the dayrooms and courtyards only. No state issued games are allowed to be taken into the inmate cells. Inmates are responsible for returning the games in the condition in which they were issued. All pieces of a game must be returned with the game; any pieces that are discovered in inmate cells will be considered contraband.

No slapping/slamming down game pieces and cards is permitted. Game mats are to be used during domino games and will be provided by the games keeper. Use of table games after 9:15 p.m. count is prohibited.

Puzzles are provided for use in the dayrooms and inmate cells. Quiet use of puzzles in the dayroom may be allowed after 9:30 p.m. at the discretion of the unit sergeant.

**Dayroom Television:** Televisions sets are provided for inmates' use in each dayroom. The volume on the televisions will be set by staff, only loud enough for those in the immediate seating area to hear. Programs will be selected based upon what the preference of the majority of the viewers who do not have a personal television desire. If a group is watching a program, they will be allowed to finish watching it until the program has ended. Television controls may be used only as authorized by staff. Inmates are required to sit within designated television area.

**Study Carrels:** There are study carrels on each wing of each unit, available for inmates who want to quietly do school or written work. One inmate is permitted per carrel unless otherwise approved by staff. Inmates may also use this area to work on hobby projects. Only quiet, individual hobby items are allowed; no musical instruments.

**Microwave Usage:** Dayroom microwaves may be used during dayroom hours from 7:30 a.m. until 10:00 p.m.

Microwaves are available on a first come, first serve basis. Items must be heated up and taken back to the inmate's cell immediately for consumption.

Microwaves shall only be used for the heating or re-heating of food or drinks. No baking or candy making 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 inmates are expected to clean the microwave, if needed, immediately after usage.

Inmates must immediately report any damage or problems with the microwave to staff.

Inmates who are serving loss of dayroom or cell confinement are not permitted to access the microwaves without staff permission. Loss of microwave may also be utilized as a disciplinary sanction.

**Water Dispensers:** Water dispensers are available to inmates in the housing unit dayrooms 24 hours per day, except when dayroom is closed during meals, counts, and emergencies.

**Ice Dispensers:** Ice machines are provided on each wing of each unit, for use during dayroom hours only. Inmates must use the scoop provided in the machine whenever accessing the ice. This is for sanitation purposes. Pitchers/containers larger than 12 ounces may not be used to hold the ice.

Inmates serving loss of dayroom or cell confinement are not permitted to access the ice machine without staff permission. During periods of high heat indexes (determined and announced by staff), inmates in these statuses will be permitted to access the ice twice per shift.

## **Courtyard**

**Availability:** Each housing unit has a courtyard generally available for inmate use during dayroom periods. These areas close at 9:00 p.m.

### **Courtyard-Specific Rules:**

- Dayroom rules apply to the courtyard, unless otherwise specified.
- Inmate hair braiding will be allowed with staff permission.
- Loitering in the corridor or doorway leading to the courtyard is not permitted.
- Inmates are not permitted to communicate with staff and inmates outside of their courtyard.

**Equipment:** Basketballs and other recreation equipment are available for use in the courtyard from unit staff. Three-on-three basketball only; no aggressive play will be tolerated.

**Picnic Tables:** Picnic tables are provided for courtyard use. A maximum of six (6) inmates are permitted at each table. Tables are to be used in the manner in which they were intended and not moved. No sitting or lying on picnic tabletops is permitted. Inmates may not gather or stand around picnic tables.

**Animals:** To protect the health and safety of staff and inmates, animals will not be kept, handled or fed for any reason.

**Closing of Courtyards:** Courtyards will be closed in the event of inclement weather, unsafe conditions, fog alerts or emergencies as determined by the unit supervisor or security supervisor.

## **Bulletin Boards**

**Information:** Each housing unit has bulletin boards upon which Department of Corrections, RGCI, and unit information will be posted, including the Rock Report. Inmates are expected to review this board daily, and will be responsible for knowing the information provided on it. Inmates who are unable to read the posted information should ask unit staff for assistance. Inmates are not permitted to post, remove or write on any material on this board without unit staff approval.

## **Unit Library**

**Availability:** Each unit will have a limited, in-house unit library. The unit library will contain the RGCI Inmate handbook and any applicable area handbooks. Unit library materials are for use only on the unit, and may not be removed from the unit. The unit libraries are open during posted hours. Up to three (3) books may be checked out for up to 21 days, not including the RGCI handbooks (which must remain in the unit library.) Failure to return books in a timely fashion may result in the loss of unit library privileges.

## **Supplies**

**Items issued:** Supplies of state issued toilet paper (H-North only) will be exchanged on a one-for-one basis at the wing officer station by turning in the toilet paper core. Supplies of state-issued soap, toothbrushes, tube of toothpaste and garbage bags will be exchanged on the unit by the wing officer on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month during Second Shift. To get a new item, inmates must turn in an old toothbrush for a new one and an empty tube for a new tube of toothpaste, and used garbage bag for new bag. Exceptions made be made at the discretion of staff on a case-by-case basis. Garbage bag exchange will not be limited to limited the 1<sup>st</sup> and 3<sup>rd</sup> Saturday. No excess state issued supplies may be in an inmate's possession at any given time.

## **Forms**

**Where to get them:** All forms referred to in this handbook will be available on each housing unit. If these forms are not available in the form caddy, they must be requested from unit staff. State forms shall not be utilized for score keeping or scrap paper.

## **Laundry**

**Mesh Bags:** Each inmate cell is issued two mesh bags with the cell number on them, one bag per inmate. The bags must be left in the cell upon transfer out of the cell. Upon cell transfer, the mesh bags must be in the same condition as when issued with the sole exception of normal wear and tear.

**Laundry Cards:** Laundry cards which are good for five loads of laundry will be sold through canteen.

Each card will be issued with the purchasing inmate's name and number labeled on it.

Inmates will not be reimbursed for any unused cycles of laundry upon transfer or release from the institution.

Inmates may only use their own laundry card to wash their own laundry. Funding and/or washing another inmate's laundry is prohibited.

**Personal Laundry Schedule:** Laundry schedules will be posted on each unit.

**Allowable Laundering:** Inmates may wash their 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. Inmates may not wash state-issued linens, towels, etc.

Inmates must use detergent purchased from canteen only. 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.



**Laundry Preference Worksheet:** Inmates may complete the Laundry Preference Worksheet if they have a preference regarding the temperature or cycle to have the clothes laundered in and whether or not to launder the clothes in the mesh bag.

If no worksheet is completed by the inmate, or if the form is illegible, the clothing will be washed in the regular cycle in cold water, dried in the regular cycle and laundered in the bag.

**Laundry Drop off/Pick up:** Times for laundry will be posted on each unit. Staff will be present during these times.

Inmates will bring their laundry card and one box or scoop of detergent when they drop off their mesh bag (along with the Laundry Preference Worksheet, if desired). If the inmate brings a scoop of detergent, it will be placed in a container and labeled with that inmate's name and cell number.

Staff will stamp the card when inmates drop off their mesh bags – one stamp for each load. When the card is full, staff will destroy it.

The personal laundry workers will distribute laundry to inmates.

**Laundry Room Security:** Only the inmate laundry worker who is on duty will be allowed in the laundry room while under staff escort. The laundry room door is to be locked at all times when not in use.

**Laundry Complaints:** 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 it appears the damage was intentional.

### **Clothing & Linens**

**Linens (two sheets and one pillowcase):** Exchange will take place once per week according to the schedule below. Sheets, blankets and towels may not be used as rugs.

- Monday        E-Unit
- Tuesday       F-Unit
- Wednesday    G-Unit
- Thursday      H-Unit / I-Unit

**Blankets:** Exchange will take place once every 3 months according to the schedule below:

- E-Unit: 1st Tuesday of March, June, September, December
- F-Unit: 1st Tuesday of January, April, July, October
- G-Unit: 1st Tuesday of February, May, August, November
- H-Unit: 3rd Tuesday of January, April, July, October
- I-Unit: As needed

**State-Issued Clothing Exchange:** Clean state-issued clothing will be issued no less than three times per week. It is the inmate's responsibility to check the condition of the clothes and ensure the proper size has been distributed.

Please refer to the unit bulletin board for specific information on clothing exchange and schedule. In addition, please refer to DAI 309.20.03 Inmate Personal Property and Clothing. This policy specifies limits of state-issued items that may be in an inmate's possession at any given time. Items above this limit will be considered contraband.

**Clothing Repair:** State issued clothing items in need of repair should be returned to the institution laundry. Personal clothing that is worn to the point of no longer being serviceable must be disposed of through the property department.

### **Cell Rules**

Only inmates assigned to a cell may enter it. Breaking the plane of the door with any part of the body constitutes entry and may result in disciplinary action.

Inmates are responsible for any damage and/or contraband present in their assigned cells. It is required that each inmate inspect their cell as soon as they move in and report damage or contraband present immediately to the unit staff.

All furniture is to be used as intended. The furniture in each cell may not be moved or rearranged. No "furniture" items may be built using "makeshift" items, i.e., boxes, etc.

Inmates 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, and door windows may not be covered, even partially, at any time.

No items may be hung on or cover light fixtures, sprinkler head, smoke detector, or vents.

Objects that obstruct the view of the cell or bunk are not allowed.

Cell doors will remain closed and locked at all times except to enter or leave the cell. Door may not be propped open unless authorized by staff. Damage to door handles, jambs or locks will be charged if caused by inmate misuse.

## **Use of Personal Electronics**

Inmates must store all electronic equipment in their cell.

Headphones must be used whenever electronic equipment is being used (i.e., televisions, radio). Sound from electronics in cells may not be heard outside the cell.

Inmates may possess one flat screen television box. 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.

Security seals must be present on all electronics.

All electronic items must be turned off when inmates are not using them or when inmates are outside their cells.

Electric typewriters may not be used after 9:30 p.m. until dayroom resumes the next day.

## **Storage of Personal Property**

A key will be issued upon admittance to RGCI, and must remain in each inmate's possession until release/transfer from RGCI, or movement to different cell/unit. The purpose of the key is to secure the locking cabinet in each wardrobe. The cabinets must be locked at all times, except to open them for the time necessary to get or return property inside. Unit staff will regularly check cells to ensure all personal storage cabinets are locked.

Inmates are responsible for securing their non-controlled medication and all items of value.

RGCI is not responsible for lost, damaged, or stolen property if not secured in the locked storage cabinet that has been provided.

## **Cell Keys**

Inmates will be issued a key to their cell, which they 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, inmates must notify unit staff immediately to avoid being charged for the replacement. (NOTE: Keys will not generally crack or break unless the door is not operating properly. Inmates are expected to notify staff if/when the lock is not functioning correctly.)

When an inmate vacates his cell or goes off grounds, his key must be given to the unit sergeant.

## **Name Cards**

Name cards will be issued to each inmate to place in the door slot to identify his cell. Name cards must remain in their door slots at all times. Name cards may be moved only if an inmate is moving to a different cell/housing unit.

Only the name under which inmates are committed may be used on the name card. Defacing, marking or changing any inmate's name card is prohibited.

Staff must be notified if a new door card is needed.

## **Cell Sanitation**

Inmates are required to keep their cells clean. The following are tasks that inmates will be expected to follow to keep their cells to a minimum standard of cleanliness:

- The floor is dust mopped.
- Wastebaskets are emptied and garbage is removed as needed.
- Mirror and window glass accessible to inmates is clean.
- Wardrobes are organized with all clothing hung up or folded neatly.
- Cells must be neat and orderly before inmates leave their cell.
- Beds must be properly made before leaving the cell for the day or going to the dayroom.
- Surfaces, such as the desktop, bed frame, and any ledge area or furniture, are kept dust-free.

Cell cleaning may be done during times posted on the unit. Inmates must use the janitor's closet that is located on their tier and wing.

Unit staff may complete cell inspections at any time. Failure to meet the standards set above will be addressed with the inmates living in the cell. Failing to meet standards may result in disciplinary action.

## **Recycling**

Inmates are required to follow posted rules on recycling. Inmates shall not remove any items from recycle bins. The following materials are recyclable and must be disposed of in the appropriate container:

- newspapers/paper
- cardboard
- plastic

## **Business Office**

**Function:** Business Office staff conducts all inmate financial transactions at RGCI, including the maintenance of inmate accounts, savings accounts, issuance of monthly statements and weekly canteen statements, approval of indigent legal loans, and all withdrawals and transfers from inmate accounts.

**Disbursements:** The Disbursement Request (DOC -184) must be used in all money transactions for any account transaction 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 the inmate accounts policies. However, all DOC-184s must be submitted to unit staff for verification of identification. Disbursement Requests that have not been verified by unit staff signature will be returned to the unit for processing.

Once the Business Office has processed the DOC-184, the yellow copy is returned to the inmate. Inmates should retain the yellow copy of the submitted Disbursement Request as a record of their request. Please refer to the Inmate Accounts Procedure 900.305.02 for more information on these issues.

## **Canteen**

**Spending Limit:** Inmates will be permitted to submit weekly canteen orders; refer to canteen menu for weekly spending limit. Inmates are responsible for monitoring their own account balances and the total amount of canteen purchased each month.

**Possession Limits:** The limit number indicated at the top of each section in the canteen menu is the maximum quantity inmates are allowed to have in their possession at one time unless otherwise noted in the menu. Food items must be consumed within 6 weeks from the date of purchase. Canteen items count toward the inmate's total volume of allowable property.

**Receipts:** Inmates must be able to provide documentation of ownership for all items in their possession. A canteen receipt must be retained for all items not documented by a property receipt, DOC-237.

**Delivery:** Canteen delivery will take place according to the schedule posted on each housing unit. When canteen orders arrive on the unit, inmates will be permitted to view their order and raise any issue in the presence of staff. Inmates are required to sign for their orders at the time they take possession of the order. Once the bag has been removed from the presence of staff, errors cannot be verified; no corrections will be made.

**Reuse of Bags:** Bags in which canteen items are received may be used as garbage can liners. They are not to be reused for any other purpose.

## Court Appearances

**Attire:** Inmates who are leaving RGCI to attend a court appearance must wear state-issued clothing, including DOC shoes, socks, underwear, pants, shirts, and jacket. No personal clothing may be worn.

**Allowable Property:** Items listed below may generally be taken by inmates when sent out to court, subject to the rules of the county detention center where the court is located. Inmates are not allowed to bring any personal property items back from court except those items they took with them.

- One comb
- One small hair pick
- One wedding ring
- One pair of glasses
- If the trip is of a legal nature, legal materials are authorized.
- Up to \$10 will be allowed for court appearances that involve one or more nights away from RGCI. Arrangements must be made by the inmate with the Business Office via disbursement request as soon as the date of the off grounds is known. More than \$10 will be allowed for out-of-state trips.

## Disciplinary Dispositions

**Administrative Code DOC 303:** The DOC Administrative Code 303 outlines the Division of Adult Institutions rules for all correctional facilities, as well as penalties and procedures to address the violation of these rules. This book is issued at Dodge Correctional Institution when an inmate enters the system. This information is also available in the RGCI Law Library. Copies of sections or pages may be purchased from the Law Library upon request. Spanish copies of this book are available upon intake for inmates whose language barriers prevent them from accessing this information in English.

**Conduct Reports:** Violating the rules provided in the DOC Administrative Code 303, the RGCI Handbook and its policies may result in the issuance of a Conduct Report (DOC-9) by a staff member. Once a conduct report is written and a decision has been made about guilt, consequences (i.e., dispositions) will follow.

## **Dress Code and Grooming**

### **Dress Code**

**Photo ID:** Must be worn around the neck using only a DOC approved lanyard. It must be outside the outermost garment and with the photo facing to the front. ID should not be altered in anyway. Refer to DAI Policy 306.00.06 Inmate Digital Photo Identification System.

**Attire:** Green state-issued pants and shirts, and shoes with socks are required in all off unit areas, with the exception of recreation. Listed below is the minimum attire that is required in each area. Temporary allowances may be announced for high heat conditions.

All clothing and footwear must be worn in the manner in which it was intended to be worn and must fit properly.

While working, inmates should be dressed in state-issued clothing. Damage to personal clothing worn in work status will not be reimbursed.

**Shirts:** V-neck green shirts may be worn tucked or untucked. Shirts worn as undergarments must be tucked in when outside the housing units, except in the following locations:

- courtyard
- outdoor recreation or gymnasium
- en route to/from recreation
- work assignments as approved by work supervisor

**Sleeveless Shirts:** Sleeveless shirts may be worn while at outdoor recreation/ courtyard and while going to and from outdoor recreation/courtyard. They will be allowed as an undergarment only in all other sites. Sleeveless shirts are not permitted at indoor recreation or weight lifting (indoor and outdoor).

**Shoes and Socks:** Shoes with socks must be worn at all times outside of inmates' cells, except going to and from bathroom, at which time a minimum of shower shoes or slippers are allowed.

Personal footwear may not be worn to the visiting room.

**Hats:** Hats must be worn with the bill straight over the forehead (as applicable). They may be worn outside only, unless approved by the work supervisor or authorized as part of one's religion. (See policy DAI Policy 309.61.01 Religious Beliefs and Practices)

**Hairnets:** Hairnets may be worn only in assigned cell and at work site if required.

**Do-rag:** May be worn in cell only.

**Plastic Caps:** May be worn only in cell and bathroom and en route to/from those areas.

**Curlers, Picks, Hairpins:** These items may be worn only in assigned housing units and their adjacent courtyard. Picks and hairpins may not be worn as adornments or hair accessories and are to be worn only as needed to fasten hair curlers in the hair.

**Handkerchiefs:** Must be tucked all the way into a pocket, with no parts showing. They are not to be worn or displayed as an outer garment.

**Kitchen Whites:** Must be worn only to/from and at work per sanitation code.

**Thermal Underwear - Tops & Bottoms:** May be worn underneath pants (not shorts) and shirts or t-shirts, but may not be worn as an outer garment.

**Sweatshirts and sweatpants:** May be worn as inner or outer layer. May not be worn as an outer layer off unit unless going to the weight room, outside recreation, or the gym. Shorts may not be worn over sweatpants.

**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 Colors:** Gang insignias or gang colors are prohibited at all times, in all areas. Inmates displaying hairstyle, dress, activities, or other ways that identify them with a gang will be subject to disciplinary action. This institution maintains a zero tolerance policy for such activity.

## **Grooming**

**Haircuts:** Inmates may request a haircut once every 30 days by submitting an Interview/Information Request (DOC-761) to the Recreation Department. Inmates must indicate free time (not during work or school) on the request. The request will be returned informing requestor of the date and time of their scheduled haircut.

Only inmate barbers may cut hair in the RGCI Barbershop. No Security Threat Group-related styles, sculpted designs, lines, numbers, letters or symbols. Any shaving of the head must be of the entire scalp. Please refer to [DAI Policy 309.24.01 Personal Hygiene and Hairdressing](#) for more information.

**Hair braiding:** Hair braiding will only be allowed from front to back of the head or side to side. Standard parts are acceptable; no zigzag or eccentric parts will be permitted. No partial



braiding of the hair is allowed. A sample diagram is posted on the housing units to provide clarification of allowable braiding styles.

Hair braiding is only permitted in a designated bathroom area between the hours of 6:00 p.m. – 9:00 p.m. Requests to use the bathroom for this purpose must be submitted to the second shift sergeant, who will coordinate access. A limit of two inmates (one giving, one receiving hair braiding) is permitted in the bathroom at any given time, utilizing one plastic dayroom chair in the process. Inmates must reside on the same housing unit wing to participate in this activity together; inmates are not permitted to crossover to the opposite wing or any other housing unit to braid or perm hair in unit bathrooms. Hair braiding will also be allowed in courtyards with staff permission during courtyard hours. Inmates must be from the same housing unit to participate in this activity together.

**Fingernails:** Inmate fingernails must be clipped at all times, with the length not to exceed the tip of the finger.

**Personal Hygiene:** Inmates are expected to maintain personal hygiene by showering a minimum of two times per week. Any inmate whose personal hygiene present a health risk to the inmate or others, or is deemed offensive to others may result in disciplinary action.

## **Health and Safety**

### **Reporting Injuries**

Inmates are required to report injuries, no matter how minor, immediately to staff in the area in which it occurred.

**Reporting Safety Concerns:** If an inmate becomes aware of a safety concern, he should report such 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 body fluids are assumed to pose a risk to health. Inmates should keep in mind that personal behaviors and activities could expose them to blood borne pathogens. If exposed, inmates should advise staff immediately.

### **Co-Pay**

Inmates are required to pay a \$7.50 co-payment charge for all inmate-initiated health care contacts (including dentistry and optometry). Inmates 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. Inmates will be required to sign a Disbursement Request (DOC-184) for the co-payment charge upon arrival at HSU. Inmates who disagree with a co-payment charge should direct their concern to the HSU Manager. See DAI 316.00.01 Inmate Co-payment Health Services for more information.

**Sick Call:** Inmates will be called to HSU in response to Health Services Requests (DOC-3035) based on medical staffs' assessment of urgency. Inmates will always see a nurse before referral to an Advanced Care Provider (ACP).

### **Lay-in and Sick Cell**

Inmates requesting 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 inmate is to be seen. HSU shall have a face-to-face assessment with the inmate that day to assess for Sick Cell status. Please refer to DAI Policy 309.55.02 for more information.

### **Controlled Medication Distribution**

Controlled medication will be distributed four (4) times daily: AM, NOON, PM, and HS (bedtime) by security staff. The schedule for these distribution times will be posted on the housing units.

Certain inmate medications will be distributed by nurses.

The MOS sergeant will announce when general population inmates should report to the Health Services Unit (HSU) for prescribed medications. Some medication orders may require delivery at times other than the standard medication delivery schedule. Inmates will be advised individually by HSU staff if they are to receive medications at alternate times.

### **Delivery of Medications**

**All Medication:** Inmates are required to take their medication only as prescribed. Inmates are expected to bring concerns about their medication to the attention of HSU staff using form DOC-3035. Concerns may not be raised during medication line.

Inmates requesting controlled medications at unscheduled times will be addressed individually. As needed medication (PRN) is time-dependent as prescribed.

Staff will observe inmates taking their medication and will direct the inmate 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.

Inmates taking medication(s) at MOS during HS (bedtime) pill line will receive one package of crackers upon request.

### **Re-ordering Medication**

Requests for medication refills are the inmate's responsibility. When five to seven days of the current supply remain, inmates must complete form DOC-3035C Medication/Medical Supply Refill Request. Inmates must complete the form with full name, inmate number, housing unit and medication name. General population inmates may place the form in the HSU boxes

located on the housing units. Inmates in restrictive housing status may place the DOC-3035C in the envelope provided and give it to an officer. Refill requests should be sent to HSU Sunday through Thursday; limit requests on weekends. All inmates must be aware of the prescription expiration date on all controlled medications. Inmates must notify HSU when they are less than a month from the prescription expiration date if they believe the medication must be renewed.

**Non-Controlled Medication:** Medication will be distributed to inmates to retain in their cells. Medications must be maintained in a locked locker, in the original container or packaging, and with the original labeling. The inmate is 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. Inmates in possession of expired medication may be subject to discipline.

### **Dental Services**

Inmates seeking dental services must submit a yellow Dental Request Form (DOC-3392). Dental requests are reviewed and scheduled in priority order as determined by the dental staff. If you 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 may be used only as directed by HSU. Misuse of medically issued items may result in confiscation and/or discipline.

Upon arrival at RGCI, medical staff will review each inmate's file. When it is medically necessary, HSU will issue a Medical Restrictions/Special Needs form (DOC-3332B) 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.

Inmates who believe a medical need has not been addressed may submit a Health Service Request (DOC-3035) listing that need.

**Equipment Ownership:** Equipment purchased by the Bureau of Health Services for the use of inmates while incarcerated may not be sent home when they are released or paroled with the following exceptions:

- \*Glucometers
- \*Artificial eyes

- \*Artificial limbs
- \*Hearing aids and eye glasses

### **Medical Alert Wristband**

Inmates with chronic medical conditions (as determined by HSU) are provided the option to wear DOC-issued medical alert wristbands. Inmates with qualifying conditions may contact HSU via Health Service Request (DOC-3035) to request a wristband. HSU visits for the purpose of placement/removal of the wristband are exempt from co-pay. Inmates may not alter the wristbands in any way and must contact HSU using form DOC-3035 if they wish to have a wristband removed. The wristband may be worn at all DOC facilities.

### **Epi-Pens**

Prescribed Epi-pens will be available for inmates with a documented need. Pens are located at sergeants' stations and work assignments. Epi-pens are patient specific with the inmates name and number on the label.

### **Inhalers / Nitroglycerin**

Inmates are permitted to possess their prescribed emergency inhaler and/or nitroglycerin at all times, to include work, school, recreation and transportation. During visits and transportation, staff will maintain the inhaler/nitroglycerin, making it available for use by the inmate as needed. Inmates in restrictive housing are permitted to retain this medication in their cells unless determined otherwise by 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 inmates with varied medical conditions requiring modifications. If inmates 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**

Inmates have the right to refuse medication or treatment without consequence. However, general population inmates are required to report to HSU as scheduled where they may exercise their right to refuse medication or treatment. Failure to report to HSU as scheduled may result in discipline.

Inmates who choose to refuse pre-scheduled off-grounds appointments may do so before the day of the appointment. On the day of the appointment, the inmate must refuse the off-site provider in person. Last minute refusal at time of transport will not be accepted at RGCI, unless a medical reason is verified. See also DAI Policy 500.30.54 Informed Consent and Right to Refuse Treatment.

## Mail and Property

### Inmate Mail

Please refer to DAI Policy 309.04.01 Inmate Mail for information on incoming, outgoing, inmate-to-inmate and certified mail.

Letters to **staff** should be addressed to:      Staff Name  
Redgranite Correctional Institution  
PO Box 900  
Redgranite, WI 54970-0900

Letters to **inmates** should be addressed to: Inmate Name (# Inmate Number)  
PO Box 925  
Redgranite, WI 54970-0925

Funds for **inmates** should be addressed to: Inmate Name (# Inmate Number)  
PO Box 1000  
Redgranite, WI 54970-1000

**UPS deliveries** should be addressed to:      Inmate Name (# Inmate Number)  
1006 County Road EE  
Redgranite, WI 54970

Incoming letters and funds must be addressed as illustrated above because use of the street address will delay mail processing at the Post Office.

Funds received at PO Box 900 must be forwarded to PO Box 1000 at the inmate's expense, or they will be returned to sender.

Only money orders will be accepted at PO Box 1000. Correspondence that is received at PO Box 1000 will be returned to the sender. (Examples would include letters and greeting cards.)

Packages must be addressed as illustrated above (1006 County Road EE) because UPS will not deliver to a P.O. Box address.

It is the inmate's responsibility to ensure that family and friends know these addresses. When sending out a package, it is important to inform the Property Department whether the recipient is a residence or business address. Failure to do so may result in an error charge from UPS. All order forms must be completed accurately. UPS will charge an additional fee if the wrong address is listed, which will be deducted from inmate's account.

## **Inmate Property**

Inmates are responsible for their own property and any property issued to them by RGCI. They will be held accountable for securing personal and state issued property and for maintaining the condition of the property. Inmates are also responsible for complying with the rules regarding allowable property. This includes ensuring they do not exceed the allowable limits of property in their possession. Please refer to the following policies regarding property for more information:

DAI 309.20.03 Inmate Personal Property and Clothing

DAI 309.61.02 Religious Property

## **Programs & Services**

### **Hobby**

Inmates may participate in approved hobby activities in accordance to DAI Policy 309.20.03 Inmate Personal Property and Clothing. Please review this policy for more information.

### **Library**

The RGCI Library is located in the Rockview School. Inmates are scheduled to go to library by housing unit. Please see schedule posted on your assigned housing unit.

Photocopy services are available in the Library. General population inmates must present photocopy requests in person. Restrictive Housing inmates may mail their requests. Please see the RGCI Facility Procedure 900.504.04a General Population Library Services for specific information on the operation of this area.

### **Notary Services**

Notary Services will be provided by the librarian. Inmates must submit an Information/Interview Request (DOC-761) to the librarian. Please see the DAI 300.00.56 Notary Services to Inmates policy for specific information about this service.

### **Recreation**

Inmates are scheduled to go to either recreation or library by housing unit. Recreation options include one of the following based on weather conditions:

- Gym
- Outdoor Rec/Rec field
- Walking Track
- Weight Room

Please see RGCI Policy 900.504.03 for specific information on the operation and rules for recreation.

## **Religious Services**

Please see the [DAI Policy 309.61.01 Religious Beliefs and Practices](#) for specific information regarding the religious services provided at RGCI.

All inmates must complete a Religious Preference Form (DOC-1090), or have one on file, before participating in religious services, studies or other activities. Inmates 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. Inmates may contact the chaplain by submitting an Information/Interview Request (DOC-761). During times of personal crisis, inmates may contact unit staff, who will contact the chaplain, if on site.

Inmates may change their religious preference only once every six (6) months. To request a change before six (6) months, an inmate must submit a written request to the chaplain stating the reason for request.

Most dietary preferences can be accommodated by self-selecting from the menu. Inmates may request a religious diet by completing DOC-2167 Religious Diet Request and submitting it to the chaplain. Please see [DAI Policy 309.61.03 Religious Diets](#) for more information. If inmates 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.

## **Funeral Videotape Viewing**

Inmates who experience the death of a close family member 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 In Memoriam Visit, Video-Audio Recording Review](#) 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. Veteran inmates wishing to meet with this representative must submit an Information/Interview Request (DOC-761) to the Education office operations associate. Inmates may also write to the Veterans Administration in Madison. This address is available from the library upon request.

## **Psychological Services (PSU)**

**PSU:** A psychological services staff member is assigned to each housing unit. The role of clinical services is to address inmates' psychological issues, which include crisis intervention, psychological evaluations for PRC/parole board, facilitating treatment groups, and providing individual inmate assistance through an interview or written response. Short-term problem focused counseling may be available based on PSU's assessment. Inmates may submit a Psychological Service Request DOC-3035B (a green, 2-ply form) to the unit psychological services staff to request assistance and consultation, specifying the nature of their concern. Inmates who believe that they are having a psychological crisis that needs immediate assistance should contact unit staff, who will contact an available PSU staff member.

**File Review:** Inmates who wish to review their files must complete an Authorization for Use and Disclosure of Protected Health Information (PHI), form DOC-1163A. This form should be submitted to the PSU office operations associate along with a Psychological Services Request (DOC-3035B).

**Psychiatric Services:** There are limited psychiatric services available at RGCI. These services are provided through the Health Services Unit. Inmates who currently receive psychiatric medications or who are under the care of the psychiatrist can write directly to the psychiatrist using the Health Services Request DOC-3035 (a blue 2-ply form). Inmates 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 HSU. Inmates who are not currently under the care of a psychiatrist will be reviewed by PSU to facilitate the best course of action.

## **Reclassification Committee**

RGCI classification specialists are assigned to RGCI, but employed by Bureau of Offender Classification and Movement (BOCM). As such, they operate under the direction of the BOCM director; the Warden has limited authority in this department.

The classification specialists coordinate scheduled reviews of inmate custody classification and institution placement. Regular classification hearings are conducted in accordance to DOC Administrative Code 302 at least once every twelve-month period.

There are two (2) types of reviews, as follows:

- Scheduled RC hearings occur in accordance with inmates' regular scheduled recall date.
- Early RC hearings are held only when a significant change in circumstances occur affecting inmate's custody and/or placement. An inmate may submit the Early RC Hearing Request (DOC-2212) to his social worker. The classification committee will determine if an early review is appropriate.



For scheduled and early reviews, the assigned social worker will document the inmate's adjustment, program assignments and other relevant factors and make a recommendation regarding institution placement and custody level.

Every inmate has the option to waive the RC hearing appearance. If an inmate disrupts the RC hearing or refuses to attend, the hearing will continue without the inmate present.

The classification review may be suspended to investigate or acquire information affecting custody classification institution placement and/or program assignment. The conclusion of this hearing may exceed the twelve (12) month period.

Following the hearing, inmates will receive a copy of the Inmate Classification Report - Reclassification in the institution mail from the classification office.

Inmates have a right to appeal the procedural errors that occur and decisions that are made during the classification hearing by submitting a completed Request for Review of A&E or Program Review Action (DOC-1292) to the Director of the Bureau of Offender Classification & Movement, P.O. Box 7925, Madison, WI 53707. Requests for review of decisions may be made only if the inmate believes that the decision was based on erroneous information.

Inmates are responsible to communicate with their social worker when changes occur which could affect their classification. Inmates may send an Interview/Information Request (DOC-761) form to the classification specialists to address issues regarding their custody classification, future institution placement, and program assignments.

## **Records Office**

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

Record Office's staff also maintains all inmates' social service and legal files. The offender 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 this person. (Note that information regarding medical, educational, or psychological files must be reviewed in those respective departments.)

## **Parole Commission**

Records Office will coordinate appearances from the Parole Commission as statutorily required for all inmates. Inmates will be advised of their upcoming appearance by their social worker, who will be responsible for submitting the inmate's parole plan and information on the inmate's 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.

## **Legal Assistance for Institutionalized Persons**

LAIP is an educational program in which University of Wisconsin students learn to practice law by assisting prison inmates under the supervision of a trained attorney and faculty member. LAIP provides free legal assistance to inmates in most Wisconsin prisons on certain criminal and civil law issue sentence modifications and appeals (divorce, custody issues).

LAIP will not provide help on the following topics:

- prison disciplinary issues
- suits against the institution or staff (i.e. "conditions of confinement" suits)
- Civil lawsuits seeking money damages against other parties.

LAIP information and applications are available in the library. Inmates who wish to apply should complete the "Application for Legal Assistance" form and mail it directly to the address indicated on the form.

## **Visits**

### **Visiting Hours:**

- Monday – Friday: 2:15 p.m. – 8:45 p.m. (3 hour visits)
- Saturday, Sunday and holidays: 8:00 a.m. – 3:30 p.m. (2 hour visits)

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

**Visiting Lists / Visiting Rule / Extra/Extended Visits / Professional Visits:** Please refer to [DAI Policy 309.06.01 Visiting.](#)

**Tele-Visits:** Inmates who are in restrictive housing and those who have had "no contact" visiting restrictions imposed will visit via tele-visiting. Please refer to the Inmate Visiting Policy for more information. Tele-visits are limited to one hour in length due to space restrictions.

**Visiting Room Photographs:** A photographer will be available to take inmate photos during regular visiting hours. Inmates who have not received a visit within the past 60 days may have their photo taken by submitting a request to the visiting room sergeant.

## **Work and Program Assignments**

### **Work Assignments**

A complete list of institution work assignments will be posted in the housing units and the RGCI Library. (The RGCI Library will maintain a binder of all inmate position descriptions.) An inmate may apply for a position by completing DOC-2118 Offender Work Application, and submitting it to the third shift sergeant. The sergeant will ensure that the inmate is eligible for this assignment, that he meets the educational and physical requirements of the job, and that there are no mandatory program/education conflicts, before submitting it to the appropriate work supervisor. Any application not submitted to the work supervisor will be returned to the inmate by the unit sergeant, with an explanation of why it was not submitted.

Work supervisors may interview applicants and explain the job expectations and work rules. If an inmate is selected for a position, the work supervisor will complete an Inmate Work/Program Placement Form (DOC-1408) and forward it to inmate payroll. When inmate payroll completes the placement, a copy will be distributed to the work supervisor and the inmate.

All inmate positions and assigned pay ranges are reviewed and recommended in accordance to DAI Policy 309.55.01 Inmate Compensation Plan. All inmate positions are limited to 40 hours per week. Every attempt shall be made to consistently use involuntary unassigned inmates for situations requiring additional hours to be worked, including emergency situations.

### **Program Assignments-Education**

There are educational programs available to inmates who have identified educational needs, ranging from adult basic education to an HSED (high school equivalency diploma) program.

DAI has a mandatory education policy; educational needs take priority over employment. If an inmate has an identified education need, he will be required to meet this need prior to getting an institution work assignment. The only exception to this is inmates who are unable to enroll in school due to space limitations and are placed on the school waiting list. These inmates may be employed, but will be required to begin the school program when it becomes available. Inmates who refuse to enroll in school will be placed in voluntary unassigned status. For more information on these programs and enrollment, please write to the Education Department.

### **Inmate Pay**

Pay periods will be posted on each housing unit. Pay deposited into an inmate's account will be reflected on the monthly account and weekly canteen statements. Inmates will not receive a receipt from this deposit. Questions regarding pay should be addressed to the work or program supervisor.

The following is the hourly pay rate for an eight-hour day, pursuant to DOC Administrative Code 309.55:

- VOLUNTARY UNASSIGNED \$ .00/HOUR
- INVOLUNTARY UNASSIGNED / SICK CELL \$ .05/HOUR
- RANGE 1 \$ .12/HOUR
- RANGE 2 \$ .19/HOUR
- EDU/PROGRAMS \$ .15/HOUR
- RANGE 3 (WORK ASSIGNMENT) \$ .26/HOUR
- RANGE 4 \$ .35/HOUR
- RANGE 5 \$ .42/HOUR

### **Involuntarily Unassigned Status and Work Waiting Lists**

Unfortunately, the number of inmates housed at RGCI is greater than the number of work and school assignments available at this institution. Therefore, there will be inmates who are willing to work, but are unable to do so because there are no available positions. These inmates will be identified as involuntarily unassigned, and will be paid \$.05 per hour for 40 hours per week. This is the status that all inmates will be placed in upon arrival until they are assigned to a work or program assignment. Inmates in this status are paid because they are expected to complete unit or institution work when directed to do so.

### **Voluntary Unassigned Status (VUNA)**

Inmates who refuse to accept an institution school/program assignment, quit a job without pre-approval from the work supervisor, or are negatively removed from a school/program or work assignment, will be placed in voluntary unassigned status, for which there is no pay. Voluntary unassigned inmates will not be permitted to attend recreation or library periods during morning or afternoon periods. Inmates will be required to remain in this status for 90 days and must request removal from this status. Requests for acceptance into school or programming while in VUNA status will be reviewed on a case-by-case basis.

### **Removal from Assignments**

The decision to remove an inmate from his work or program assignment rests with the work/program supervisors. Job appeals may be directed to the department head within ten days of the job removal via DOC-761 Interview / Information Request. If dissatisfied with the response from the department head, inmates may submit a complaint through the ICRS. Please see [DAI 309.00.01 Inmate Work Placement policy](#) for more information.

## **CONCLUSION**

**This handbook is not intended to be all inclusive. Inmates should follow the direction of staff at all times. All inmates should be familiar with, knowledgeable of, and accountable for all rules, DAI Policies, RGCI Procedures and DOC Administrative Code.**