

A Message from the Warden....

Welcome to the Racine Youthful Offender Correctional Facility (RYOCF). Please take the time to review this handbook carefully. This handbook covers the expectations I have of you while housed here.

At RYOCF, we follow the overall mission of the Wisconsin Department of Corrections (DOC). It is our mission to protect the public, our staff and those of you in our charge. We will provide you with opportunities for positive change and success in your life. I hope you take advantage of all that we have to offer at RYOCF.

Your decision-making matters. You can decide to go to school and get your high school equivalency diploma (HSED) or participate in higher educational opportunities. You can decide to involve yourself in programming when offered and address your Criminogenic needs prior to release. You can decide to be a productive member of society while housed here in preparation for your release. You can decide to change your thinking. Often times inmates think that negative behavior will get them moved out of RYOCF. This thinking is not true. It is the positive and appropriate behavior that affords you the opportunity to move from your current location to the next location – one-step closer to home.

In an effort to assist you in moving forward in a positive direction, we partner and collaborate with service providers from the community and other criminal justice agencies to ensure you are well cared for while here and moving through the system.

It is the vision of the DOC-to achieve excellence in correctional practices while fostering safety for victims and communities. We strive to meet this vision recognizing that every person, every family and every community matters to us – including you.

Just as you are accountable for your actions, we too are accountable to each other and the citizens of Wisconsin in everything that we do.

We expect everyone, including you, to do what is right – legally and morally – as demonstrated by each individual's actions. We expect everyone, including you, to demonstrate ethical behavior and integrity. We value safety, for our employees, the people in our charge and the citizens we serve.

While here, please treat others with dignity and respect. I expect staff and others to treat you the same. You will make a lot of decisions each and every day while housed here. Make them the best decisions you can. Remember one of your ultimate goals when making each decision – to release from prison and not return to our custody. It is up to you how you spend your time; but we are here to help.

Pamela J. Wallace, Warden

Table of Contents

Emergency Procedures	
Fire.....	3
Tornado	3
Emergency Counts.....	3
Inmate Resources.....	3
Inmate Complaint Review System (ICRS).....	7
Prison Rape Elimination Act (PREA)	7
Mail	7
Institution Departments.....	8
Business Office	8
Education Department (Warren Young School).....	12
Religious Services	13
Health Services Unit	13
Psychological Services Department.....	15
Records Office	15
Security Department	16
Unit Management	16
Social Services Department.....	16
Communication with Staff.....	17
Intake & Allowable Possessions.....	18
General Population Living Quarters (Cells).....	25
Inmate Count Procedure	27
General Population Dayrooms	28
Indoor Dayroom	28
Outdoor Dayroom	31
Dress Code & Grooming	32
Meals	33
Inmate Movement.....	34
Discipline	35
Inmate Services and Leisure Activities.....	36
Barbershop	36
Recreation	37
Hobby	38
Photographs	38
Notary Services.....	38
Visiting	39
Hours	39
General Visiting Procedure.....	39
Visiting Expectations	39
Disruptive Conduct.....	40
Special Types of Visits.....	40
Visitor Lists	40
Rules Specific to Visitors.....	41
Release/Checkout.....	42

Emergency Procedures

The following procedures will be followed when there are fire or tornado emergencies, or in the event of an emergency count. Staff will determine what an emergency is.

Fire

North, South, and Main Restrictive Status Housing: Inmates will proceed to or stay in their cell with the door closed. This is the safest place, during a fire, due to the positive fresh airflow to each cell provided by the automatic purge system. Any decision to evacuate is to be made by a Security Supervisor.

Education, Vocational/Support Building and Inside Recreation: Inmates will proceed single file to exit to the courtyard and return to their assigned housing unit. If other evacuation is needed, inmates will follow the directions of staff.

HSU: If a Security Supervisor determines that evacuation is needed, inmates will follow the directions of staff.

Tornado

North, South, and Main Restrictive Status Housing: Inmates will proceed to or stay in their cell. Any decision to evacuate is to be made by a Security Supervisor.

Education, HSU, Property and Inside Recreation: Inmates will proceed to the gymnasium and will sit down on the floor along the walls. Any decision to evacuate is to be made by a Security Supervisor.

Vocational/Support Building: Inmates will proceed to the vestibule area in the back part of laundry by the restrooms. Inmates will sit down on the floor along the walls. Any decision to evacuate is to be made by a Security Supervisor.

Emergency Counts

An emergency count can be called at any time. Inmates will pay strict attention to the announcement and the directions issued for the emergency count. Inmates must present themselves in the same manner as for a standing count unless otherwise directed.

Inmate Resources

Americans With Disabilities Act (ADA)

The ADA Coordinator is the Institution Complaint Examiner. Inmates with a physical or mental impairment that substantially limits one or more major life activity, has a record of such impairment, and is regarded as having such an impairment can request reasonable accommodations to assist with daily functions and program participation in the facility. Inmates, who wish to receive reasonable accommodations due to a disability, may contact the ADA Coordinator by Interview/Information Request (DOC-761).

Limited English Proficiency Policy Notice (LEP)

The Wisconsin Department of Corrections (DOC) shall, within available resource constraints, take reasonable steps to continue providing Limited English Proficiency (LEP) inmates in its custody, or under its supervision,

meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the inmate. The DOC shall not retaliate against any LEP inmate for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

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

If you need 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.

Suicide Prevention¹

Suicide Rates in the Community: Although a relatively rare occurrence, suicide is the eleventh leading cause of death among Americans. Unfortunately, suicide rates in Wisconsin are about 8% higher than the national average (about 12.5 per 100,000 persons per year). More concerning, suicide rates among individuals under age 25 in Wisconsin are 33% higher than the national average. The reasons for higher suicide rates in Wisconsin are not clear, although some researchers believe that the northern latitude and the greater variation in sunlight between winter and summer play a role.

Suicide Rates in Prison: Suicide in prison occurs at a higher rate than in the community. Overall, it is the third leading cause of death in prison, behind natural causes and AIDS. Over the past eight years, Wisconsin prisons have experienced a high rate of completed suicides, averaging about six per year. Yet suicides are only part of the problem. For every suicide in prison, there are many more attempts that do not result in death. These attempts have considerable cost in terms of psychological distress to those who make the attempt or witness it, physical injury, the need for medical care, and disruption of a housing unit.

When Do Inmates Attempt Suicide in Prison: The times of highest risk for an inmate to attempt suicide are:

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

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

- Talking or writing about death, dying, or suicide.
- Making indirect references to suicide (“I won’t be here when you wake up”).
- Giving away possessions or writing a will.

¹ Adapted from a 1995 brochure by Robyn Bradley

- Saying goodbye or making unexpected apologies.
- Saving or stockpiling medication.
- Becoming isolated or withdrawn.

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

What Do You Say: If there is another inmate whom you suspect is suicidal, here are some tips on how to respond:

- If you know the other inmate, make a friendly inquiry about how he is doing.
- Be direct. Talk in a matter-of-fact manner about suicide if the topic comes up. Do not act shocked.
- Be willing to listen. Do not debate whether suicide is right or wrong, or lecture on the value of life.
- Don't dare him to do it.
- Don't be sworn to secrecy.
- Contact staff at the earliest possible moment.

If you believe an attempt is coming soon, contact staff right away, because even a few moments can make a big difference.

About Contacting Staff Members: Please contact a staff member if you or someone else may be having suicidal thoughts.

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

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

Staying Healthy in Prison

Doing Time in Prison: Being in prison can be both a difficult time and an opportunity for change. Some inmates go through prison with relatively few emotional problems or hardships. Other inmates may feel emotional stress, grieve losses, or have other mental health problems. Every major institution has both psychology and psychiatry staff who can assist you through difficult emotional times. Prison is a real problem you have to face. Mental health problems can make it more difficult for you to make it through your time in prison. This brochure describes ways you can help yourself to avoid mental health problems.

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

How Can I Stay Healthy: There are many activities that can help you during your incarceration –

- Stay in contact with family and friends.
- Find those within the institution you can trust and talk to.

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

Prison can be a time for positive change: Use your incarceration time to better your life.

- Re-evaluate your priorities.
- Set goals for your life.
- Strengthen spiritual and moral beliefs.
- Change the way you relate to a loved one.
- Get your mind clear of alcohol and drugs.
- Get better control of your moods.
- Get in better physical shape or improve your health.
- Get a formal education.
- Educate yourself through reading.
- Learn new job skills.

If You Get Bad News from the Outside: Bad news sometimes comes from the outside. For example, you may get news about the illness or death of a family member, notice of a divorce or break-up from a partner, get a long sentence for a new charge, or have your appeal denied. Depending on your personality, you may prefer to keep such news inside and "work it through." On the other hand, you may prefer to share the news with others and "talk it out" with family, friends, other inmates, psychology staff, the chaplain or officers on the unit. Both styles can work just fine to help you accept the news and make constructive plans for what comes next. However, if the news feels as if it is "too much" or you find that it is hard to get your mind off it, you may need additional help. Psychology staff, Chaplain, and your social worker are trained to help in such situations. Feel free to contact these staff, if you feel that you are having trouble coping or need assistance.

If You Have Suicidal Thoughts: Everyone thinks about their death at some point but thoughts or plans to harm yourself are most likely a sign of depression. Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself. Please contact an officer, psychology staff member, chaplain or social worker so that there is an opportunity to help you. Remember that there are ways to improve nearly any problem or situation. As time passes and circumstances change, what is now a big problem may turn into a smaller problem. If you cannot think of solutions to your problem, it does not mean that other solutions do not exist. It simply means that you are currently unable to see other solutions by yourself. Most people who think of suicide do so for a relatively short time. Things can change, feelings can be altered and unexpected solutions found. Emotional pain can sometimes make us disregard family ties, loved ones, religion, love of nature and our dreams. Those reasons to live are still present. You have to find them again.

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

How to Contact Psychological Services: PSU staff is here to help you. If you need assistance, please follow this procedure:

- Write an interview request for psychological services.
- If urgent, contact any staff member.

Inmate Complaint Review System (ICRS)

Process: The purpose of the Inmate Complaint Review System (ICRS) is to provide inmates a process by which grievances may be expeditiously raised, investigated, and decided. Prior to submitting a formal complaint, you are expected to attempt to resolve the issue on your own [DOC-310.09(4)] by following the proper chain-of-command. First, discuss your concern with a staff member in the immediate area at the time of the occurrence, if possible. If the situation involves a specific staff member, discuss it with that individual. If the situation is still not resolved, contact the Department Head or Unit Manager. It is often more effective and less time consuming to bring a concern to the immediate attention of a staff member involved in the situation. You must allow the staff time to correct the situation. Within 14 days of the issue and it remains unresolved, you may file a complaint, indicating all steps you have taken in your attempt to resolve the issue.

Investigation: The ICE investigates and provides a recommendation to the Warden, who is the Reviewing Authority (RA), and who makes a final decision at the institution level. The Reviewing Authorities for medical, BSI, and HIPAA complaints are the Regional Nursing Coordinator, BCE Bureau Director, and Privacy Officer respectively. Complaints filed shall be typed or legibly written on an Offender Complaint (DOC-400) form. The form should be signed and dated by the complainant. There will be only one issue per complaint filed and no more than two (2) complaints per calendar week can be filed. This limit does not include complaints that raise health and personal safety issues. If the issue has been resolved, write the ICE to withdraw the complaint.

Appeal: Some complaints may be rejected by the ICE. Inmates who wish to appeal a rejected complaint can do this on a Request for Review of Rejected Complaint (DOC-2182) and place the form in the unit "Offender Complaints" locked box, and it will be directed to the appropriate Reviewing Authority (RA). Inmates who wish to appeal a RA decision to the next level may complete a Request for Corrections Complaint Examiner (CCE) Review (DOC-405) form. The inmate will mail this form to the CCE in a stamped envelope to the address provided on the form. Institution staff does not process the DOC-405.

Forms & Communication: The forms listed above are available to inmates from the unit officer during dayrooms. Inmates housed in Restrictive Status may request forms when supplies are being issued and seal them in an envelope provided for that purpose (only while in Restrictive Status). It is very important to follow the directions on all the ICRS forms. Incomplete forms will be returned to the inmate. If inmates have questions about the progress of their complaint investigation, they may write an Interview/Information Request (DOC-761) to the Institution Complaint Examiner (ICE). All correspondence to the ICE and completed forms should be deposited in the locked box on the unit marked "Offender Complaints." Only ICRS staff members or designees will collect the mail/forms from this lockbox.

Prison Rape Elimination Act (PREA)

The Wisconsin Department of Corrections has a zero tolerance policy regarding prison rape, sexual misconduct and victimization. Prevention and early detection are top priorities for everyone. You can report any sexual assault or victimization to a staff member, you may submit in writing or you may call 777 on any inmate phone at no cost.

RYOCF Weekly

Each week there is a bulletin posted called the RYOCF Weekly. This publication is used to notify inmates and staff of news, changes in procedure, job announcements, schedule changes, special activities, etc. The RYOCF Weekly is posted in the Library and may be viewed during library times. It is also posted on North and South Unit bulletin boards and may be read during inmate's scheduled dayrooms.

Mail

Mail will be delivered to inmates by late afternoon on your assigned housing unit.

Legal Mail: Legal mail shall be opened by staff only in the presence of the inmate. Institution staff may open and inspect mail sent to an inmate from any of the parties listed in DOC-309.04(3) (a-j) in the presence of the inmate.

Staff may inspect the document to the extent necessary to determine if the mail contains contraband, or if the purpose is misrepresented. Staff may read the mail if they have reason to believe it is other than a legal document. Mail shall not be delivered if it contains contraband.

Outgoing Mail: Inmates may drop outgoing mail in the unit mailbox (located on the Officer Station wall on both sides of the unit) during their scheduled dayrooms or when signing out of the unit. A completed Disbursement Request is to be attached to any mail needing additional postage for weight, special handling, overseas delivery, airmail, etc. Outgoing mail may not contain correspondence from any individual except the inmate listed on the return address. Outgoing mail must only contain correspondence that is to the addressed party on the front of the envelope. No third party mail is allowed, consistent with the need to protect the public.

Inmate to inmate mail must be left open for inspection. Outgoing mail will have the return address listed above on the front of the envelope. Outgoing mail with no return address will not be processed and returned to the inmate if identity can be established. Failure to use the correct mailing address for money orders and cashier's checks will result in the mail being returned to the sender.

Return address: **Racine Youthful Offender Correctional Facility**
 [Inmate Name & DOC-Number]
 [Housing Unit Wing & Cell Number]
 PO Box 2500
 Racine, WI 53404-0002

Mailing addresses: Mail (Letters, Cards, Pictures, etc.) – (NO MONEY ORDERS/CASHIER'S CHECKS)
 PO Box 2500
 Racine, WI 53404-0002

 Money (Money Orders, Cashier's Checks – (NO PERSONAL CHECKS))
 PO BOX 44398
 Racine, WI 53404-7007

 Merchandise (Property, Magazines and Books)
 1500 Hamilton Street
 Racine, WI 53404

 Institution Address
 1501 Albert Street
 Racine, WI 53404

Institution Departments

RYOCF is made up of several departments, all of which work collaboratively taking a multi-disciplinary approach to assist you and advise you during your assignment here. The following are the different Institution Departments:

Business Office
Education Department
Health Services Unit
Psychological Services

Records Office
Security Department
Social Services

Business Office

The Business Office is managed by the Financial Program Supervisor and overseen by the Correctional Management Services Director. The following functions and services are performed through the business office. Please read the processes carefully.

Canteen Ordering: Items available in the institution canteen or in the contracted canteen catalogs must be purchased through these two sources, no other source is appropriate. Additional canteen menus \$0.15 per printed page, number of pages can vary) may be purchased via disbursement request from the Business Office. Restrictive Status Housing (RSH) menus are available upon request from the RSH officer on the unit. Any completed order forms that have the inmate name crossed off and another name written in its place will be rejected by the Business Office.

Catalog order forms provided by the officer station are mailed by the institution and do not require a stamp or envelope. Pocket calculators are available to inmates from the Officer Control Station for use in the dayroom to compute taxes on disbursements. For all other orders, a stamped addressed envelope must be included along with any vendor order form appropriate. Incomplete or illegible catalog orders may result in being returned to you.

Completed order forms must be turned in on the Sunday night when canteen is not distributed to the inmate is housing unit. Canteen purchases are limited to \$84.00 bi-weekly. The order may not exceed the inmate's available funds in his regular account. Inmates are required to complete the top section of their canteen order form by filling in the location, name, number, and signature areas. If an inmate incorrectly completes or fails to complete the top section his canteen order will not be processed. Canteen is distributed to the unit every other weekend.

Canteen Pickup: To receive canteen, inmates must show their identification card (ID) to staff distributing canteen. Inmates are responsible for verifying they have received all items purchased. Security staff will provide black markers for inmates to write their name and DOC-number on all container items. It is the inmate's responsibility to report any damaged, shorted, missed, stale-dated, or incorrect merchandise to the staff-distributing canteen before leaving the area. Once the canteen is out of sight of the staff distributing the canteen, a claim cannot be made nor will the Business Office honor it. Inmates must receive all items they order with the exception of damaged, shorted, stale-dated, incorrect or substituted merchandise. If an inmate refuses to accept his canteen for any reason other than those stated above, he will still be charged for the items. The inmate will then be given the opportunity to send out the items at his expense or have them destroyed. Inmates cannot keep the plastic bag their canteen comes in.

Canteen Restrictions: With the exception of peanut butter, jelly, and hot sauce, all envelopes and food items must be used within 60 days of the date purchased or the items will be considered contraband. The maximum number of allowed food items in an inmate's property/possession is 75. Inmates are required to keep all canteen receipts until products received are gone. If an inmate possesses canteen items without a canteen receipt proving purchase, he will be subject to disciplinary action. The canteen receipt is the inmate's property slip until the product is gone.

Disbursement Request Procedure: The Disbursement Request (DOC-184) form must be used for all monetary transactions. This includes all financial transactions within the institution, requests to order merchandise from outside the institution, and for sending money to private individuals. Disbursement Requests must be filled out completely, with all information entered into the appropriate areas by the inmate in order to be processed by the Business Office. Complete information including an inmate's cell and housing unit assignment must be included. All Disbursement Requests must be handed to an Officer who will initial the request to verify the inmate is actually the person listed on the request. Once initialed by the officer, the Disbursement cannot be returned to the inmate. Requests will then be forwarded to the Unit Manager or designee for approval before they are sent to the Business Office for processing. Disbursement Requests not meeting these requirements may be returned to the inmate, delaying the processing of that request. No transactions will be permitted which involve a "time payment plan" or credit of any type. Following the final processing of all Disbursement Requests, the Business Office will forward the yellow copy to the inmate provided the inmates housing unit and cell number are on the disbursement. Inmates are responsible for keeping those copies as proof of an order being processed should there be a problem later. Denied/Disapproved requests will be returned to the inmate.

Time required for processing: The Business Office processes Disbursement Requests weekly. The Business Office has no control over how long it takes request to reach them. Several steps are involved in the processing of Disbursement Requests and Business Office staff do not work weekends or holidays, therefore the total turn-around time for processing can be a week or longer. In some cases, the Unit Manager may not immediately approve the Disbursement Request if there is a need for further investigation. This will be done as expeditiously as possible.

Duplicate Disbursement Requests: DO NOT SUBMIT DUPLICATE DISBURSEMENT REQUESTS. The duplicate order may be processed if funds are available and you will be charged twice.

Appeal Disbursement Request Denial: Inmates wishing to appeal the denial of a Disbursement Request may do so through the established inmate complaint procedure.

Money or Gifts to Family: Money or gifts not to exceed \$25.00 may be sent once every thirty days to one close family member listed on the inmate's visitors list. "Close family member" is defined as natural, adopted, step, or foster children, parents, siblings, grandparents, or spouse. An inmate wishing to send money or gifts to persons other than "close family members" or to send money or gifts in excess of \$25.00 to close family members on the visitors list, must show proof of need to the Unit Manager who will approve or deny the request. Inmates wishing to pay a bill for a close family member must make the Disbursement Request out to the vendor and include a copy of the bill with the Disbursement Request. Unit Managers must approve/disapprove prior to submitting to the Business Office.

Postage, Copies, & Photos: Disbursements are needed for irregular sized envelopes, additional postage, express, certified, or registered mail. The Disbursement Request must be attached to the item and the Mailroom will confirm the cost of the postage. Mailroom staff will approve/disapprove the Disbursement Request and forward to the Business Office for processing. Disbursement Requests for photocopies, photographs, UPS, postage, and other institutional transactions, will be submitted for approval/disapproval by the department to which the request is made. The "Pay To" box on the request should indicate Racine Youthful Offender Correctional Facility (RYOCF).

Medical Services: Disbursement Requests for medical co-payments must be approved by the Health Services Unit (HSU) staff with the "Pay To" box filled out to the Racine Youthful Offender Correctional Facility (RYOCF).

Merchandise: Completed Disbursement Requests for merchandise ordered from outside the institution will be forwarded to the Unit Manager (or designee) to verify the request is completed properly and meets all established guidelines for allowable property. The Unit Manager (or designee) will then sign the "Approved By" or "Disapproved By" section of the request and forward approved requests to the Business Office for processing. A copy of the Disbursement Request is not sent to the vendor with the check, therefore inmates should not use the Disbursement Request as a substitute order form.

Religious Items: Inmates may possess approved religious property items associated with their designated religious preference per DAI Policy 309.61.01. Inmates may not possess or purchase religious items that are not associated with their designated religious preference. Upon receipt of religious items, the Chaplain will review to ensure compliance to DAI policy and approve or deny item. If denied, the inmate will be given the opportunity to send out the items at his expense or have them destroyed.

Hobby Items: Disbursement Requests for hobby items must be submitted to the Recreation Supervisor for approval/disapproval. The unit Officer will initial the request to verify the inmate submitting the request is the individual named on the Disbursement Request.

Voiding (canceling) Disbursement Requests: Inmates may request to void a Disbursement Request by writing the Business Office. If the transaction has not yet been processed, the Business Office will return the Disbursement Request to the inmate. If the transaction has been processed and sent out, the Business Office cannot stop the order (see below Check Voiding). Returns are at inmate's own expense.

Memberships/Contracts: Inmates may not enter into any membership agreements or contracts without the approval of their Unit Manager.

Check Voiding: Inmates must wait 60 days to have a check voided unless the Business Office is in the possession of the actual check. There is no fee for voiding a check. If an inmate has a need to stop a check transaction, the inmate should contact the vendor and ask the check be returned.

Child Support Deductions: Payments are automatically deducted as ordered by the court.

Incoming Funds: Only cashier's checks and money orders are accepted. Envelopes received containing any type of correspondence will cause the envelope and its contents (including the money order) to be returned to sender. Family and friends must use the address provided in the "Mail" section to send funds to inmates. Inmates are advised to inform their families/friends that only certified checks and money orders are accepted for receipt into an inmate's account. Checks and money orders must legibly display the inmate's name, DOC-number and remitter's name. Cashier checks/money orders will usually be posted to accounts within five (5) business days of being received at the institution. The inmate will receive a white receipt after the funds have been posted. Inmates should wait at least ten (10) days before writing the Business Office inquiring about money received.

Funds being transferred from another DOC-facility will take 7-10 days from the date of transfer.

Account Deductions: In accordance with DAI Policy 309.45.02 Trust System Deductions, funds received for inmates to be deposited into their accounts from any source, shall be subject to deductions for outstanding obligations until the obligation is satisfied. Exceptions are listed in that policy.

Release Account: 10% of all money receipts and wages will be allocated to the release account until a maximum balance is reached. Exceptions to the release account deduction are listed in DAI Policy 309.45.02 Inmate Trust System Deductions.

An Inmate may request that regular account funds be transferred to his release account up to the release account maximum. Release account funds may only be disbursed in accordance with DAI Policy 309.45.02.

Release Clothing: Inmates will begin release planning with their social worker approximately six (6) months prior to their release date. At these meetings, inmates will determine what type of clothing they plan to wear on the day of their release. Inmates have these release clothing options: order clothing from retail outlet, have clothing sent in or dropped off by family/friends or use personal clothing from inmate's institution property. If indigent, inmates may purchase state clothing. All release clothing ordered, sent in or dropped off must be received at least seven (7) days prior to release. Clothing from inmate's property must be turned in to their Social Worker, in clean condition no later than ten (10) business days prior to release (this includes footwear). Inmates must be appropriately dressed for release. Staff will review clothing received seven (7) days prior to release. If all appropriate clothing has not been received, the inmate's Social Worker will have the inmate fill out a Disbursement Request for state clothing to complete his dress out.

Savings Accounts: The following procedures are in accordance with DAI Policy 309.46.01 Interest Bearing Accounts:

1. Inmates may make deposits from their regular or release account into an interest-bearing account established by Inmate Accounts in the inmate's name at a bank designated by the DOC. A \$50.00 minimum deposit is required to open an interest-bearing account.
2. Interest accrued shall be credited to the individual inmate's account. Interest earned in a regular savings account is not subject to release fund or surcharge deductions.
3. Account transactions will be processed no more than once a month and must be a minimum of \$20.00.
4. Savings accounts are maintained by a central bank serving the entire DOC.
5. All savings account transactions must be made with a Disbursement Request for savings account transactions. After processing, the Business Office will send the yellow copy to the inmate for his records.
6. Inmates should request to have their savings account closed 30 days prior to parole or mandatory release. All funds will be disbursed in accordance with the Notice of Release (DOC-112).

Savings Bonds: Inmates may not purchase or cash savings bonds in accordance with Division of Adult Institutions (Policy 309.46.01). When an inmate is transferred, any bonds held for him by the sending institution shall be forwarded by registered mail to the Correctional Management Services Director or Business Office of the receiving institution. Savings bonds will be held until the inmate's release.

Work Assignment	Pay
Voluntary/Unassigned	\$0.00/hour
Range 1	\$0.12/hour
Range 2	\$0.19/hour
Range 3	\$0.26/hour
Range 3A (Edu/Prog)	\$0.15/hour
Range 4	\$0.35/hour
Range 5	\$0.42/hour
Unassigned	\$0.05/hour

Payroll: In accordance with DAI Policy 309.55 Inmate Compensation, following is the inmate hourly pay rate schedule:

Inmate payroll is posted bi-weekly. Payroll information is submitted to the Business Office by the inmate's work supervisor. An inmate must contact his work supervisor with any concerns about his pay.

Work Assignments: Different work assignments are found throughout the institution. Inmates may write to unit staff requesting a job application, if they are interested in working on the units. Inmates should also watch for announcements in the RYOCF Weekly for job opportunities and write that area requesting a job application. Jobs are full-time, half time or quarter-time. Inmates may work full-time while attending quarter-time programming. Inmates will be paid 40 hours per week, unless they have pay reduced for various reasons. Different jobs have different rates of pay and schedules with the most skilled jobs paying the most money. Inmates must either have graduated from High School, have a HSED/GED or be enrolled in school to be employed at RYOCF

Involuntary Unassigned (INVUNA) pay is paid for the normal Monday through Friday workweek only, and does not include legal holiday or weekend pay. Those under 18 may not apply for or accept a work assignment unless they have graduated from high school or have a HSED/GED. Any inmate may be assigned duties on a temporary basis by staff. There is no overtime pay.

Inmates who quit or are negatively removed from work or primary program assignment will be placed in Voluntary Unassigned (VUNA) status for 90 days and receive no pay. After 90 days in VUNA status, the inmate may write to the Unit Manager and state he has been in VUNA status for 90 days and he would like a work or program assignment. If no work or program assignment is available, the inmate will be placed in INVUNA status.

Inmate Account Statement: Inmate account statements will be issued bi-weekly. The statements will include all transactions that were processed in the inmates account for the two (2) week time period. Inmates should keep their account statements for their records.

Account Inquiries: When writing about a transaction of concern, inmates must include the specific transaction date, amount, and why they believe the transaction is incorrect. Before submitting any Interview/Information Requests (DOC-761), inmates should wait at least seven (7) days to allow for transaction processing time.

Legal Loans: Inmates who are indigent may apply for legal loans by submitting a DOC-1290, Loan Application and Repayment Agreement to the Business Office. The Financial Program Supervisor will review criteria in accordance with DAI Policy 309.51.01 Legal Loans. Loans are only given for legal use. Once approved for a legal loan, postage, writing materials and copies may be requested through the Business Office via Disbursement Request.

Education Department (Warren Young School)

The Education Department is overseen by the Education Director. The Warren Young School at RYOCF is named after Warren Young. Mr. Young was a correctional educator and a Warden. He believed that people could achieve their goals through hard work and having the desire to succeed. He also believed in the importance of education in changing people's lives.

The Warren Young School has classes available at all levels. A TABE (Tests of Adult Basic Education) test is given to determine what level classes are best for each student. Inmates will automatically be scheduled for TABE testing upon their arrival at RYOFC and placed in appropriate programs. The following are just a few of the programs presently offered:

1. Adult Basic Education (ABE)
2. General Education Diploma (GED)
3. Competency Based Education (CBE)
4. Title 1
5. Special Education (SPED)
6. Career and Technology Education (CTE)
 - a. Microsoft Computer Applications certified through WTCS
 - b. Masonry
 - c. "Green" Custodial certified through WTCS
7. Gateway College Classes On-Site
 - a. College Success
 - b. College Math and Technical Math
 - c. Entrepreneurship Program
8. Technology Career Resource Center (TCRC)

Another resource is a full service library complete with a Law Library. New inmates will receive a Library/Law Library orientation as a part of the Education Department orientation where the rules, procedures and sign up processes are explained. Inmates are also introduced to LAIP (Legal Assistance to Institutionalized Persons).

The Education Department also provides instruction of Pre-Release Curriculum/Re-Entry modules. The nine (9) modules consist of Wellness, Education, Employability, Family Support, Financial Literacy, Health, Housing, Personal Development, and Transportation. Inmates are encouraged to take modules along with their HSED/Vocational/College coursework. All modules have been designed to help improve skills to assist a successful reentry into the community.

Inmates must attend their scheduled class periods unless they have an appointment with HSU, PSU, their Social Worker, their Unit Manager, or they are attending visits. Inmates who miss their scheduled class period will be subject to discipline at the discretion of staff.

Religious Services

RYOFC has a multi-purpose room where many religious services and volunteer programs are conducted. The Chaplain provides many different opportunities for inmates to participate in their declared religion's activities. Inmates may sign up in the activity binder located on their housing unit for religious activities of their declared religion. The Chaplain is also available for personal consultation upon request.

Health Services Unit

The Health Services Unit is overseen by the Nursing Supervisor. Any concerns or issues inmates may have relating to a health issue should be communicated directly to Health Services through the Health Services Request (DOC-3035; blue slip), or Dental Services Request DOC-3392; yellow slip). Inmates requesting to see Health Service Staff may be charged a co-pay of \$7.50 in some instances as directed by state statute and DOC-policy and procedure.

Sick Call: Sick call will be held after the 6:15 AM count has been cleared on most weekdays. Any inmate who has a health care need should complete a Health Service Request for medical needs or a Dental Services Request for dental needs and place it in the designated collection box in the dayroom. All requests will be reviewed and triaged by professional health care staff. Responses may include being seen at HSU that day or another day, being scheduled to be seen by the Physician, or written instructions. Written responses will normally be returned along with medication refills by the next day. Inmates will be notified when to report for their appointment or the inmate will receive a written response. Inmates will be responsible for being at their appointment on time. Failure to report for an appointment on time may require the inmate to re-submit another request before being seen.

Urgent illnesses and injuries will be reported to HSU by supervising staff. Each case will be handled individually. All other medical concerns should be addressed via the Health Services Request. Inmates should not request unit staff to contact HSU for routine questions or needs.

Inmates who are scheduled for an HSU appointment will receive appointment notification by an appointment slip. General population inmates are required to report to HSU at the time they are scheduled. An inmate may refuse medical care however, the inmate will be required to show up in HSU to sign a refusal form the same day of the refusal. HSU staff may change appointment times on a discretionary basis and may also have inmates who are not scheduled called down to be seen as needed.

Lay-In: a status assigned only by assignment supervisor who has determined he is medically unfit for work.

Sick Cell: a status determined only by Health Services and is a pay status. Inmates cannot place themselves on Lay-In or Sick Cell. Inmates can report their medical situation to unit staff, if they feel they are too incapacitated to report to their assignment supervisor for Lay-In determination. If unit staff believes Lay-In status is warranted, they should refer the inmate to the unit sergeant who will decide whether to send the inmate to their assignment supervisor or to call that supervisor for approval to put the inmate on Lay-In status and why. Lay-In status may continue for up to 48 hours. If an inmate reports for his assignment and the assignment supervisor of the work/program area determines the inmate is too ill to participate in their assignment, that supervisor may send him back to his housing unit upon notification to the Unit Sergeant. If the inmate is a student, the Education Director (Ed. OOA if absent) will determine Lay-In status. If they are not available, the teacher will contact the Shift Supervisor for a determination.

The inmate MUST report to his next scheduled assignment after 48 hours on Lay-In status unless he has been seen by Health Services staff and put on "sick cell" status. Inmates should submit a Health Service Request to be seen when ill. Inmates on Lay-In or sick cell are confined to their cell except for meals and count unless otherwise directed by staff. Inmates may not make telephone calls on inmate phones, be outdoors or in the dayroom areas and must have their cell door closed. Visits will not be permitted. After being evaluated by HSU staff, an inmate may have specific restrictions imposed, which may include room confinement, building confinement, special diets, restriction from work/school, or restriction from recreational activities. Restriction from recreation includes outdoor dayroom and all recreational activities in the gym including the fitness room.

Medication: General over-the-counter type medication is available through canteen. Prescribed medications are two types, controlled and non-controlled. Non-controlled medications will be in the inmate's possession (unless in Restrictive). Inmates will be responsible for following directions and self-administering the medication. Controlled medication will be kept at the Officer Station; staff will observe inmates, while they take their medication. Whenever an inmate is given medication by staff, the inmate will put the medication in his mouth and show the staff member the medication inside the mouth. The inmate will then swallow the medication by washing it down with a drink from his cup of water, which he will be required to have prior to taking the medication. After swallowing the medication, the inmate will show staff the medication has been swallowed by opening his mouth and moving his tongue around. Cups will be shown to staff in order to assure the medication is not in the cup following medication ingestion.

You are responsible for taking the medication at the designated time. Staff cannot provide medication requested more than one (1) hour earlier or later than prescribed. Any pills found out of pill "blister packages" will be considered contraband and will be addressed through the DOC-303 disciplinary process. Inmates in possession of non-controlled medications past the prescription expiration or with medications from another inmate will be subject to the DOC-303 disciplinary process.

Medication Refills: Inmates are responsible for requesting medication refills from HSU via a Medication/Medical Supply Refill Request (DOC-3035C). Inmates must clearly indicate the medication name and dose by copying from the permanent label on the medication. If no tear-off label is available, the Health Service Request should clearly indicate the medication name and dose by copying from the department label on the medication. Requests for refills must be submitted in advance (3-5 days prior to last dose) to avoid medication interruption and to aid in re-orders by the Physician. Unit staff should monitor all controlled medication in order to assist inmates in re-ordering as appropriate.

Off-Site Referrals: When emergency treatment is needed, various hospital and medical providers will be utilized.

While at the hospital, inmates will be expected to abide by all rules established by the institution as well as the hospital rules. Other specialty referrals will be made to local physicians, clinics or U.W. Hospital and Clinics. If an inmate is going to an anticipated surgery and knows that he will be admitted and staying at University Hospital overnight, he may take stationery, envelopes, stamps, one pen or pencil, shower slippers, and a combined total of two books or magazines. The inmate may also request a \$10.00 check: see Inmate Accounts, Disbursement Request section.

Psychological Services Department

The Psychological Services Department is overseen by the Psychological Supervisor. The Psychologists at RYOFC are primarily responsible for monitoring inmates with mental health concerns. Inmates with a mental health code of one (1) or two (2) will be assigned to a Psychologist upon arrival at the institution. The assigned Psychologist is the person to contact, if there is an immediate issue or concern to discuss. Inmates with mental health codes of zero may also talk with a Psychologist, but may not be seen as quickly as those with the other mental health codes. Inmates with a mental health code of zero should send a request slip to the Unit Psychologist or Psychology Supervisor to be seen by Psychological Services.

Appointment: Inmates requesting an appointment with a Psychologist should submit a green Psychological Services Request (DOC-3035B), which includes the days and times the inmate, is available for an appointment. Inmates will then be called to the Psychologist's office or will be sent the date and time of an appointment. Any inmate, who is having thoughts of harming or killing himself, should inform the nearest staff member, who will contact the Psychological Services Unit immediately – even after normal business hours. Thoughts of suicide or self-harm are considered emergencies, and these inmates will be seen as soon as possible. Inmates are asked not to contact the Psychologists for questions regarding RRC dates, cell changes, release dates and phone calls; these questions should be addressed to the appropriate staff. The Psychologists are here to help inmates learn to manage health concerns and other personal and interpersonal problems. The Psychologists will not intervene for inmates with other staff or help inmates obtain special privileges.

Confidentiality: Most of the information, which inmates share with their Psychologist, will remain confidential; however, there are exceptions, which are important for the inmate to know. If the Psychologist believes that an inmate is going to hurt himself, someone else, or try to escape, the Psychologist will take whatever steps are necessary to prevent the harm. In addition, the Department of Corrections has a policy, which requires staff to report previously unknown acts of homicide, attempted homicide, or 1st or 2nd degree sexual assaults to the Warden. In most cases, the Warden will not report these prior offenses to anyone outside the Department of Corrections. If an inmate reports serious misbehavior by staff or other inmates, such as physical or sexual abuse, or other serious threats to security, the Psychologist will report the information to the Warden or Security Director.

Records Office

The Records Supervisor oversees the Records Office. The Records Office handles inmate legal and social service files. Sentence computations, disciplinary extensions, and releases are completed by this office. Inmates who wish to review their files or have any copies made of file documents, may contact the Records Office by an Interview/Information Request (DOC-761).

File Reviews/Questions: File reviews are conducted every Thursday at 10:00 A.M. in the Education area. Inmates who wish to review their legal/social service file should complete an Interview/Information Request and send it to the Records Office. Inmates will be sent a notice with the date of their scheduled review. Inmates may bring paper and pencil to write down information they may need out of their files. Photocopies cost \$0.15 per printed side of sheet. If the Records Office is unable to answer questions in writing, they will schedule an appointment to be seen during file reviews.

Sentence Computations: If an inmate has any concerns about possible calculation errors or issues surrounding his incarceration, he may write an Interview/Information Request to the Records Office. Sentence computations are a drawn out process and may take a while to complete. Once the computations are complete, you will receive a notification with all of your release dates on it. Forms for the sentence adjustment can be obtained in the Library.

Releases: Releases occur on the Tuesday prior to your MR/ES date. If you are a maximum discharge, you will leave on the MAXIMUM DISCHARGE date. Inmates are responsible to meet with their Social Worker to develop

their release plans. You will receive a Notice of Release prior to your release explaining your entire Agent's reporting instructions.

Security Department

The Security Department is overseen by the Security Director. The Security Department works collaboratively with all departments at RYOCF. The correctional staff will communicate expectations and consequences clearly and professionally. They ensure the safe and secure operation of every facet of RYOCF and assist in protecting the community.

Unit Management

RYOCF utilizes a system of unit management. Each housing unit "team" consists of Correctional Officers, Correctional Sergeant, Social Workers, a Security Liaison and the Corrections Unit Supervisor (Unit Manager) who is ultimately responsible to the Warden for overall unit operations. The Restrictive Status Housing Unit is overseen by the Programs Captain who reports to the Security Director.

Social Services Department

The goals of the Social Services Department are to provide the necessary programming and treatment activities for successful case management of the RYOCF inmate population and to provide inmates opportunities for successful reintegration into the community.

Social Workers: Within the first week of your incarceration, inmates will be given an orientation by the Intake Social Worker. Each unit has a maximum of four Social Workers. Where inmates live determines their Social Worker assignment. Social Workers are the case managers responsible for COMPAS assessments, development of a Unified Case plan. They assist inmates with Reclassification Review Committee (RC) and Parole Commission hearings, making arrangements for release, special visits, urgent family matters, counseling and facilitating various treatment groups.

Programming/Treatment: Inmates are assigned to various Treatment Programs in addition to Education. Examples of these programs include:

1. Thinking for a Change
2. Anger Management
3. Sex Offender Treatment
4. Domestic Violence
5. AODA Residential

Treatment staff is aware of inmates' names, release dates and program needs. As openings become available for these programs, inmates will be contacted by their Psychologist, Education staff or Social Worker in order to gather information about the inmates' willingness to participate in the various programs assigned to them. If you have an identified program need and are offered the program, it is in your best interest to accept the program. If an inmate refuses, quits or is terminated from the program, the inmate will have to write an Interview/Information Request to his Social Worker to get placed back on the programs waiting list.

Reclassification Review Committee: Inmates are seen by the Reclassification Review Committee (RC) every year unless referred to RC earlier by conduct report disposition, previous RC shorter recall recommendation, or by qualifying for an early recall according to institution procedure. Inmates will be interviewed by their Social Worker before being seen by the committee. RC will also recommend institution placement, program and treatment needs, and custody level.

Communication with Staff

All communication between inmates and staff, as well as inmate to inmate, is expected to be professional and respectful. Generally, an inmate is expected to follow the chain of command below and submit "Interview/Information Request" (DOC-761) forms regarding the inmate's questions and concerns. These forms are available from the unit floor officer.

Interviews with Staff: Inmates must submit an Interview/Information Request form to the appropriate department staff to initiate a possible meeting with that staff member. Staff will determine the appropriate time for the interview, if one is appropriate. An interview with staff does not excuse an inmate from another obligation, such as a class or count, unless the inmate is authorized to be absent. Additionally, no inmate may possess any personal information about DOC-staff.

Chain of Command for Interview/Information Requests: Inmates sending Interview/Information Request forms to staff must follow the chain of command found below. Inmates will start at the first level related to their problem before going to the second level. Inmates will wait at least one week for a response. If an inmate must go to the second level in the chain of command, the inmate must indicate that he has previously contacted the first level and he must indicate what response, if any, he received from that individual. If an inmate has contacted both levels and still has a concern, he may write to the Unit Manager with information about his concern and any previous responses he received from other staff. All levels must be exhausted before writing to the Warden or filing an Inmate Complaint.

<u>Nature of Concern</u>	<u>First Level</u>	<u>Second Level</u>
Accounts	Inmate Accounts	Financial Program Supervisor
Americans with Disabilities Act	Institution Complaint Examiner	ADA Security Supervisor
Canteen	Inmate Accounts	Financial Program Supervisor
Dental	Dental Assistant	Nursing Supervisor
Food Services	Corrections Food Service Leader	Correctional Management Service Director
Housing Unit Problems	Unit Officer, Unit Sergeant or Social Worker	Unit Manager
Inmate Complaint Review	Institution Complaint Examiner	Warden
Laundry	Laundry Officer	Laundry Security Supervisor
Library	Librarian	Education Director
Mail/Property	Property Sergeant	Property Security Supervisor
Medical Services	Nurse	Nursing Supervisor
Parole	Social Worker	Records Office
Payroll	Individual Work Supervisor	Inmate Accounts
Reclassification Review	Social Worker	Classification Specialist
Psychological Services	Unit Psychologist	Psychologist Supervisor
Recreation	MCS Sergeant	Recreation Security Supervisor
Religion	Chaplain	Education Director
School	Education OOA	Education Director
Sentencing Information	Social Worker	Records Office
Telephone Problems	Security Supervisor	Security Director
Visiting Area	Visits Officer	Visits Supervisor
Visiting List	Unit Office Operations Associate	Unit Manager
Work Problem	Work Supervisor	Department Head

Intake & Allowable Possessions

Orientation/Intake to RYOCF: All new arrivals at RYOCF will go through an intake process on the North Housing Unit. Through this process, the inmates will complete a two-week orientation that will consist of individual and group meetings with the intake Social Worker, the Department Heads, and the North Unit Manager. Inmates will be moved off the intake quads when beds become available. Inmates may remain on the North Housing Unit or they may be moved to the South Housing Unit.

Identification Cards (IDs): All inmates receive an identification card upon entrance into the Department of Corrections. Inmates must wear their identification card and lanyard around their neck at all times when they are out of their cell, which includes standing counts. The ID must be displayed on the outermost article of clothing, with the picture and name facing out. Inmates may wear their ID under their clothing when performing duties as server workers or any other work position if the area work supervisor decides there is a safety need. Shirtless inmates at recreation or outdoor dayroom must wear their ID. If the inmate's ID is lost or damaged, the inmate will be charged \$3.00. In addition, inmates are responsible for filling out a disbursement request to purchase a new ID, if their ID becomes lost or damaged. Inmates are also responsible for notifying unit staff if they need a new lanyard. If an inmate arrives at the facility without an ID, he will be issued a replacement ID at no cost. Inmates will take their ID with them upon transfer to another institution.

State-Issued Items: Upon arrival to RYOCF, inmates will be issued the RYOCF Inmate Handbook. If an inmate does not have a DOC-303 Booklet or a PREA Handbook in his possession upon arrival, these books will be provided. Additionally, inmates will be provided a footlocker with an attached padlock that must remain locked when not in use. Inmates must notify a security staff member if their padlock separates from their footlocker. Loss, damage, or alteration of any state-issued property may result in discipline and/or restitution. The RYOCF Inmate handbook and footlocker w//padlock must be turned in upon release or transfer.

State-Issued Hygiene Supplies: Every Sunday, staff will deliver supplies to the cells after the breakfast meal. The maximum number of items an inmate may have in his possession includes both state-issued and personal property items. The following items will be supplied on a one for one basis:

1. Toothbrush
2. Toothpaste
3. Bars of soap (2)
4. Toilet paper

State-Issued Clothing & Linens: Inmates will be issued clothing and linens by the institution shortly after arrival. Clothing will be issued in the sizes deemed appropriate by the Laundry Officer. They will receive one winter jacket printed with their name.

Item	Amount Allowed in Possession
Bath Towels	2
Blankets	2
Boots/Oxfords	1 pair
Briefs	6
Cleaning Rags	2
Green V-Neck Shirts	3
Green Pants	3
Laundry Bag	1
Sheets	2
Gym Shorts	2
Socks	6 pair
Sweatshirts	2
T-shirts	6
Washcloths	2
Winter Hat	1
Winter Jacket	1

Laundry Exchange: The Laundry Officer will assign each new inmate a weekly appointment to exchange soiled state-issued laundry for clean state-issued laundry on a one for one basis. Inmates will be allowed to exchange the following state-issued items every week:

1. Two (2) pants
2. Two (2) sheets
3. One (1) pillowcase
4. One (1) sweatshirt
5. Two (2) V-neck shirts
6. Two (2) Towels
7. Two (2) Washcloths
8. One (1) Gym Short
9. Five (5) T-shirts
10. Five (5) pairs of socks
11. Five (5) briefs
12. Two (2) Cleaning rags

Additionally, inmates may wash their state-issued and personal clothing in the unit laundry rooms (*see the unit laundry rooms section for more information*). Blankets should be turned in according to the bedding schedule posted on the unit and listed in their laundry information forms. Inmates are responsible for all clothing issued to them by size and condition. Inmates found with wrong-sized, damaged, or excessive clothing may be subject to discipline. It is the inmate's responsibility to bring any clothing discrepancies to the attention of the Laundry Officer at the time of receipt and before leaving the Laundry Department.

Personal Clothing Exchange: If an inmate receives personal clothing, the Property Sergeant will call the inmate to Property to exchange the state-issued clothing for the personal clothing on a one for one basis. Inmates will remain eligible for weekly laundry exchange of state-issued items.

Clothing/Personal Property Limits: The following is the maximum number of items that an inmate may have in his possession:

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
ID Envelope (DOC-236D)	Birth Certificate		
	Forward Health Card		
	Social Security Card		
	WI Driver's License		
	WI ID Card		
Clothing/Linen	Bathrobe	White only. No hood. No less than 40% cotton blend.	1
	Coat – Rain	Clear only.	1
	Du-rag	Gray only.	1
	Gloves/Mittens	No leather.	1
	Gloves – Weight Lift or Wheel Chair		1
	Gym Shorts	Solid gray only. Elastic or drawstring waistband. 4-to-10-inch inseam.	2
	Handkerchief	White only, no larger than 16" x 18". Cannot be worn or displayed as an outer garment.	7
	Head Covering – Baseball/Bucket Style and/or Stocking Cap	Gray or green only, no logo or writing.	2
	Pajamas/Nightgowns	Solid color gray or green only. Pair is one top and one bottom.	2 pair
	Scarf - Winter	12" x 54" length maximum. Gray, green or beige only.	1
	Shoe Insoles/Gel/Arch Supports		3
	Shoes – Boots or Athletic Shoes	Specs: Shoestrings – 1 set per pair; both shoes match; no multi-color Orthopedic/special shoes approved by HSU must meet all other specifications above.	2 pair per calendar year
	Shower Shoes		1
	Sleep Mask		1
	Slippers – Soft Soled		1
	Socks - Personal	White or gray only.	6
	Supporter/Jock Strap	No cup.	1
	Sweatband – Head/Wrist	White only.	1/1 pair
	Sweatpants	Solid gray only. Elastic or drawstring waistband.	2
	Sweatshirt	Solid gray only. Long-sleeve, crew neck only.	2
Towels - Bath/Hand	30" x 54" maximum size. Gray, green, burgundy or beige only.	2	

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
	T-Shirt/Tank Top	Solid gray only. Crew neck only. Short sleeve or sleeveless.	6
	Underwear	Solid color only. Gender-specific traditional-style briefs, boxers or boxer briefs.	6
	Washcloths	12" x 12" maximum size. Gray, green, burgundy or beige only.	2
	Winter Underwear – Bottom	Gray, white or natural color only.	2
	Winter Underwear - Top	Gray, white or natural color only. Crew neck only.	2
Electronic Equipment/ Accessories	Adapters/Plugs – Radio/TV/Transformer F Plug		4
	Antenna – Radio	Vendor catalog.	1
	Antenna – TV	Vendor catalog.	1
	Calculator	Solar-power or button-battery only. No extended memory storage or printing capability. Maximum 8-1/2x4-inches.	1
	Clip-On Lamp	Shade no more than nine inches. 40 watt bulb. Clear only.	1
	Clock – Alarm OR Radio		1
	Earbuds/Headphones	Clear hearing piece only. Maximum length extended cord 12'. No volume control, power booster or control box. No detachable cord.	1 each
	Earbud/Headphone – Replacement Pads		1
	Fan	Round or square. No oscillating or pedestal fans. No larger than 14" with fan blades not to exceed 12". Plastic blades and guards.	1
	Radio/Television/ Television-Radio Combo Unit	May possess both devices OR one combo unit. Maximum size specs: <ul style="list-style-type: none"> • Radio – 1000 cubic inches • TV – 13-inch diagonal screen • TV-Radio Combo – 18x18x18 inches; 13-inch diagonal screen No remote control. Plug-in only (no battery operated). Must have earphone jack.	
	Razor – Electric	Non chargeable. Pop up trimmer allowed. No foil-type.	1
	Razor Replacement Head		1 pkg.
	TV Coax Cable	6' max length.	2 per year
	Typewriter	No memory/text storage or programming capability. No separate printer/attachment. Spell-check permissible.	1
	Typewriter – Print Wheel	Includes the print wheel in the typewriter.	1
	Typewriter – Ribbon/Cassette	Includes the ribbon in the typewriter.	6
	Typewriter – Correction	Includes the ribbon in the typewriter.	6

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
	Ribbon		
Jewelry	Lanyard	For use with medical alert necklace or religious emblem/pendant/jewelry. Must comply with rules prescribed in DAI Policy 306.00.06.	
	Medical Alert Necklace/Bracelet	Need as determined by HSU. Worn at all times.	
	Ring	Maximum of 1 gem/stone; shall be recessed with setting extending no more than 1/16-inch beyond adjacent band surface. Maximum thickness 3/16-inch; maximum band width 3/8-inch. Engagement and wedding band set shall be considered 1 ring (both worn on same finger). Per policy, maximum reimbursement value \$75. May be sent from family per facility procedure.	1
	Watch	Time/date functions only. Single thickness, maximum band width 1-inch.	1
	Watch Band – Replacement	Must be clear	1
Miscellaneous	Batteries – Watch/Hearing Aid/Calculator	Controlled by staff. Will be issued upon receipt.	1
	Bowl with Lid	Plastic only.	2
	Calendar	No larger than 18" x 24" when displayed.	1
	Clothes Hangers	Plastic only.	10
	Ear Plugs	Pairs.	4
	Elastic Supports – Ankle/Elbow/Knee/ Wrist		1 pair each
	Fabric Softener		2
	Glasses – Case	Soft case or clear plastic case. No metal hinge. One per pair.	
	Glasses – Cleaning Cloth	Allowed if cloth came with the glasses.	1
	Glasses – Prescription/Reading		2
	Glasses – Sun	No wrap-around glasses. Non-mirror only.	1
	Laundry Bag/Tote	Mesh only.	1
	Laundry Soap		2
	Legal Material		
	Letters – Personal Correspondence		25
	Miscellaneous Papers	As volume limits allow.	
	Mouth Guard	May include plastic case.	1
	Mug/Cup	Plastic only.	2

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
	Photo Album or Book	No spiral or metal.	1
	Photos		50
	Pitcher – Drinking	Plastic only.	1
	Plastic Ware	Purchased through contracted vendors. As volume limits allow.	3
	Rug – Throw OR Prayer	Not to exceed 30" x 54" including fringe. Single thickness only.	1
	Spork	Must be yellow.	2
Personal Hygiene	Breathe Right Nasal Strips	Package.	1
	Brush/Comb/Pick – Hair	Non-metal, not to exceed 8-1/4"x 3".	2
	Dentures/Denture Cup		1 each
	Emery Board		10
	Hair Rollers	2 Packages.	24 Total
	Mirror		1
	Nail Clippers –Fingernail		1
	Nail Clippers – Toe		1
	Ponytail Holders	Black only.	18
	Pumice Stone		1
	Shower Cap	Clear only.	4
	Soap Dish		2
	Toiletry Bag		1
	Toothbrush		2
	Toothbrush Holder		2
	Tweezers	Plastic only.	1
Publications	Books and Magazines	No spiral or metal binding.	25
	Dictionary		1
	DOC Handbooks		
Recreation	Checkers/Chess/Combo Set	May possess both games OR combo set.	1
	Cribbage Board	4" x 15" inch maximum. Wood or plastic. No metal pegs.	1
	Dominoes	No false bottoms. Wood or foam only. Double six only.	1
	Playing Cards	Standard decks only.	2
	Puzzles/Jigsaw	500 piece maximum.	2
Writing	3-Ring Binder	Plastic rings – 1 inch only. Total includes hobby.	4

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
Supplies			
	Address Book	No spiral or metal.	1
	Envelopes – Embossed		30
	Envelopes – Plain		50
	Eraser		1
	Folder – Expanding		4
	Folder – Pocket		10
	Greeting Cards – New	8" x 10" maximum size.	10
	Highlighters		4
	Paper – Carbon	Pack.	1
	Paper – Legal Pads		2
	Paper – Loose Leaf	Sheets.	200
	Paper – Notebooks		4
	Paper – Typing	Sheets.	200
	Pencils with Erasers	Not including hobby.	5
	Pens	Not including hobby.	12
	Reentry Portfolio		1
	Ruler	12 inch. Plastic only.	1
	Sheet Protectors	Only allowed with inmate portfolios.	As needed

ELIGIBILITY & EXPECTATIONS:

1. Personal property shall be purchased from contracted vendors only, with limited exceptions.
2. Consumable toiletry and food items are not listed, but are permissible:
 - a. as sold through facility and contract canteens, with applicable receipts
 - b. within overall volume limits
 - c. facility procedure may limit quantities of specific items
 - d. unopened products may be packed for facility transfer
 - e. opened items may be disposed of per policy and facility procedure

Personal Property Processing: All personal property will be received, inspected and processed through the Property Department. Personal property items should be marked with the inmate's name and DOC number.

Property Orders: All property purchased must be new. No used items are allowed. Personal clothing must be purchased through the institution canteen property catalogs. Inmates are to keep all receipts for their personal property except canteen receipts over 60 days old. All property orders that will be delivered by commercial carriers must be shipped to:

**1500 Hamilton St.
Racine, WI 53404**

Footlocker: All property must fit and be stored in the inmate's assigned locked footlocker except major electronic items. An inmate's footlocker should remain locked when not in use. In the event that the inmate does not comply with this rule and leaves the footlocker unlocked, he accepts responsibility for the loss of stolen items. All footlockers must be stored underneath the bunks.

Disposal of Property: For disposal of property listed on the inmate's property sheet, a DOC-237 Property Disposition form must be filled out. This form must be signed by the inmate and staff member taking possession of the property. Inmates are not allowed to buy replacement items unless the Property Department has sent out or destroyed the original item. Items may not be disposed of on the housing unit.

Damaged Property: If an inmate damages his own property, he must turn it over to staff immediately – damaged property is considered contraband.

Lost or stolen Property: Any "lost or stolen" property may not be replaced for 90 days. If items are ordered and received before that time period ends, those items will be returned to the vendor at the inmate's expense.

Transfer to Another Institution: Upon transfer to another institution, edible products that have been opened will not be transferred. Opened liquid products are allowed if they are in their original containers and the entire product is visible through the container. Contaminated products will not be transferred.

Personal Property Limits: Allowable property limits will be posted on unit bulletin boards. Hobby material, with the exception of one oversized item, must fit in the equivalent of a 14"x14"x14" box or 2,744 cubic inches. Legal material necessary for active legal actions cannot exceed 8,000 cubic inches and are limited to a box no larger than 20"x20"x20". It is the inmate's responsibility to ensure his property does not exceed limits. Excess property must be sent out at the inmate's expense.

General Population Living Quarters (Cells)

The Corrections Unit Supervisor (Unit Manager) has oversight of the housing unit operations and carries them out under the direction of the Warden. Some of the duties include proper case management, unit/cell cleanliness, coordination of other unit, institution initiatives and programs.

Inmate Cell Inspection Requirement: Inmates are responsible for completing a Cell Inspection Sheet upon arrival to a new cell. The inmate will need to request a Cell Inspection Sheet from a Correctional Officer. The Cell Inspection Sheet is to be completed by the inmate within an hour of arriving to the assigned cell. Inmates are to check each area that is listed on the Cell Inspection Sheet and write any repairs needed or damaged property and document on the Cell Inspection Sheet. Upon completion, the inmate is to sign and date the Cell Inspection Sheet and give it to the Correctional Officer who is to verify the needed repairs or damage, write work orders as needed, and sign the form. Failure to list all repairs needed or damage to the cell on the Cell Inspection Sheet may result in a conduct report. The completed Cell Inspection Sheet is to be filed in the inmate's file folder in the officer station. Any damage or repairs occurring after the Cell Inspection Sheet is turned in must be reported immediately. Inmates may receive a conduct report and will be held accountable for cell damage.

Bunk Assignments: Inmates must remain in the upper or lower bunk that they are assigned. Bunk changes within a cell are only made with staff approval. If an inmate is placed in TLU status and is assigned the lower bunk, the inmate in the cell who has the top bunk may not move his items or himself to the lower bunk.

Orderly Bunks: Bunks must remain orderly when cell is not occupied. The pillow will be at the head of the bunk. All other linens not stored in their footlocker must be folded neatly at the end of the bunk. Linens are not to be used as floor covering, table clothes, or draft blocker. The mattress must stay on the bunk at all times. Inmates must sleep on their bunks. Inmate's heads must lie at the top of the bunk facing the door.

Cell Call Buttons: Inmates are only to use their cell call button to contact the housing unit officer station no more than five minutes prior to a scheduled appointment, school, medication pass, work, activity, or to advise staff they have an emergency. This button is not to be pushed to gain the attention of a staff member for supplies because

inmates are expected to retrieve supplies during their scheduled indoor dayroom. After 9:30 P.M., the only reason to use the call button is for an emergency or work assignment. When staff responds to an inmate using the cell call button, the inmate will state his name and the reason he pushed the button.

Cell Cleaning: Inmates are responsible for keeping their cells clean at all times. Inmates will place trash in the proper containers. Trash receptacles will be provided on each floor. Cleaning supplies will be made available according to the housing unit schedule. The cleaning supplies provided by staff are what are to be used. No shampoo or dish soap may be used to mop cell floors. This cleaning is mandatory and both inmates need to participate and have a maximum of ten (10) minutes (unless supervising staff indicate otherwise) in which to complete. Only four to ten cells will be opened for access to supplies at one time. Walls and ceilings may be cleaned occasionally during regular scheduled cleaning. The following is the appropriate cell cleaning routine:

1. Wipe down both sides of the mattress and pillow with disinfectant solution.
2. Wipe down bunk, desk, and TV shelf with all-purpose cleaning solution.
3. Scrub sink and toilet with disinfectant solution.
4. Sweep cell floor. Mop floor with all-purpose cleaning solution.
5. No personal property may be brought out of cell during cleaning.
6. No cleaning supplies may be kept in cells.
7. If inmates have a blood or body fluid spill in their cell, they must notify staff. Special precautions are to be taken as directed by staff. Spill kit directions are to be followed.
8. Nothing solid is to be flushed down the toilet except human waste and toilet paper.

Throughout the week, inmates may request cell-cleaning supplies during their scheduled indoor dayroom. Time limits may be imposed due to operational needs of the institution, but should be no less than 10 minutes.

Cell Décor: Inmates will not hang any items from the vents, sprinkler system, smoke detectors, walls, lights, door, bunks, and ceiling. Items will not be placed over windows on exterior wall or cell door. Nothing is to be stored in the windows, except coaxial cables. Nothing is to be hung on the frame of your bunk blocking staff line of sight into the cell. Inmates will not alter the décor of their cells by painting, writing, drawing, hanging, or attaching anything on the walls, ceiling, floor, shelves, vents, furniture or sprinklers. Nothing may be hung on the furniture or across the cell. Linen or towels may not be used as rugs. The wall hangers are the only place that clothing items may be hung. Shelving may not be used to hang clothing. The cell bulletin board is the only place that items may be attached. Pictures may not be removed from publications and then displayed in the cell. No full or partial nudity pictures shall be displayed.

Door Tag: The housing unit officer will issue a door tag with your name and DOC-number on the door tag. Door tags must remain in the holder on your door at all times. Door tags may only be removed if the inmate is moving to a different room or unit. You may not alter, deface, mark, or change your door tag in any way. You may only use the name you were incarcerated under on your door tag. If a new door tag is needed, staff must be notified immediately. You may not have anything else in your door tag holder at any time.

Cellmate Requests: General population inmates may request a Cell Exchange Request form from officers during their scheduled indoor dayroom. Cell exchanges may occur no more than once every six (6) months. At any time, you or your cellmate may be moved as deemed necessary to meet institution operational needs. If either inmate is removed from the cell, both inmates continue on the six (6) month wait list for a new cell exchange request. The cell exchange request form must be approved and signed by all inmates participating in the cell exchange. All inmates will be called to the unit control station for approval signatures. Cell Exchange Requests will not be granted because you do not get along with your cellmate. You are both adults and are expected to work out your differences in a respectful manner. Ask a staff member for a Problem Solving BIT, if you need help solving a problem. Threatening to fight one another, if you are not moved may result in discipline and will not result in a cell exchange. The Cell Exchange Request process is a privilege and not a right. Approvals and denials will be determined by the Unit Supervisor with input from Security Threat Group Specialists. The Cell Exchange process may be suspended at any time at the Unit Supervisor's discretion. The Unit Supervisor's decision is final. After three (3) months into a cell exchange, if the inmate has not received a conduct report, the inmate may request an extra cell exchange. The extra cell exchange request must be submitted to the Unit Manager for approval. Inmates who receive any conduct reports will not be eligible for the three (3) month exchange. This does not affect the cellmate's status.

Electricity: In an effort to conserve energy, inmates will turn off all electronics and lights prior to leaving their cells. Electronics left on and unattended may lead to disciplinary action.

Electronics: Inmates must use and wear headphones or earbuds at all times when using personal electronic equipment. Inmates without properly working headphones/earbuds or properly working electronics will have their electronics confiscated. Electronics should not be heard outside of their cell. If it can be heard, it can be confiscated with disciplinary consequences. Inmates must wear their headphones the proper way they are designed to be worn. Makeshift jacks or makeshift TV antennas are not allowed. Electronic equipment must remain in the inmate's cell at all times. Homemade extension cords are prohibited. Televisions may be placed on an inmate's own desk or on the shelves provided.

10:00 P.M.–6:00 A.M. Restrictions: All talking out of cells into a quad is prohibited during this time. The only allowable noise is quiet conversation. Cellmates may talk as long as they are not heard outside of their cell. Typing, use of guitars or keyboards, and the use of electric razors are prohibited during these hours.

Inmate Count Procedure

Standing Count

Announcement: Control staff will make an announcement, "Five minutes until standing count" to alert staff and inmates of an approaching count. All inmates on the unit are expected to be in their cells at the time of count with the exception of servery workers; they will be counted in the dayroom. At the time of the standing count, the following announcement will be made, "Attention all staff and inmates it is now time for the (6:15 A.M., 11:10 A.M., 4:15 P.M. or 9:30 P.M.) standing count." At this time, unit staff will open the cell doors for count.

Count Expectations: Inmates will cease talking, exit their cells, and stand for count in front of their assigned cell door. During count, inmates will stand up straight, not leaning against the wall or the door bumper, with their hands at their sides and visible. Inmates must wear their ID during a standing count. Pajama tops and bottoms, thermal tops and bottoms, and tank tops are not acceptable clothing at count. Minimal attire for count will be shirt, shorts, and footwear. Cell lights and all electronics must be turned off during standing count. If your electronics are not turned off during the standing count, your electronics are subject to confiscation and the inmate may be disciplined. Unit staff will count the inmates, clear the count in the quads and then all inmates must lock in their cells. Outbursts or inappropriate conduct during count may cause the delay in count for all inmates and may cause you to be subject to discipline. Inmates will quietly enter their cell and secure their doors.

Census Count

Census counts will be held at 11:00 P.M., 2:00 A.M. and 5:00 A.M. Inmates must be clearly identifiable during these counts. Officers must see "skin" when counting inmates or any time the officer looks in a cell with an inmate present.

Emergency Count

An emergency count can be called at any time. Inmates must present themselves in the same manner as for a standing count unless otherwise directed.

General Population Dayrooms

Schedule: Dayroom is offered daily according to the posted schedule. Inmates must remain in the area assigned for that dayroom or return to their cells for that period. Inmates must leave the dayroom and showers at the end of the posted dayroom end time.

Indoor Dayroom

Attending Dayroom: Inmates who wish to attend their scheduled dayroom must exit their cells at the start of the period. Inmates have up to one (1) minute to come out of their cell for their scheduled dayrooms. Garbage cans must be emptied at the beginning of the dayroom period. Inmates who fail to come out are subject to forfeiting their dayroom. Inmates do not have to attend the entire scheduled dayroom activity; however, once they return to their cells, they may not return to the dayroom.

Permitted Dayroom Activities: Dayroom periods will be utilized to sign up for any activities that require a sign up list. Dayroom time is also to be used for reading the materials on the bulletin boards. DOC forms will be obtained during the inmate's scheduled indoor dayroom. Inmates are held responsible to know reading material posted to bulletin boards. Appropriate activities include TV, cards, dominoes, table games, letter writing, sharing of legal work. Inmates may bring personal games and cards to be used in the dayroom. Inmates may bring one drink and one food item into the dayroom area during dayroom for their personal consumption only. Pitchers and water jugs are not allowed in the dayroom. Inmates share in the general housekeeping duties of the unit and are to clean up after themselves. Inmates may make arrangements through their Housing Unit Sergeants to repair clothing items with needle and thread in the dayroom.

Dayroom Expectations: Keep noise levels to a minimum at all times. All property brought to the dayroom is subject to search and inmates are responsible to label property with their name and DOC number. Appropriate clothing for the dayroom should be a minimum of a t-shirt, shorts, socks, and footwear, whether waiting for a shower or not. Tank tops are only allowed to be worn outside, at recreation, or in cells. They may be worn from cell to outside dayroom or recreation and back without being covered. All dayrooms will be issued a 5-minute warning prior to the end of the dayroom. Inmates are expected to be locked in their cells by the scheduled end time of the dayroom period.

Prohibited Dayroom Activities: Inmates may not participate in shadow boxing or other types of martial arts practice. No horseplay or other disruptive conduct is allowed. No communication of any means to another inmate through the unit glass divider wall. Inmates may not loiter outside of another inmate's cell. Photographs or photo albums may not be brought to dayroom. Loud slapping of cards or dominoes is not permitted. Standing or loitering at tables is not permitted. Personal hygiene items are not allowed to be used in the dayroom. Inmates are not allowed to lean or loiter around the officer station.

Unit Newspapers/Property Catalogs: Unit newspapers/property catalogs must remain in the dayroom. Inmates reading the newspaper/property catalog must remain seated at the table closest to the unit control station. It is not permissible to remove sections of these periodicals. Items must be returned to the Officer's Station at the end of dayroom.

Calculators: Calculator use for Sales Tax computation is allowed only during indoor dayroom. Both units have pocket calculators in the Officer Station for inmate use to calculate sales taxes when ordering goods. To avoid underpaying sales taxes and having disbursements returned or overpaying and losing money, inmates who wish to use a calculator for this purpose may check out a calculator during their scheduled indoor dayroom.

Exchange of Publications: Inmates will be allowed to loan newspapers, magazines, and personal paperback books to other inmates in the dayroom during regular dayroom activities. Legal materials may also be shared during this time. These exchanges must be done through the Officer, who will search the material before exchange. All materials will be returned to their rightful owners at the end of dayroom period. Any personal property of another inmate found in your cell or on your person is subject to confiscation and both inmates may receive a conduct report.

Microwave Use Rules: Only inmates on their scheduled indoor dayroom may use the microwave. Inmates are expected to follow these rules:

1. Servery doors will remain locked until outdoor dayroom leaves the unit. In addition, servery doors will be locked five (5) minutes prior to dayroom completion and during the final stages of the servery clean up after meals.
2. Inmates must use the microwave immediately when it is their turn and leave the area immediately when their item is done.
3. Only one food item in the original packaging and one bowl may be taken to the microwave.
4. Inmates are expected to maintain an orderly line.
5. Inmates may only use their assigned microwave.
6. Inmates have a total of five (5) minutes to complete their cooking needs. Inmates are allowed one (1) visit to the microwave per dayroom period.
7. Cooked or heated items are to be consumed in the inmate's scheduled dayroom or taken to his cell during or at the end of dayroom. Inmates who take these items back to their cell prior to the dayrooms scheduled end time may not come back to that indoor dayroom.
8. Community cooking is not allowed.
9. Inmates who violate the microwave use rules are subject to forfeiting their microwave privileges for that dayroom.
10. Cleaning solution and rags for inmates use will be made available to clean up any spills.

Ice: Ice is limited to 1- 8 oz. cup. Inmates are allowed to get ice at their scheduled indoor dayroom. No more than two (2) inmates per side will be allowed at the ice machine at a time. Inmates participating in their indoor dayroom may get ice at any time during that period. Inmates participating in their outdoor dayroom are allowed ice at the start of their scheduled outdoor dayroom. Inmates are not allowed to bring pitchers or water jugs to indoor/outdoor dayroom. The servery doors will be locked five (5) minutes prior to the scheduled dayroom end time.

Unit Laundry Rooms: Laundry supplies (soap, dryer sheets) must be purchased through institution canteen. Inmates will not be allowed to utilize any other cleaning agent in the laundry area (e.g. dish soap, bar soap, shampoo). Inmates will sign up for laundry during their scheduled indoor dayroom using the sign-up sheet located at the unit officer station. Inmates may only sign up for one (1) laundry period per day. Each time slot is 1 hour 30 minutes.

Inmates will be let in the laundry area at the beginning of their slotted laundry time. Clothing will be put in the washing machine and the inmate will then exit the laundry area. The housing unit officer will then secure the door. In order to assure retention of their laundry, inmates are responsible to be present at the end of wash and dry cycles to move their laundry. Each cycle lasts 28 minutes.

At no time will an inmate be allowed to wait in the laundry area between cycles. Inmates are not allowed to launder jackets or blankets.

Tokens: Tokens for operating unit washers and dryers are purchased via Disbursement Request from the Business Office. Disbursement Requests are processed weekly. Tokens will be delivered on Sundays. Inmates will sign to verify receipt of the tokens. If inmates are in restrictive status at the time of delivery, their tokens will be sent back to canteen and they will be refunded the cost. Inmates are allowed to purchase a maximum of four (4) tokens per week. Tokens will cost \$0.50 each. Each laundry cycle requires two (2) tokens (one (1) to wash, one (1) to dry). At no time will any inmate be in possession of more than ten (10) tokens. Any tokens in excess of ten (10) will be considered contraband.

Delivery of tokens for inmates out on OCO/OWO will be postponed until the inmate's returns. If the inmate does not return from off grounds after two (2) weeks, the tokens will be refunded. When the inmate returns, it is his responsibility to inform unit staff that he has tokens being held. Unit staff will notify the Business Office that the inmate has returned. Tokens will be delivered in the same way as if an inmate is absent from canteen. Inmates who are scheduled to be released may send an interview request to the property room to turn in their tokens. The property sergeant will call the inmate down to turn in the tokens. The inmate will be issued a property receipt. The business office staff will refund the inmate. The inmate must request this no later than five (5)

business days before release.

Inmates who are being transferred to another institution should return their laundry tokens to the Property Sergeant when they are checking out. A property receipt will be issued and the inmate will be refunded.

Showers: Showers are available to inmates during any of their scheduled indoor dayrooms. Inmates who have a scheduled indoor dayroom and wish to shower must come out of their cells at the beginning of the dayroom period with any shower articles they intend to use. They are not to be allowed to go back to their cells for shower supplies. The time within the dayroom period they choose to take a shower is the inmate's choice, but it must be completed by the end of dayroom. After the shower, the inmate may return to his cell and come back out for any remaining dayroom time.

Inmates who are in certain work assignments or vocational programs will be allowed a shower at the end of their assignments each day. They are to take these showers promptly after returning to the unit or wait until their next dayroom.

Showers are limited to five (5) minutes of actual showering. The following expectations apply and are expected to be followed when showering:

1. Inmates must move between cell and shower wearing a minimum of a t-shirt, athletic shorts, and shower shoes. If the inmate is going to wait for a shower to open he must be wearing a pair of socks.
2. Inmates may carry shower items to and from the shower area utilizing a foot basin.
3. No inmates are allowed in the shower stalls or area just outside of the stall at the end of a scheduled dayroom.
4. Inmates are to step in and out of the shower stall wearing a minimum of briefs. Inmates may hang their towel and other clothing in the door slot. Other clothing may be hung on the hook adjacent to the shower stall.
5. Privacy curtains provided in each shower stall covering the door trap will be used whenever inmates are unclothed.
6. Only one inmate is allowed in a shower stall at any time.
7. If a work supervisor believes an inmate has been exposed to an irritant or dangerous substance and requires a shower, he will notify the Unit Sergeant and immediately return the inmate to their housing unit. HSU will be contacted, if necessary. An inmate accident/injury report should be filled out.
8. One shower stall is larger than the other four. On each tier, the larger shower stall has been designated for physically challenged inmates as determined by HSU, the ADA Coordinator, or as directed by unit staff.

General Telephone Calls: Telephone calls must be made from inmate telephones on the floor inmates live on during the inmate's own scheduled indoor dayrooms. Inmates, with staff permission, may be allowed to use phones on the other tier of their assigned wing. All calls, except properly placed attorney calls, will be monitored and recorded. Calls may be made an unlimited number of times. To add an attorney phone number, submit a Telephone Request Attorney Add/Delete (DOC-1631) form to the unit Social Worker. Personal attorney calls will only be made from inmate telephones.

The following are expectations of telephone usage:

1. Inmate may not share telephone calls.
2. Inmates must stand when using the telephone.
3. No food or drinks are allowed near the phone trees.
4. Inmates may not make 3-way calls.
5. Inmates on loss of dayroom and room confinement sanctions may not use the telephone.
6. Inmates on lay-in or sick cell may not use the telephone.
7. Inmates are not allowed to hold phones for other inmates.

Emergency Telephone Calls: Requests for emergency calls must be made to the Social Worker who will attempt to verify the emergency. If the Social Worker is unavailable, requests must be made to the Unit Manager or Security Supervisor. If approved, a Disbursement Request (DOC-184) shall be completed before the call is made. Inmates are responsible for the full cost of the call. The actual cost of the call will be determined when RYOCF billing statements are available. The call will not exceed fifteen (15) minutes.

Outdoor Dayroom

Attending dayroom: During outside dayroom times, inmates are permitted to utilize the three (3) closest basketball courts to their assigned unit. The only exception to this is if Sunday outside leagues are using the center two courts the fourth court can be utilized by the opposite unit. The exercise stations may be utilized according to dayroom rules. The horseshoe pits closest to your assigned housing unit may be utilized. Inmates who choose to return to the unit prior to the scheduled end of outside dayroom will be required to return directly to their cell and lock in for the remainder of that dayroom. All dayrooms will be issued a five (5) minute warning prior to the end of the dayroom. All inmates will be responsible to be in their assigned cells at the end time of their indoor and outdoor dayrooms, unless given permission by a staff member.

Basketball: The court closest to your assigned housing unit is reserved for full court play if there is a need. Inmates may play half court on any of their assigned unit courts. Inmate spectators must remain on the grassy side of the court. Inmates may only be in groups of six (6). There must be a space of at least ten (10) feet between each group of six.

Movement: Continuous movement will be maintained on the track at all times. Inmates may not take shortcuts through the basketball courts or grassy areas. Movement is to be counterclockwise. Inmates are not allowed to loiter outside of entryways before, during, or after outside dayroom. Inmates may stand or sit on the grassy areas inside the track and on the basketball courts for their assigned units. Inmates cannot congregate in groups larger than six (6). The area in the middle of the recreation field near the light pole is considered off limits.

Permitted Items: Inmates may take their own personal cup, reading materials, cards, guitars or games to outdoor dayroom. Inmates are allowed to take one cup of ice to their scheduled outdoor dayroom. Inmates participating in their outdoor dayroom are allowed ice at the start of their scheduled outdoor dayroom and once before their dayroom end time.

Prohibited Items: No food related items will be permitted for outdoor dayroom. Photographs or photo albums may not be brought to outside dayroom. Clothing may not be used as a tablecloth.

No pitchers or water jugs may be brought outside.

Inmates are not allowed to communicate with an inmate in restrictive status.

Inmates are not allowed to communicate with inmates who are not participating in outdoor dayroom.

Picnic Tables: Picnic tables must be used in the manner for which they were designed.

Exercise Station Rules: The exercise stations can only be used during outside dayroom. There is a maximum of three (3) inmates allowed at the exercise stations. Inmates can be at a station for up to five (5) minutes then they must move to a different station. Inmates must follow the use of exercise equipment as posted. For safety reasons, inmates are not allowed to use the exercise stations for any other exercises.

Horseshoe Pit Rules: Inmates may play horseshoes only during outdoor dayroom periods. There can be a maximum of eight (8) inmates at the horseshoe area. Inmates not playing horseshoes cannot be in the horseshoe area. To obtain horseshoes you must request and check them out at the Unit Control Station.

Showers: Inmates who have outside dayroom will not be allowed to shower. Inmates must shower during their scheduled indoor dayroom only.

Dress Code & Grooming

Clothing

General Rules: All clothing will be worn in the manner for which it was designed. Inmates must wear a minimum of a shirt, athletic shorts, socks, and footwear at all times when leaving their cells, including to and from showers and recreation. The area supervisor may specify specific dress requirements in certain areas. Staff will determine the appropriateness and fit of clothing.

Dirty or Damaged Clothing: Inmates shall dress in a clean, neat, and appropriate manner. Attire that does not conform to these expectations will not be allowed. Damaged or altered clothing will not be allowed. Inmates may arrange through their Housing Unit Sergeants to repair clothing items with needle and thread in the dayroom. Inmates will write to the Laundry, if replacement items are needed.

Tops: Tank tops are only allowed to be worn outside, at recreation or in cell. Shirts and T-shirts will be tucked in pants while inmates are attending visits. Sweatshirts do not have to be tucked in and are not allowed in the visiting room. Layering of T-shirts is not allowed. All buttons on shirts are to be buttoned except the top button, which must be left unbuttoned. Collars may not be tucked in, turned under, or turned up.

Pants & Shorts: Before inmates leave their cells, pants, sweat pants, or shorts will be pulled up to and secured around their waist at all times outside the cell. No underwear may be exposed when wearing pants or shorts. Hands are not allowed in pants or shorts at any time. This includes while sitting, standing, or walking. Inmates are not allowed to wear shorts under pants when going to school or visits.

Shoes & Socks: Before inmates leave their cells, shoes will be tied. Shoes will be worn with the foot entirely in the shoe. Laces must be tied in the manner intended; laces are not to be tucked in the shoe or behind the tongue of the shoe. Socks will always be worn with shoes. Shower shoes will only be worn in units and are not allowed to be worn when working. When worn to and from showers, socks do not have to be worn with shower shoes unless an inmate is waiting in the dayroom for a shower to open.

Formal Greens: Inmates will be formally dressed in green V-neck shirt and pants, shoes and socks, whenever going to or in the Program Building, Support Building, while attending groups, and classes on the unit. If a sweatshirt is worn to these areas, it must be worn under the green V-neck shirt.

Coats & Thermals: Coats will only be worn when outside. Thermal underwear (tops and bottoms) are supplemental undergarments. Thermals are to be worn UNDER clothing only and thermal bottoms are not permitted to be worn under shorts.

Hats, Scarves & Headgear: Hats, scarves, and headgear may only be worn outside unless designated by a work supervisor. Shower caps may be worn in shower and cells only. Personal hairnets may only be worn in cells. Servery workers are required to wear hairnets, while working in the servery. Do-rags can be purchased through canteen and may only be worn in the inmate's cell. Scarves may not be worn over head or covering face.

Glasses: Sunglasses, prescription or non-prescription, may be worn outside only during daylight hours unless otherwise medically ordered.

Servery Clothing: Only food service workers may possess or wear white shirts and pants. White clothing may only be worn when working. Servery workers are required to wear hairnets and/or beard nets while working in the servery.

Robes & Pajamas: Robes and pajamas are to be worn in cell only.

Unit Haircare & Braiding

Dayroom: Inmates from the same scheduled indoor dayroom may participate in assisting another with hair care. Inmates may not brush their hair in the dayroom. Hair braiding on the unit is to be completed in the designated area(s) specified by the Unit Managers. No loitering will be permitted in the designated hair braiding rooms.

Braids: Braids that are not completed during the inmate's dayroom period must be completed or taken out completely in the inmate's cell before he leaves his cell. In the event, braiding is not complete at the time of a meal; the inmate will be saved a meal tray to be eaten when his hair is completed. Inmates are not allowed to eat in their cells. Only inmates who reside in the cell are allowed in that cell. Hair braiding is permitted with the following restrictions:

1. One (1) braid centered down the middle of the head and centered at the base of the neck.
2. Two (2) braids, one on each side of the head and neck.
3. The entire head may be done in multiple, evenly distributed braids (totaling seven (7) or more braids) that run from front to back on the scalp or top to bottom on the scalp in straight lines only.

Hair Styles: A maximum of two (2) ponytails may be worn which, by themselves, may be braided. Unit Managers or Security Supervisors will review hairstyles for appropriateness, if there is a question or concern. Dreadlocks are allowed as long as they are clean and well maintained. No plats are allowed.

Meals

Meal Times: Meals will be served by floor. A and B Quads will eat first for the breakfast and lunch meal while C and D Quads will eat first for the supper meal. Breakfast will be served when 6:15 A.M. count clears. Lunch will be served when 11:10 A.M. count clears. Supper will be served when 4:15 P.M. count clears.

Movement: Cell doors will be opened by quad. Inmates will leave their cells promptly, if they intend to participate in the meal. Inmates will be properly dressed and groomed before exiting cell. It is expected that inmates will exit their cells in a timely fashion, when the cell doors are opened for the meal. Security concerns dictate that staff check for and secure unsecured cell doors after allowing reasonable time for movement from the cells. All cell doors will remain secured during the meal. Inmates must return directly to their cells when they are finished with their meal.

Dining Procedure: Inmates will take the meal tray in sequence as it is delivered on the line, they must take the meal tray as prepared. Any complaint about missing food or uneven portions must be made to staff before leaving the serving area. Once an inmate has left the serving area, he may not return. Forgotten items will not be retrieved. Inmates have 15 minutes to eat. The time starts when the last inmate is seated. Once seated, inmates may not change seats. Inmates will not pass food or condiments between tables. Inmates may only pass food to another inmate seated at the same table. Any complaints about the meal should be brought to the attention of the floor officer – i.e. waffles are still frozen.

Allowable Items: Inmates are allowed to bring one (1) condiment to the meals. Inmates leaving the dayroom after eating can bring nothing back to their cells except two (2) pieces of fresh fruit and the allowable personal items. Any fruit must be eaten by the end of the next day. Personal sporks and personal cups are not allowed in the dining area.

Saved Meal Trays: Inmates who miss a meal due to a visit or an incomplete hairstyle will have a meal tray saved. Inmates are not allowed to eat a meal in their cell unless on restriction.

Medical or Disciplinary Restriction: Inmates ineligible to eat in the dining area because of a medical or disciplinary restriction will be offered a meal by staff. Staff will arrange for a meal to be delivered by a servery worker. In most cases, the standard meal for the day will be served until otherwise ordered by a supervisor.

Modified Diet: Inmates who are to receive a modified diet in accordance with the DOC Diet Manual must retrieve their diet from the server worker during the meal period. Religious diet requests can be made to the chaplain in accordance with DAI Policy 309.61.03 Religious Diets.

Disruption: Inmates unable to seat themselves in an orderly and timely manner will be assigned seating by staff. Inmates may talk only to the inmates seated at the same table. Loud talking is prohibited. Violators of this rule are subject to being directed to their cell. Each inmate must return his own tray.

Inmate Movement

Inside Movement

Cell Doors: Cell doors must be secured at all times and inmates are responsible for securing their own cell door immediately upon entering or exiting their cell.

Attire: Inmates are not allowed to place their hands inside their pockets unless directed otherwise by staff. Inmates may not place their hands inside their pants.

Unit Log Sheet: Inmates are to walk around the outside of the dayroom along the wall when leaving and entering the unit. Inmates returning to the unit will sign-in on the unit log sheet and move to their cells without delay. No inmate may sign another inmate in or out on the unit log sheets.

Loitering: Loitering in quads is prohibited. Inmates must move directly from their cell to their destination on the unit. Inmates are not allowed to travel past their cell on their floor. Inmates may only be on in their assigned wing, floor, quad, and cell. Showers may be utilized on another floor only if directed by staff. Loitering near or on the stairway is not allowed. Inmates are not to congregate around the Officer Station, Officer's desk, or by any staff offices. Inmates may not stop at the water fountain or bulletin boards when returning to the unit. Inmates are to utilize the water fountain and read the bulletin boards during their scheduled indoor dayrooms only.

Officer Stations: Officer Stations are "closed" from 1:50 P.M. to 2:10 P.M., and ten (10) minutes prior to counts. Inmates may approach the Floor Officers during this time for urgent matters only.

School Movement: Inmates will not be released from their cells for school after the period has already started without a valid excuse.

Outside Movement

Attire: Inmates must place their arms in their sleeves. Inmates are allowed to place their hands inside their pockets unless directed otherwise by staff. Inmates may not place their hands inside their pants.

Unit Log Sheet: Inmates must sign-out as they leave one area and sign-in immediately upon their arrival to another area. Inmates must return to their housing unit to sign-in and then sign-out again when going to another area. Inmates may not go directly from one area to another without one of those areas being the housing unit. Inmates do not need to sign out for dayroom or recreation.

Attendance: Inmates must leave five (5) minutes before appointments (i.e. school, HSU, etc.). Inmates will remain at their destination until the activity or the event is complete.

Group: No more than six (6) inmates to a group, unless involved in activities directly supervised, approved, or organized by staff. Inmates must maintain a reasonable distance (at least ten (10) feet) between groups.

Basketball: Inmates are permitted to utilize the three (3) closest basketball courts to their assigned unit. The only exception to this is if Sunday outside leagues are using the center two courts the fourth court can be utilized by the opposite unit. Inmates are not permitted to dunk the basketballs.

Standing & Sitting: Inmates may stand or sit on the grassy areas inside the track and on the basketball courts when they are not being utilized. Inmates must sit on the bench portion of the picnic tables. Inmates are not permitted to sit on the top portion of the picnic tables.

Loitering: Inmates are not allowed to loiter outside of entryways before, during, or after outside dayroom. There is zero tolerance for GP inmates to stop or loiter to talk with Restrictive inmates. This rule includes restrictive housing inmates being escorted and restrictive housing inmates participating in their scheduled recreation. The area in the middle of the recreation field near the light pole is considered off limits.

Running & Shortcuts: Inmates may not run from the unit to the Program Building. Inmates may not take shortcuts through the basketball courts or grassy areas. Inmates must remain on the outside of the yellow basketball poles when moving from destination to destination.

Sallyport: Inmates are not permitted within 50 feet of the Sallyport gate or 25 feet of any perimeter (wall or fence) without permission from staff.

School Movement: Inmates are not allowed on the recreation field between classes. Inmates are not allowed to make laps around the education department between classes. Inmates are not allowed to return to the housing units between classes.

Discipline

DOC-303 & Inmate Handbook: The rules of the Department of Corrections relating to discipline and disciplinary procedures are outlined in the Wisconsin Administrative Code DOC-303. Additionally, this RYOCF Inmate Handbook also contains rules and procedures, which you are expected to review and know. Violations of these rules and procedures may result in disciplinary action.

Minor Conduct Reports: Minor conduct reports can be handled in one of two ways: as an uncontested conduct report (summary disposition) or a contested conduct report (hearing). Unit Managers or Supervisors must approve of dispositions, before it is offered to inmates. Uncontested dispositions are not appealable.

Minor Sanctions: Minor sanctions vary and generally start on the day of the decision. Staff will determine the start and end dates and record them on the inmate's and Officer Station's copies of the hearing documents. If a same or similar sanction is in effect at the time a disposition is made, the minor sanction will generally run concurrent to the sanction already in place. If the inmate has any question about the starting/ending dates, it is his responsibility to ask staff for clarification.

1. **Reprimand** – an oral statement to an inmate addressing the inmate's behavior when the inmate is found guilty of an offense.
2. **Loss of Recreation (LOR)** – Recreation privileges include attending recreation during the inmate's scheduled time, signing up for barbershop appointments and participating in Sunday league activities.
3. **Loss of Dayroom (LOD)** – Includes forfeiting attending both scheduled indoor and outdoor dayrooms, and the privileges that come with those dayrooms, during the period of the sanction. Such privileges include getting ice, using the microwave, utilizing the unit telephones, and hair braiding on the unit. Inmates on LOD will either consult their floor officer or the control station staff to ask permission to take a shower during their indoor dayroom or to receive forms from the officer's station.
4. **Building Confinement (BC)** - Inmates may not leave their assigned unit except for visits, work/school/program assignments, HSU and PSU appointments and one religious service per week. Inmates may participate in indoor dayroom activities. Inmates may not participate in outdoor dayroom, recreation or leagues.
5. **Room Confinement (RC)** – Inmate may not leave his cell without permission. This includes forfeiting dayrooms, outdoor dayrooms, recreation periods, haircuts and other privileges that come with each. Inmates are allowed to shower during their indoor dayroom with the permission of their floor officer. Inmates will still be allowed to attend meal times, scheduled classes, scheduled groups, HSU and PSU appointments, visits and one religious service per week.
6. **Loss of Privileges** – May include one or more privileges which may be suspended for a single offense including the use of electronics, phone calls, eating meals in the dining area, or canteen privileges. Supervisor will identify exactly which privileges are suspended and the duration of the suspension.

- a. Loss of Electronics (LOE) - Television and radio confiscated for specified length of time per disposition. Use of another's electronics is prohibited.
 - b. Loss of Phone (LOP) - Inmates may not use the telephone and may not ask others to make calls for them.
 - c. Loss of Eating Meals in the Dining Area – Inmates would need to take their tray to their cell and would get 15 minutes to eat. They would need to return their tray upon completion of the meal.
 - d. Loss of Canteen (LOC) - LOC includes all items purchased through canteen. The Business Office will send out a memo to the inmate giving start and end dates.
7. **Assignments without Pay** – (formerly known as extra duty) – An inmate may be required to work or attend school for up to 80 hours without pay. Work assignments under this provision may be in addition to current assignments.
 8. **Restitution** – Full or partial restitution may be imposed. See your 303 for description.

Major Conduct Reports: Major conduct reports are handled as uncontested or contested conduct reports as outlined in your 303. If you contest the conduct report, you can still waive your rights to a full due process hearing. Uncontested conduct reports are not appealable.

Inmate Services and Leisure Activities

Barbershop

Barbershop services include:

1. Standard haircuts.
2. Facial hair grooming and removal.
3. Total hair removal from the head and face without shaving.
4. Grooming of necklines and foreheads (lining).
5. Braiding.

Haircuts: Inmates are allowed one (1) haircut per month free of charge. Haircuts will consist of only cutting the head and facial area. Hair washing, drying, or curling will not be done in the Barbershop. Inmates must also adhere to the rules posted outside the Barbershop. Additionally, only institution-appointed barbers, during scheduled appointments, may cut an inmate's hair.

Scheduling Appointments: To schedule an appointment in the Barbershop, inmates must sign-up during the last ten (10) minutes of their scheduled recreation period. Barbershop services must be scheduled at least one day in advance. Barbershop appointments cannot conflict with program or work assignments. After scheduling an appointment, inmates will receive a notification slip reminding them of their appointment.

Attendance: Inmates are to arrive no more than five (5) minutes prior to their scheduled Barbershop appointment and they must wear "greens" (green V-neck shirt). Any inmate arriving late for haircut will have to reschedule for the next month. Inmates arriving for Barbershop appointments are to have clean hair (no gels, no sprays, etc.) or their appointment may be cancelled. Haircut appointments are limited to 30 minutes. Braiding appointments are limited to 1 hour and 15 minutes.

Medical Conditions: Inmates exhibiting or known to have serious scalp conditions may be referred to the Health Services Unit (HSU) for treatment before receiving a haircut.

Missed Appointments: If an inmate cannot keep his appointment, he must ask unit staff to notify the MCS Sergeant prior to the appointment so that the appointment can be rescheduled. If an inmate is a "no show" without a call from the unit staff, the inmate must wait until the next month for another haircut appointment.

Extra Haircuts & Braiding: Inmates are allowed to purchase extra haircuts at a cost of \$2.00 each. Extra haircuts occur on Saturdays and the last week of the month if space is available. Additionally, inmates are allowed to purchase lining and braiding services. Prices are as follows: lining \$1.00, haircut \$2.00, braiding \$3.00. No additional barber services will be performed ten (10) days prior to release.

Prohibited Hairstyles and Haircuts: Mohawks, punk, gang cuts, or other bizarre, unusual haircuts are not permitted. No combs, picks, or brushes are to be worn in the hair. Dying or bleaching of hair is not permitted. Any haircut/style associated with an unauthorized group or group activity that is deemed counterproductive to the security and safety of the institution is not allowed. The Security Director, Security Supervisors, or Unit Managers will determine if haircuts/styles are inappropriate. No tufts, "rat tails" or hair extensions are permitted. No recognizable designs, patterns, symbols, lines, parts, letters, numbers, and/or symbols can be cut, shaved, styled, or braided into the hair.

Head Shaving: If a part of the head is to be shaved, the entire head must be shaved. Regular maintenance shaving of an inmate's head may be done by the inmate in his cell; however, the initial head shaving must be scheduled and done at the Barbershop.

Hair Braiding Restrictions: Beards may be braided into one braid only. Hair braiding is permitted with the following restrictions:

1. One (1) braid centered down the middle of the head and centered at the base of the neck; or
2. Two (2) braids, one (1) on each side of the head and neck; or
3. The entire head may be in multiple, evenly distributed braids (totaling seven (7) or more braids) that run from front to back on the scalp or tops to bottom on the scalp in straight lines only.

Fades: Fades are permitted if gradually tapered without any noticeable, distinct lines.

Do-rags: Do-rags may be purchased through canteen/contracted canteen catalogs. However, do-rags may only be worn in the inmate's cell.

Hair Length: Length of hair is not restricted unless it creates a safety hazard. However, haircuts will be in proportion in length and contour of natural hair growth.

Special Health & Safety Concerns: Situations that involve health and safety (for example, inmates working around machinery or in the servery) may require a specific type of haircut and/or protective headgear or hairnets.

Substantial Change in Appearance: New identification photographs will be required of any inmate whose physical appearance is substantially altered as a result of a change in hairstyle (i.e. hair length, facial hair growth or removal, etc.).

Recreation

Activities: The recreation area consists of the gymnasium and the fitness room, which offers cardiovascular and weight equipment.

Attire: Only athletic shoes, personal or state-issued, may be worn in the gym during open recreation times. No underwear should be visible. Shorts must cover underwear and be worn around the waist. Wearing two (2) pair of shorts is not allowed. Shorts/sweatpants and gym shoes must be worn when in the gym. No boots or green pants.

Movement: The schedules for all quads are posted on each unit. Inmates who attend inside recreation must remain for the entire recreation period. When returning from recreation inmates are to proceed directly to their cells without any stops including the water fountains. Inmates returning from recreation are to be locked in their cell no later than five (5) minutes after the scheduled end of the recreation period.

Inmates are responsible for knowing the recreation rules posted in the gymnasium:

1. No gum chewing.
2. No profane/abusive language.
3. No forms of intimidation.
4. No food and/or drinks.
5. No abuse or misuse of recreation equipment which includes kicking balls (except soccer balls), sitting on balls, sitting and/or leaning on ball racks, striking window with equipment, dunking, slamming basketballs, hanging from rims, and anything else deemed by recreation staff as abuse or misuse of equipment.

6. No boxing, shadow boxing, martial arts, or gymnastics
7. No hair grooming.
8. No fingernails that extend over tips of fingers.

Hobby

Arts and crafts supplies may be ordered through the Hobby Supervisor. Only inmates currently enrolled in Hobby may order supplies. Inmates interested in Hobby must submit an Interview/Information to "Security Supervisor-Hobby". The Security Supervisor-Hobby addresses guidelines for allowable items with the inmate. This includes allowable and non-allowable musical instruments.

Guitars are considered a Hobby item. Guitars may be played in cells between 6:15 A.M. and 9:00 P.M., and at outside dayroom. Extra strings may be purchased but will be kept in Property. Strings will be exchanged on a one for one basis. Only one additional set will be maintained. No amps are allowed.

Photographs

Inmates may purchase photographs of themselves from the institution, which will be taken at MCS. Inmates wanting to take pictures should submit both an Interview/Information Request to Security Supervisor-Photos and a Disbursement Request. The Disbursement Request must indicate the number of photos to be taken. Photographs are \$2.00 each. Account balances will be checked to verify funds are available before pictures are taken. No more than five (5) photos per week of any individual will be taken at MCS. Photographs will be of one person only. For any photos that will be taken, the inmate must show his hands, have the ID visible and the picture will contain his full body. Inmates must be in greens with shirt buttoned according to institution dress code. Security Supervisors will determine whether photographs are acceptable. Inmates will receive their photographs from area staff after they have been reviewed for appropriateness. Inmates will be charged for all photographs, which have been printed, even if the photograph is not allowed due to inmate behaviors/actions.

Photographs can also be taken in the Visiting Room, while on a visit, during regular visiting hours. Inmates on a visit who want photographs taken should notify the Visiting Room Officer within 15 minutes of arriving to the visiting room. Pictures taken in the Visiting Room may include the inmate's visitors.

Notary Services

Notary services are available from the unit Office Operations Associates and the Librarian. Items they will notarize are as follows: Affidavits to support or oppose a Motion for Summary Judgment, Affidavits to establish indigence for Petitions for Writs of Mandamus, Certiorari, or Prohibition, filing a Notice of Claim with the Attorney General's Office, a Petition for a Writ of Habeas Corpus, Prisoner Litigation Reform Act forms, and Statutory Form of Power of Attorney. If an inmate requests additional notary services, he will need to provide the statute or court order requiring it. Occasionally other legitimate third parties may require notarization of documents. If that is the case, that request must be in writing from the requester and the inmate must produce that document.

Form (DOC-2550/CR-261) Verification of Time Served should be completed and signed by a DOC Representative (Records Office Staff). CR-261 forms should not be signed by inmates or notarized before sending to the Records Office. The DOC-Representative signature should be notarized at the time of signing. No notarization of signature is needed for inmates on this form.

Visiting

Hours

Monday and Thursday	Closed
Tuesday, Wednesday, and Friday	3:00 P.M. - 8:30 P.M.
Saturday, Sunday, Holiday	8:30 A.M. - 3:30 P.M.

General Visiting Procedure

Number of Allowable Visits: Inmates housed in general population are permitted up to a total of nine (9) hours of visiting time a week. Inmates may receive only one visit per day, with a maximum of three (3) visits per week. The week begins on Tuesday and ends on Sunday.

Length of Visit: Tuesday, Wednesday and Friday visits may last up to three (3) hours. Saturday, Sunday, and Holiday visits may last up to two (2) hours. Inmates may have only one visit on a weekend, holiday, or weekend–holiday combination. New Year’s Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year’s Eve Day are considered holidays. Visiting hours may be shortened due to space availability problems. Efforts will be made to accommodate all visitors. Visits must begin 45 minutes prior to the end of the visiting hours. Visiting time does not accumulate and does not carry over from week to week.

Number of Visitors: A maximum of six (6) adults and their minor children (under 18) not to exceed a total of 12 people may visit at one time. Minors (under 18) must be on the visiting list as approved and accompanied by an adult who is on the approved visitor list.

Visit Start Time: The official start time of a visit is when the inmate arrives and checks in with staff. If a visitor has waited more than 15 minutes for an inmate to arrive at the Visiting Room, staff will make a call to the unit to inquire the reason for the delay. Once it has been verified that the inmate has been personally told of a visit, he has 20 minutes to arrive at the Visiting Room before consideration is given to cancel the visit all together. Once a visit has started, inmates may not leave the visit and then return.

Seating: Seating will be assigned by visiting room staff and inmates must check-in at the Officer Station before the start of their visit. Inmates must sit at their assigned table in the purple chairs that face the Officer Station. Laps of inmates or visitors are not to be covered at any time during the visit. Inmates and visitors will always sit in an upright position and will not place their feet on the furniture. No cross visiting. Inmates are allowed to visit with people at their table only.

Visiting Expectations

Inmate Attire: Inmates must wear a complete set of greens, which include a green V-neck shirt or green-buttoned shirt, and green pants. Shorts may not be worn underneath pants. All buttons on shirts are to be buttoned except the top button, which shall remain unbuttoned. Shirts must be tucked inside pants. An inmate’s collar may not be tucked in, turned under or turned up. Inmates are not allowed to wear coats, jackets, or caps/hats while on a visit.

Physical Contact: Inmates and their visitors are permitted to embrace and kiss at the beginning and end of their visit. However, excessive displays of affection are not permitted. Any improper embracing, kissing, or indiscreet conduct during the visit will lead to individual disciplinary action, which may include no-contact visiting, the suspension or the removal of visiting privileges. Inmates and visitors are permitted to hold hands but no other parts of the body shall come in contact. Hands of inmates and visitors must be visible to staff at all times. Inmates and visitors are not allowed to place their hands inside or underneath anyone else’s clothing. The inmates and their visitors may not put their arms around or on one another.

Children: Visitors are responsible for the care and behavior of their children. Children should not be left unattended. Visitors will change their children's diapers in the visitor's restroom only. Inmates are not allowed to take children to the restroom.

Food: Inmates are not allowed to handle any coins or approach the vending machines at any time. Only visitors are allowed to approach and operate the vending machines. Inmates are not allowed to take anything out of the visiting area back to their unit. That includes any items purchased from the vending machines.

Restrooms: Inmates needing to use the restroom will only be allowed to use the inmate restroom. All inmates will be strip searched before using the restroom.

Disruptive Conduct

Disruptive Inmates: Inmates are not allowed to physically or verbally abuse a visitor. This includes disciplining their own children (spanking, pushing, hitting, and loud verbal exchanges of any kind). This behavior will result in the visit being terminated and the inmates will be subject to disciplinary action. Inmates are not allowed to run, jump, or horseplay.

Loss of Visiting Privileges: Any abuse of visiting policies and procedures, either by inmates or visitors, may result in a no-contact visit, a temporary suspension of visiting privileges, or a permanent loss of visiting privileges. Inmates are responsible to inform their visitors of all the rules governing their visit.

Special Types of Visits

No-contact Visit: Once a no-contact visit has begun, it will remain a no-contact visit. No visitors will be allowed to leave and return once a visit commences.

Special and Extended Visits: Special and extended visits will be handled in accordance with DAI Policy 309.06.01 Visiting. Specifically, Section V. (A-F) and Section VI. (A-C). Repeated special visits may be denied.

Requests for special or extended visits must be made five (5) working days in advance of the date of the requested visit. The request must include the name, address, date of birth (if known), and relationship of the visitor to the inmate. The request will then be reviewed by the Social Worker and the Unit Manager who will make recommendations for approval or denial. If extra hours are granted, they will occur within the regular hours stated above and are subject to space availability.

Clergy/Pastoral Visits: All clergy/pastoral visits shall be arranged through the RYOCF Chaplain in advance of the visit. All visits shall take place in the Visiting Room during normal visiting hours, unless otherwise arranged and approved. Clergy/pastoral visitors do not have to be on an inmate's visitors list to visit, if approved through the Chaplain. These visits will not count against the allowable number of visits for the week. All visitors are subject to DAI Policy and RYOCF Procedures for visitation and volunteer services.

Legal and Official Visits: Attorneys shall be permitted professional visits with their inmate clients during normal business hours (8:00 A.M.-4:30 P.M.) on weekdays. All visits shall take place in the Visiting Room. All attorney and legal representative visits shall be arranged through the Records Office and will not count against the allowable number of visits for the week. Attorneys and legal representatives will be allowed to bring legal documents, papers, books, pens, and needed supplies to the Visiting Room after inspection by Lobby staff. No property/paperwork can be left with you at a legal or official visit.

Visitor Lists

Creating or Amending Visitor Lists: All visitor lists that an inmate had at previous institutions will follow him. Visitor lists are open for adding adult visitors until 12 adult visitors are on a visitor list. Visitor lists are open for adding minors (17 years old and under) at any time. If there are 12 adult visitors on a visitor list another adult visitor may be added only by removing a visitor who has been on the list for six (6) or more months. In order to remove a visitor from your visitor list a Visitor Information Change (DOC-884) form must be completed. Any time

an inmate's visitor list is amended a copy will be sent to the inmate. Once a visitor has been denied, approved or removed, inmate requested changes are not allowed for six (6) months for that visitor.

The Visitor Questionnaire (DOC-21AA) and Visitor Information Change forms are located at the Officers' desk in the unit dayrooms. Visitor Questionnaires must be returned to the address on the form, not to the inmate. Questionnaires sent to inmates will not be processed and will need to be resubmitted in order to be processed. Questionnaires must have all required information and signatures for visitor to be processed. Changes that may be made at any time to an inmate's visitor list are as follows:

1. Address changes.
2. A minor on an inmate's visitor list becomes an adult.
3. Birth or adoption of a child of the inmate or an existing visitor.

Rules Specific to Visitors

Visitor Requirements: With the exception of a Special Visit Approval, only visitors on the approved visiting list are allowed to visit (this applies to children and infants as well). Visitors with alcohol on their breath, or who appear intoxicated will not be allowed into the institution. All visitors age 16 or older shall provide photo identification.

Acceptable forms of identification are:

1. Valid State driver's license.
2. Valid passport or visa.
3. Valid Department of Transportation ID.
4. Valid military ID.
5. Valid tribal ID (if it provides photo).

Metal Detector: All visitors will be required to clear a metal detector before being permitted to enter the facility. Visitors will not be allowed entry when wearing clothing with decorative metal or large metal fasteners (e.g. buckles, snaps, metal buttons, etc.). Only three (3) attempts are allowed to clear the metal detector before the visitor is denied.

Visitors with any medical issue that prevents them from passing the metal detector must have a medical clearance from the Security Director of this institution before the visitor can be exempt from scanning. It is the responsibility of the inmate to mail a form (DOC-2424) to the proposed visitor. Form (DOC-2424) can be obtained from the Unit Office Operations Associate. The form must be filled out by the visitor and their physician. The form must then be mailed or faxed directly from the physician's office to the Security Director at the following address:

Racine Youthful Offender Correctional Facility
Attention: Security Director
P.O. Box 2200
Racine, WI, 53404
FAX: 262-638-2980

Visitor Attire Requirement: Documents are available to family in the lobby or on the Department of Corrections website.

Property Brought into a Visit: Letters, photos, and legal papers cannot be brought into a visit. Exceptions may be made with prior approval from the Security Director at tax time for tax documents that must have the inmate's signature.

Disruptive Visitors: Visitors are not allowed to physically or verbally abuse an inmate. This includes pushing, hitting, striking, or loud verbal exchanges with the inmate. If this behavior occurs, the visit will be terminated. Additionally, the visitor may be subjected to no-contact visiting or the visitor may have his or her visiting privileges suspended or terminated at the Security Director's discretion.

Visitors are not allowed to verbally abuse or disrespect staff in any way. This behavior will result in the visit being terminated. Additionally, the visitor may have his or her visiting privileges suspended or terminated per the discretion of the Security Director.

Disruptive or disrespectful behavior will not be tolerated and will result in the visitor being denied admittance into the institution and may also result in a loss of visiting privileges as deemed appropriate by the Security Director. Visitors who are not allowed to visit must leave institution grounds immediately.

Release/Checkout

This includes return of state clothing, packing of property, returning education materials, etc. The "checkout" sheet must be completed and returned to staff prior to your departure. Inmates should request to have their savings account closed 30 days prior to release (to parole or mandatory release). All funds will be disbursed in accordance with the Notice of Release (DOC-112). You must turn in your laundry and property the day of your release. If your Agent has provided approval, a check from your account will be provided to you upon release. If someone is going to pick you up, releases normally occur during the hours of 8:30 A.M. and 4:00 P.M. Upon departure, the RYOCF Inmate Handbook and footlocker with attached padlock must be turned in. If an inmate no longer possesses these items or they are damaged, he will be charged for them.