



**Racine Youthful Offender  
Correctional Facility  
Handbook  
2021**



## **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 you are 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 persons in our care (PIOC) think 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.

**Je'Leslie Taylor, Warden**

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## **Emergency Procedures**

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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: PIOC's 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: PIOC's will proceed single file to exit to the courtyard and return to their assigned housing unit. If other evacuation is needed, PIOC's will follow the directions of staff.

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

### **Tornado**

North, South, and Main Restrictive Status Housing: PIOC's 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: PIOC's will proceed to the gymnasium and will sit down on the floor along the East walls. Any decision to evacuate is to be made by a Security Supervisor.

Vocational/Support Building: PIOC's will proceed to the vestibule area in the back part of laundry by the restrooms. PIOC's 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. PIOC's will pay strict attention to the announcement and the directions issued for the emergency count. PIOC's must present themselves in the same manner as for a standing count unless otherwise directed.

## **Resources**

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### **Americans with Disabilities Act (ADA) DAI 300.00.35**

The ADA Coordinator is the Corrections Program Supervisor. PIOC's 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. PIOC's, 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) DAI 300.00.61**

The Wisconsin Department of Corrections (DOC) shall, within available resource constraints, take reasonable steps to continue providing Limited English Proficiency (LEP) PIOC's 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 PIOC. The DOC shall not retaliate against any LEP PIOC 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 más cercano.

### **Suicide Prevention** (*Adapted from a 1995 brochure by Robyn Bradley*)

**Suicide Rates in the Community:** Although a relatively rare occurrence, suicide is the 10th leading cause of death among Americans. Wisconsin has an average of 15.4% completed suicides per 100,000 and the national average is 14% per 100,000. In 2017, Wisconsin suicide rates for people under the age of 25 was 14.6% per 100,000 and the National average was 14.4%. 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, nearly four times the rate as what is seen in the general population in the US. Overall, it is the fourth leading cause of death in prison, behind cancer, heart disease and liver disease. 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 PIOC's Attempt Suicide in Prison?** The times of highest risk for a PIOC 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 PIOC's over Security Threat Group 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 PIOC suicides, some type of warning or sign was given to other PIOC's or staff in the preceding days. Warning signs could include:

- Talking or writing about death, dying, or suicide.
- Making indirect references to suicide ("I won't be here when you wake up").
- Giving away possessions or writing a will.
- Saying goodbye or making unexpected apologies.
- Saving or stockpiling medication.
- Becoming isolated or withdrawn

**Why 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 PIOC whom you suspect is suicidal, here are some tips on how to respond:

- If you know the other PIOC, 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.

**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.

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

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

**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 PIOC denies any problems, you will not be disciplined for lying.
- If the troubled PIOC 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 PIOC 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 PIOC's go through prison with relatively few emotional problems or hardships. Other PIOC's 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 hold or if 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 someone in the Community:** 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 PIOC's, 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.

### **Inmate Complaint Review System (ICRS) Administrative Code 310**

**OVERVIEW:** The Department maintains a PIOC complaint review system accessible to all PIOC's in institutions. The purpose of the (ICRS) is to provide PIOC's 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 by following the proper chain-of-command on page 17. First if possible, discuss your concern with a staff member in the immediate area at the time of the occurrence. 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 the Unit Corrections Program Supervisor. 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. If you have not used the proper chain of command, the Institution Complaint Examiner (ICE) may return your complaint and direct you to do so. You must allow the staff adequate time to correct the situation.

- Complaint submissions must provide relevant supporting documentation. Provide details about who you talked to, when, and what they said. Provide receipts with your initial submission, they will be scanned in and returned to you.
- The ICE will collect complaints weekly and acknowledge your complaint with a receipt, or return the complaint to you for correction within 10 days of receiving your complaint.
- Each complaint may contain only one clearly identified issue and contain sufficient information for the department to investigate and decide the complaint.
- A PIOC may not file more than one complaint per calendar week except for complaints regarding the inmate's health and personal safety or complaints made under PREA.

### **PROCEDURE:**

- A PIOC shall file a complaint within 14 days after the incident. A late complaint may be accepted for good cause. A PIOC shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing. It is better to have a complaint returned to you and to re-submit it, than to have it rejected for being submitted too late.
- A PIOC shall submit a legible, signed complaint by placing it in the box labeled "PIOC Complaints" located on each unit.
- PIOC's may ask staff for a blue envelope to maintain confidentiality while in RH and staff will place the blue envelope/complaint in the designated area.
- Only the ICE/designee has access to the complaint box.
- Complaint submissions may not exceed two pages/500 words.
- PIOC's must use a DOC-400 PIOC Complaint form. All sections of the form must be completed or it may be returned to you.
- PIOC's must use a DOC-400B form if additional space is needed. The ICE will not accept extra pages written on legal pad or scratch paper.
- The ICE rejects the complaint or sends a recommendation to the reviewing authority within 30 days from the date of receipt.
- A PIOC may appeal a rejected complaint within 10 days of receiving the decision. Use a DOC-2182.
- The reviewing authority shall make a decision within 15 days following receipt of the recommendation or appeal of a rejected complaint.



- A PIOC may appeal the reviewing authority decision to the CCE within 14 days after the date of the decision or if the PIOC does not receive a decision 45 days after the date the ICE enters the complaint. Use DOC-405 (and DOC-400B if a second page is needed). This form needs to be mailed directly to the CCE's office in Madison as noted on the top of the form.
- For all accepted appeals, the CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part, and send its recommendation to the secretary within 45 days of receipt of the appeal. The CCE may extend the time for submitting a recommendation with notice provided to the inmate.
- The secretary shall make a decision within 45 days following receipt of the CCE's recommendation. The secretary may extend the time for making a decision for good cause with notice provided to the inmate.

**FORMS & COMMUNICATION:**

- The forms listed above are available to PIOC's from the unit floor officer during indoor dayrooms. PIOC's housed in Restrictive Status may request forms when supplies are being issued.
- It is very important to follow the directions on all the ICRS forms. Incomplete forms will be returned to the inmate.
- If PIOC's have questions about the progress of their complaint investigation, they may write an Interview/Information Request to the ICE.
- If complaints have been resolved, inform the ICE.

**Prison Rape Elimination Act (PREA) DAI 410.00.01 & 410.20.01**

The Prison Rape Elimination Act (PREA) of 2003 was enacted by congress to address the problem of sexual abuse by person in the custody of U.S. correctional agencies. PREA addresses all types of sexual assaults in prisons, but its main focus is to target and eliminate PIOC-on-PIOC sexual assaults. All correctional agencies in the nation, including Wisconsin must adhere to the tenets of PREA.

The Wisconsin Department of Corrections does not tolerate any type of sexual misconduct involving PIOC's or staff. Wisconsin DOC Administrative Code prohibits sexual intercourse, contact or conduct between PIOC's. Violations will result in disciplinary sanctions as outlined in DOC 303 (13-15). PIOC on PIOC sexual assault will also be prosecuted according to applicable provisions of Wisconsin State statutes.

Sexual assaults between staff and PIOC's violate DOC policy, as well as Wisconsin State statutes. Violators are subject to departmental discipline as well as prosecution punishable by prison sentence and fines.

If PIOC's would like further information regarding sexual abuse/assault prevention and intervention, please refer to the red booklets (POC-41) distributed by the Department of Corrections, Division of Adult Institutions. If you no longer have your red booklet handed out at DCI or upon your arrival, you may ask staff for a replacement. The red booklet can also be found in the institution library.

**Sexual Abuse/Assault Prevention and Intervention**

The PREA hotline is available in English and Spanish for PIOC's to make PREA related reports.

There are multiple ways to report PREA incidents:

- PIOC's may report a PREA incident directly to any facility staff member verbally or in writing, including on a DOC-400 PIOC Complaint form.
- OR
- PIOC's may utilize the PREA Reporting Line which connects to DOC Central Office by dialing 777 and then entering their PIN (PIOC number) and placing the call just as they would place any other call.
- OR
- PIOC's may utilize the PREA Reporting Line which connects to outside law enforcement (Madison Capitol Police) by dialing 888 and then entering their PIN (PIOC number) and placing the call just as they would place any other call.

The phone system will give a prompt to dial the number. Then enter either 777 or 888 and the PIOC will be connected to the PREA Reporting Line.

In addition to on-site support (i.e. medical/mental health staff), victims of sexual abuse may also consider receiving additional support from their community's local sexual assault service provider. Sexual assault service providers are dedicated to helping victims. Their services are free and not connected to the DOC. The local sexual assault service provider can be called from any PIOC phone by dialing 999, a pin number is not needed, and phone calls are not recorded or monitored.

All housing units have posters with the most current PREA reporting information available.

### MAIL DAI 309.04.01

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Mail will be delivered to PIOC by late afternoon or as operational needs dictate on your assigned housing unit. Staff may inspect and read mail to determine if the mail contains contraband or violates policy. Mail will not be delivered if it contains contraband.

**Legal Mail:** Legal mail shall be opened by staff only in the presence of the PIOC. Institution staff may open and inspect mail sent to a PIOC from any of the parties listed in Admin Code DOC-309.04(3) (a-j) in the presence of the PIOC. Staff may read the mail to the extent necessary, if they have reason to believe it is other than a legal document, to determine if the mail contains contraband or if the purpose is misrepresented.

**Photos:**

- Photos may not be Security Threat Group (STG) related (displaying gang colors, gang signing, gang insignia, etc.).
- Photos which include nudity, and/or sexual behavior as described in DOC 309.02 and DAI Policy 309.00.50 are not allowed. The most common reason for denial is "bare buttocks" which is defined in policy. No thong underwear.
- Photos may not be physically altered; however, cut photos will be permitted only if the photo is cut into a square / rectangular shape.
- Digitally altered photos may be denied if they attempt to conceal STG or nudity. Example: Emoji's/Snapchat filters.

**Outgoing Mail:** PIOC may drop outgoing mail in the unit mailbox (located on the Floor Officer Station wall on both sides of the unit) during their scheduled indoor dayroom.

If an envelope needs additional postage due to weight, special handling such as express, certified, registered or overseas delivery airmail, etc. or it is an irregular sized envelope, you must attach a signed Disbursement Request (DOC-184). Do not send a disbursement request with a blank #10 envelope, it will be returned to you.

Outgoing mail may not contain correspondence from any individual except the PIOC 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.

PIOC to PIOC 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 PIOC if identity can be established.

**Return address:**

Racine Youthful PIOC Correctional Facility  
[PIOC Name & DOC-Number] [Housing Unit Wing & Cell Number]  
PO Box 2500  
Racine, WI 53404-0002

**Mailing addresses:**

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

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

**Institution Address**

1501 Albert Street  
Racine, WI 53404

## Institution Departments

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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**  
**Records Office**  
**Education Department**  
**Programs Department**  
**Security Department**  
**Health Services Unit**  
**Social Services**  
**Psychological 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.

**Canteen & Property Ordering:** Items available in the institution canteen or in the contracted canteen property catalogs must be purchased through these two sources, no other source is appropriate. Additional canteen menus may be purchased via disbursement request to the Business Office. Menus are \$0.15 per printed page and the number of pages can vary. New menus will be provided after every major revision. Canteen and property orders cannot exceed the inmate's available funds in his regular account. Additionally, weekly canteen orders cannot exceed \$50. Catalog orders can only be submitted while in General Population status. Incomplete or illegible orders and/or disbursements, will result in denial of the order.

### **Property Ordering:**

#### **Contracted Canteen Property Catalog Ordering**

- Catalogs and order forms are provided at the officer station.
- These orders are mailed by the institution and do not require a stamped envelope. Pocket calculators are available to PIOC's from the Officer Control Station for use in the dayroom to compute tax and total on orders.

#### **Non-Catalog Property Ordering**

- Non-catalog orders require a stamped and addressed envelope.
- Include vendor order form as appropriate.

### **Weekly Canteen Ordering:**

#### **General Population Canteen Ordering**

- Phone orders can be placed anytime throughout the week. However, **NO** orders can be placed after the last dayroom on Mondays and before the first dayroom on Tuesdays. Placing orders between these times may cause your order to be cancelled or duplicated.
- Orders will be processed based on status and/or housing location at the time of processing.
- If you were in RH and submitted a scantron order and moved to GP prior to receipt of the order, do not attempt to submit a phone order until the order is received.
- General population PIOC's cannot use the scantron form as a means for ordering weekly commissary.

#### **Restrictive Housing Canteen Ordering**

- Fill out the required information on the top of order form. Print current housing location, date, name, and 6-digit DOC # legibly. Fill in the corresponding circles with your DOC#.
- **SIGN** the form to authorize funds to be taken from your account. Orders will be rejected if no signature is on the form.
- Orders will be processed based on status and/or housing location at the time of processing.
- Turn in completed order form Sunday evenings. **NO** late forms will be accepted.

### **Canteen Pickup:**

- Show identification card (ID) to staff distributing canteen. PIOC's are responsible for verifying they have received all items purchased before leaving the area.
- Ensure any damaged, shorted, mis-picked, or expired items are noted on the receipt by an officer **BEFORE** leaving the area. Without an officer noting this on the receipt, credit will **NOT** be given.

- All items in your order MUST be accepted with the exception of damaged, shorted, mis-picked, or expired items.
- No additional refunds will be issued unless the PIOC is no longer housed at the receiving facility.
- Credits are processed weekly. Please refrain from writing Canteen until at least 14 days have passed.
- The canteen receipt is the PIOC's property slip until the product is gone. If a PIOC possesses canteen items without a canteen receipt proving purchase, he will be subject to disciplinary action.

**Disbursement Request Procedure:**

- The Disbursement Request (DOC-184) form must be used for all financial transactions within the institution.
- Disbursement Requests must be filled out completely and legibly, with all information entered into the appropriate areas by the PIOC in order to be processed by the Business Office. All Disbursement Requests must be handed to an Officer who will verify the PIOC's information. Disbursement Requests will then be routed to the Unit Manager or designee by the officer.
- Following the final processing or denial of all Disbursement Requests, the Business Office will forward yellow copy to the PIOC. PIOC's are responsible for keeping those copies as proof of the transaction.
- Disbursement requests are processed weekly during regular business hours.
- DO NOT SUBMIT DUPLICATE DISBURSEMENT REQUESTS, as this may cause the request to be processed multiple times if funds are available.
- Disbursement Requests can be cancelled by writing to the Business Office. If the transaction has not yet been processed, the Business Office will return the Disbursement Request to the PIOC. If the transaction has been processed, the Business Office cannot stop the order.

**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 PIOC's approved Visitor List. "Close family member" is defined as natural, adopted, step, or foster children, parents, siblings, grandparents, or spouse. An PIOC 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, may be required to show proof of need to the Unit Corrections Program Supervisor, who will approve or deny the request. PIOC's 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 Corrections Program Supervisor 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 RYOCF (RYOCF).

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

**Incoming Funds:** Family and friends must send all PIOC monies through Access Corrections Secure Deposits in the following ways:

1. Access Corrections Mobile App.
2. Online at: [accesscorrections.com](http://accesscorrections.com).
3. Call 866-345-1884.
4. Walk-In at the following locations: Speedway, Dollar General, Family Dollar, CVS and 7-Eleven Family or friend must first visit [cashpaytoday.com](http://cashpaytoday.com) to enroll prior to going to the location.
5. Send check or money order to: Secure Deposits - Wisconsin DOC P.O. Box 12486, St. Louis, MO 63132  
Checks or money orders being mailed must be sent with a check deposit slip printable from the [accesscorrections.com](http://accesscorrections.com) website.

**Account Deductions:** In accordance with DAI Policy 309.45.02 Trust System Deductions, funds received for PIOC's to be deposited into their accounts from any source, shall be subject to deductions for outstanding obligations until the obligation is satisfied.

**Release Account:** 10% of all money receipts and wages will be allocated to the release account until a maximum balance is reached.

A PIOC may request that regular account funds be transferred to his release account up to the release account maximum by submitting a disbursement request to the business office. Release account funds may only be disbursed in accordance with DAI Policy 309.45.02.

**Savings Accounts:** Review DAI Policy 309.46.01 Interest Bearing Accounts for more information.

**Payroll:** In accordance with DAI Policy 309.55.01 PIOC Compensation, the following is the PIOC hourly pay rate schedule:

<b>Work Assignment</b>	<b>Pay</b>
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 (INVUNA)	\$0.05/hour

PIOC payroll is posted bi-weekly. Payroll information is submitted to the Business Office by the PIOC's work Supervisor. A PIOC must contact his work supervisor with any concerns about his pay. The Business Office has final determination of pay start date.

**Work Assignments DAI 309.00.01:** Different work assignments are found throughout the institution. PIOCs may write to appropriate staff members requesting a job application. Job announcements can be found on CCTV and Unit Bulletin Boards. Jobs are full-time, half time or quarter-time. PIOCs may work full-time while attending quarter-time programming. PIOCs will be paid 40 hours per week, unless they have pay reduced for various reasons. PIOCs must either have graduated from High School, have a HSED/GED or be enrolled in school to be hired for an institution job.

Involuntary Unassigned (INVUNA) pay is paid for the normal Monday through Friday workweek only, and does not include legal holiday or weekend pay. Any PIOC may be assigned duties on a temporary basis by staff. There is no overtime pay.

PIOCs 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. PIOCs who refuse Primary Programming, will be placed in Voluntary Unassigned Status, lose their work assignment, and be placed in VUNA status for 90 days. Primary Program assignments include, but are not limited to: Academic, Vocational Education, SUD3 and 4, Cognitive Behavioral Program (T4C), Anger Management, SO-2, and Domestic Violence. After 90 days in VUNA status, the PIOC may write to the Unit Correction Program Supervisor, state he has been in VUNA status for 90 days, and would like a work or program assignment. If no work or program assignment is available, the PIOC will be placed in INVUNA status.

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

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

**Legal Loans DAI 309.51.01:** PIOCs who are indigent may apply for a legal loan by submitting a DOC-761 Interview/Information Request to the Business Office requesting a legal loan application. Loans are only given for legal use. Information on how to proceed and a DOC-1290 Loan Application and Repayment Agreement will be sent to the PIOC for completion. 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 (Test of Adult Basic Education) test is given to determine the students' academic level. PIOC's will automatically be scheduled for TABE test upon their arrival at RYOCF 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. Entrepreneurship Program

Another resource is a full service library complete with a Law Library. New PIOC's 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. PIOC's are also introduced to LAIP (Legal Assistance to Institutionalized Persons).

The Library also provides self-study 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. PIOC's 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.

PIOC's must attend their scheduled class periods unless they have an Attorney visit/phone call, are attending visits, or have been excused by the Education Director or Guidance Counselor. PIOC's are encouraged to schedule visits outside of school hours whenever possible. PIOC's who miss their scheduled class period will be subject to loss of pay and/or discipline at the discretion of Education Director.

**School Movement:** PIOC's will only be allowed to go to class five (5) minutes before their class is scheduled to begin. PIOC's shall check the school schedule list posted on the Housing Unit prior to exiting the unit, if the class is posted as cancelled and the PIOC goes to the area they are subject to discipline for unassigned area. PIOC's will not be released from their cells for school after the period has already started. PIOC's are not allowed on the recreation field in between classes, to return to the housing unit in between classes, and loiter outside the Programs Building entryway. PIOC's going to school are expected to take a direct route to the Program Building or the Housing Unit in which their classes are scheduled. PIOC's are not allowed to communicate with other PIOC's that are participating in outdoor dayroom, attending barbershop, or recreation in the gym.

If a PIOC is removed from class due to misconduct, to use the restroom, or tardiness the PIOC will lock into their cell until the next standing count. If a PIOC chooses not to attend their scheduled class period and is found participating in indoor or outdoor dayroom or recreation the PIOC will be locked in their cell until the next standing count.

**Technology/Thumb Drives, (Technology Policy DAI 309.56.01):** PIOC's are allowed to have a device for legal and education/or re-entry needs. Submit DOC-184 to the Education Director to purchase a device. Devices are to be kept by the Education Department. Devices are to be checked out from the classroom instructor and returned prior to leaving the classroom. Upon release devices will be forwarded to the property department.

### **Programs Department**

The Corrections Program Supervisor oversees the Chaplain and Re-Entry Treatment Specialist. There are many programs offered at RYOCF which include Primary Programming based on your Criminogenic Needs, Religious Programming, Leisure and Recreation, and Re-Entry Programming to assist you with acclimating back into your community. Recreational programming includes but is not limited to art, music, and physical activities.

### **Religious Services DAI 309.61.01 (Beliefs and Practices), 309.61.02 (Property) & 309.61.03 (Diets)**

RYOCF has a multi-purpose room where many religious services and volunteer programs are conducted. The

Chaplain provides many different opportunities for PIOCs to participate in their declared religion's activities. PIOCs 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.

**Religious Items:** PIOCs may only possess and purchase approved religious property items associated with their designated religious preference. All order forms/disbursements containing requests to purchase religious items will be submitted to the Corrections Program Supervisor and/or Chaplain for review. Upon receipt of religious items, the Chaplain may review to ensure compliance with DAI policy and approve or deny item. If denied, the PIOC will be informed.

Per policy, Rosary shall not be worn or displayed outside of cell except in religious programs. Medicine bag may be carried at all times in a pocket or worn under garment. Medicine bag shall not be displayed except in cell or in religious programs.

### **Health Services Unit**

The Health Services Unit is overseen by the Health Services Manager. Any concerns or issues PIOCs 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). PIOCs requesting to see Health Service Staff may be charged a co-pay of \$7.50 as directed by state statute and DOC-policy and procedure. (DAI Policy 316.00.01 PIOC Co-payment for Health Services)

**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 RYOCF.

**Sick Call DAI 309.55.02:** Sick call will be held daily after 8:00am. Any PIOC 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. PIOCs will be notified when to report for their HSU appointment verbally by housing unit staff or the PIOC will receive a written notice, with the date and time indicated. PIOCs will be responsible for being at their appointment on time. Failure to report for an appointment on time may require the PIOC to re-submit another request before being seen. A PIOC may refuse medical care; however, the PIOC will be required to report to 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 PIOCs who are not scheduled called down to be seen as needed. 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. PIOCs should not request unit staff to contact HSU for routine questions or needs.

**Lay-In:** A status assigned only by assigned work/or program supervisor who has determined a PIOC is medically unfit for work. Lay-In is a Non-Paid status indicating the PIOC has been excused from work or program status until the next work or program day at the discretion of the assignment supervisor. PIOCs on Lay-In shall remain in their room for the remainder of the day.

**Sick Cell:** a status determined only by Health Services and is a pay status.

PIOCs cannot place themselves on Lay-In or Sick Cell. PIOCs 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 PIOC to the unit sergeant who will decide whether to send the PIOC to their assignment supervisor or to call that supervisor for approval to put the PIOC on Lay-In status and why. Lay-In status may continue for up to 24 hours. If a PIOC reports for his assignment and the assignment supervisor of the work/program area determines the PIOC 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 PIOC is a student, the Education Director will determine Lay-In status. If they are not available, the teacher will contact the Shift Supervisor for a determination.

The PIOC MUST report to his next scheduled assignment after 24 hours on Lay-In status unless he has been seen by Health Services staff in response to his submission of a Health Service Request, and put on "Sick Cell" status.

PIOCs should submit a Health Service Request to be seen when ill.

PIOCs on Lay-In or Sick Cell are confined to their cell except for meals and count unless otherwise directed by staff. Visits will not be permitted. After being evaluated by HSU staff, a PIOC may require specific medical restrictions which may include room confinement, building confinement, loss of indoor/outdoor dayroom activities, special diets, restriction from work/school, or restriction from recreational activities.

**Medication:** General over-the-counter type medication is available for purchase through canteen. There are two types of prescribed medications: Staff-Controlled and Non-Controlled. Non-Controlled medications will be in the patient's possession, unless housed on the Restrictive Housing Unit. Patients will be responsible for following directions and self-administering their Non-Controlled medication.

Staff-Controlled medication will be kept at the Officer Station. Staff cannot provide medication requested more than one (1) hour earlier or later than prescribed by your health care provider. You are responsible for taking any prescribed medication at the designated time. Please report to the medication area with your DOC ID card for scanning and a clear container with water (no ice). Housing Unit staff will observe PIOC while they take their Staff Controlled medication. Whenever a PIOC is assisted with self-administration of Staff-Controlled medication, the PIOC will put the medication in his mouth and show the staff member the medication inside the mouth. The PIOC will then swallow the medication by washing it down with a drink from his cup of water. After swallowing the medication, the PIOC 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.

Any pills found out of pill "blister packages" or original medication containers will be considered contraband and will be addressed through the DOC-303 disciplinary process. PIOC in possession of non-controlled medications past the prescription expiration or with medications from another PIOC will be subject to the DOC-303 disciplinary process.

**Refusal of Staff Controlled Medication:** If a patient chooses to refuse his Staff-Controlled medication they must report to the medication line with their DOC ID for documentation of each dose of medication they are refusing. Failure to report to the medication line will result in disciplinary action for Disobeying Orders. HSU should also be contacted by the patient via a Health Service Request to advise the reason for refusal. When the Health Service Request is received an appointment will be scheduled to discuss this with Health Services staff. An additional appointment may be scheduled with the prescriber.

**Medication Refills:** PIOC are responsible for requesting medication refills from HSU via a Medication/Medical Supply Refill Request (DOC-3035C). PIOC must clearly indicate the medication name and dose by copying from the permanent 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 PIOC in re-ordering as appropriate.

**Off-Site Referrals:** When emergency or specialty medical treatment is needed, various hospital and medical providers will be utilized to include local physicians, clinics of the UW Hospital system. While at the hospital, PIOC will be expected to abide by all rules established by the institution as well as the hospital rules. If an PIOC 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 PIOC may also request a \$10.00 check: see PIOC Accounts, Disbursement Request section.

### **Psychological Services Department**

The Psychological Services Department is overseen by the Psychological Supervisor. The Psychologists at RYOCF are primarily responsible for monitoring PIOC with mental health concerns. PIOC 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 when there is an immediate issue or concern to discuss. PIOC with mental health codes of zero (0) may also talk with a Psychologist, but may not be seen as quickly as those with the other mental health codes. PIOC 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:** PIOC's requesting an appointment with a Psychologist should submit a green Psychological Services Request (DOC-3035B), which includes the days and times the PIOC, is available for an appointment. PIOC's will then be called to the Psychologist's office or will be sent the date and time of an appointment. Any PIOC, 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 PIOC's will be seen as soon as possible. PIOC's are asked not to contact the Psychologists for questions regarding RRC dates, cell changes, visiting lists, release dates and phone calls; these questions should be addressed to the appropriate staff. The Psychologists are here to help PIOC's learn to manage health concerns, personal and interpersonal problems. The Psychologists will not intervene for PIOC's with other staff or help PIOC's obtain special privileges.

**Confidentiality:** Most of the information, which PIOC's share with their Psychologist, will remain confidential; however, there are exceptions, which are important for the PIOC to know. If the Psychologist believes that a PIOC 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 a PIOC reports serious misbehavior by staff or other PIOC's, 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 (Administrative Code 302)**

The Records Supervisor oversees the Records Office. The Records Office handles PIOC legal and social service files. Sentence computations, disciplinary extensions, and releases are completed by this office. PIOC's 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. PIOC's who wish to review their legal/social service file should complete an Interview/Information Request and send it to the Records Office. PIOC's will be sent a notice with the date of their scheduled review. PIOC's are not allowed to bring their own writing utensils, scratch paper and pen will be provided to them. File reviews are a maximum of one hour. PIOC's are allowed (1) file review every (6) months. 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 a PIOC 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 (75%/85%) 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. PIOC's 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 Supervisor Liaison, and the Unit Corrections Program Supervisor who is ultimately responsible to the Deputy Warden for overall unit operations. Main and South Restrictive Housing Units are overseen by the Programs Captain who reports to the Security Director. If a PIOC has a unit issue they should follow the Chain of Command established on page 17.

## **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 RYOFC PIOC population and to provide PIOC opportunities for successful reintegration into the community.

**Social Workers:** Within the first week of your incarceration, PIOC will be given an orientation by the Intake Social Worker. PIOC will be notified of who their assigned Social Worker will be prior to leaving the Intake Quad. Your assigned Social Worker will remain your Social Worker for the entire duration of your stay at RYOFC with the exception of enrollment in SUD. The SUD Social Worker will be your assigned Social Worker while enrolled in the program and will remain your Social Worker if you release within 6 months from program end date. Social Workers are the case managers responsible for assisting PIOC with Reclassification Pre-Hearings, development of a Unified Case Plan, COMPAS assessments, release planning, applying for Vital Documents (Birth Certificate, Social Security Card, WI State ID), Special/Extended visits, urgent family matters, counseling and facilitating various Primary Program/treatment groups.

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

1. Thinking for a Change (T4C)
2. Anger Management
3. Sex PIOC Treatment (SO-2)
4. Domestic Violence
5. Substance Use Disorder (SUD-4 & SUD-3)

Treatment staff is aware of each PIOC's name, release date, and program needs. PIOC are prioritized for enrollment based on ES/MR dates. As openings become available for these programs, PIOC will be contacted by a Psychologist, Education staff, a Social Worker/Treatment Specialist, or the Corrections Program Supervisor in order to gather information about the PIOC's 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 PIOC refuses, quits or is terminated from the program, the PIOC will have to write an Interview/Information Request to the Corrections Program Provider to get placed back on the program waiting list.

**Reclassification Review Committee:** PIOC 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. PIOC will be interviewed by their Social Worker before being seen by the committee. The RC Committee will recommend institution placement, program and treatment needs, and custody level.

**Release Clothing:** PIOC will begin release planning with their social worker approximately six (6) months prior to their release date. At these meetings, PIOC will determine what type of clothing they plan to wear on the day of their release. PIOC must wear personal clothing on property list on their release date. If PIOC does not have personal clothing in their property they may order clothing from an approved vendor, have clothing sent in or dropped off by family/friends, or purchase state greens. If indigent, PIOC may purchase state clothing. All release clothing ordered, sent in or dropped off must be received at least ten (10) business days prior to release. Clothing from PIOC's property must be turned into Property, in clean condition no later than ten (10) business days prior to release (this includes footwear). PIOC must be appropriately dressed for release. Minimum clothing requirements are: underwear, socks, shoes, pants or shorts (seasonal), T-shirt or sweatshirt, and a coat (seasonal). The Social Worker will review clothing received ten (10) business days prior to release. If all appropriate clothing has not been received, the PIOC's Social Worker will have the PIOC fill out a Disbursement Request for state clothing to complete his dress out.

## **Communication with Staff**

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All communication between PIOC and staff is expected to be professional and respectful. PIOC to PIOC communication is expected to be respectful.

PIOCs submitting an "Interview/Information Request" to a Unit Social Worker/Treatment Specialist or Unit Corrections Program Supervisor will either receive a written response or an Appointment Slip. PIOC are expected to attend the appointment given; if a PIOC does not attend the appointment in a timely manner it will be cancelled. PIOC are required to retain the Appointment slip when they moving within or to/from the unit.

**Chain of Command for Interview/Information Requests:** PIOC's sending Interview/Information Request forms to staff must follow the chain of command found below by submitting an "Interview Information Request (DOC-761)". The forms are available from the unit floor officer station. PIOC's will start at the first level related to their problem before going to the second level. If a PIOC must go to the second level in the chain of command, after waiting a reasonable amount of time for a response, the PIOC must indicate that he has previously contacted the first level and he must indicate what response, if any, he received from that individual. If a PIOC has contacted both levels and still has a concern, he may write to the Unit Corrections Program Supervisor with information about his concern and any previous responses he received from other staff. Staff will determine if an interview is appropriate in response to a DOC-761 and time frame in which to meet. An interview with staff does not excuse a PIOC from another obligation, such as a class or count, unless the PIOC is authorized to be absent. All levels must be exhausted before writing to the Warden or filing a PIOC Complaint.

<u>Nature of Concern</u>	<u>First Level</u>	<u>Second Level</u>
Accounts	Business Office-Accounts	Financial Program Supervisor
Americans with Disabilities Act	Institution ADA Coordinator	ADA Security Supervisor
Canteen	Business Office-Accounts	Financial Program Supervisor
Dental	Dental Assistant	Health Services Manager
Education	Ed. OOA/Teacher/Guidance Counselor	Education Director
Food Services	Corrections Food Service Leader	Corr. Management Service Director
Housing Unit Problems	Unit Ofc., Unit Sgt. or Social Worker	Unit Corrections Program Supervisor
Inmate Complaint Review	Institution Complaint Examiner	Warden
Laundry	Laundry Officer	Laundry Security Supervisor
Library	Librarian	Education Director
Mail/Property	Property Sergeant/Mailroom Officer	Property Security Supervisor
Medical Services	Nurse	Health Services Manager
Parole	Social Worker	Records Office
Payroll	Individual Work Supervisor	Business Office-Accounts
Reclassification Review	Social Worker	Classification Specialist
Psychological Services	Psychologist	Psychologist Supervisor
Recreation	MCS Sergeant	Recreation Security Supervisor
Religion	Chaplain	Corrections Program Supervisor
Sentencing Information	Social Worker	Records Office
Phone/Kiosk/Tablet Problems	Security Supervisor	Security Director
Visiting Area	Visits Officer	Visits Supervisor
Visiting List	Unit Social Worker	Unit Corrections Program Supervisor
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 PIOC's will complete an orientation that will consist of individual and group meetings with Administration, Department Heads, and Intake Social Worker. PIOC's will be moved off the intake quad when beds become available on North or South Housing Units.

**Identification Cards (IDs):** All PIOC's receive an identification card upon entrance into the Department of Corrections. PIOC's must wear their identification card and assigned color lanyard around their neck at all times when they are out of their cell, which includes standing counts. The fully intact ID must be displayed on the outermost article of clothing, with the picture and name facing out. Lanyard must pass through both holes on ID's. PIOC's who are not wearing their ID when exiting their cell will be locked in for the scheduled period and will not be allowed to attend school, recreation, indoor/outdoor dayroom or any other activities until the next scheduled

movement period. PIOC's will not be able to re-enter their cells to obtain their ID's. PIOC's may wear their ID under their clothing when performing duties as Servery workers or any other work position if the area work supervisor decides there is a safety need. If the PIOC's ID is lost or damaged, the PIOC will be responsible for filling out a disbursement request for \$3.00 to purchase a new ID. PIOC's shall retain a copy of the Disbursement receipt on their person until the replacement ID is obtained. Failure to retain the receipt will result in the PIOC being locked in until a new one is obtain, with the exception of count and meals. PIOC's are also responsible for notifying unit staff if they need a new lanyard. If a PIOC arrives at the facility without an ID, he will be issued a replacement ID at no cost. PIOC's will take their ID with them upon transfer to another institution.

**State-Issued Items:** Upon arrival to RYOCF, PIOC's will be issued the RYOCF Handbook. If a PIOC does not have a DOC-303 Booklet or a PREA Handbook in his possession upon arrival, these books will be provided. Additionally, PIOC's will be provided a footlocker with either an attached padlock or a footlocker with an embedded lock. Footlockers must remain locked when not in use. PIOC's 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 Handbook and footlocker w/padlock must be turned in upon release or transfer. Failure to do so will result in charge for these items.

**State-Issued Hygiene Supplies:** Every Sunday, staff will deliver supplies to the cells. The maximum number of items a PIOC 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, as needed:

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

It is expected the items last until the following Sunday. These items are for hygiene purposes only, misuse of any of these items may result in a conduct report for misuse of state property. Additional hygiene items can be purchased through canteen.

**Hygiene Supplies:** The maximum number of hygiene items a PIOC can have in his possession of all hygiene items, state issued, purchased thru canteen, and via vendors, is two (2) with the exception of bar soap. Bar soap max limit is 3. For example, 2 deodorants, 2 body wash, 2 lotions, 2 toothpaste, etc. PIOC's cannot have (2) of each brand, for example 2 Dove Bar Soaps and 2 Irish Spring Bar soaps. Hygiene items must be used within 60 days of purchase. The limits set by the vendors/canteen can be different from DAI Policy, so it is the PIOC's responsibility to ensure that they comply with the limits and/or restrictions for PIOC personal property as referenced in the DAI Policy 309.20.03 PIOC Personal Property and Clothing, Section 1, B, 1-15. Canteen, hygiene and property items are all considered personal property and count towards the 32"x 16" x16" cubic inch requirement outlined in the policy. Any items in excess will be considered contraband.

**State-Issued Clothing & Linens:** PIOC's 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. It is your responsibility to maintain your state-issued items. If an item is lost/stolen or damaged inform staff immediately so it is documented. Documentation does not guarantee replacement.

The following items are the maximum allowable. Many of these items can be purchased through the contracted canteen catalogs. If a PIOC purchases any of these items he must turn in his state issued item.

State-Issued Items & Amounts Allowed in your Possession:

Bath Towels	2
Blankets	1
Boots	1 pair
Briefs	6
Cleaning Rags	2
Green V-Neck Shirts	3
Green Pants	3
Sheets	2
Gym Shoes Personal)	1 pair-if purchasing personal shoes must own 2 pair (cannot possess 1 State and 1
Gym Shorts	2 –if purchasing personal gym shorts must own 2 (cannot possess 1 State and 1 Personal)

Pillowcase	2
Socks	6 pair
Sweatshirts	2
T-shirts	6
Washcloths	2

**Laundry Exchange:** The Laundry Officer will assign each new PIOC a weekly appointment to exchange soiled state-issued laundry for clean state-issued laundry on a one for one basis. PIOC's will be allowed to exchange the following state-issued items every week: \*\* DISCLAIMER: If your size in clothing or if sheets and /or pillowcases are not available an exchange of 1 item, rather than 2, may occur.

1. Two (2) pants
2. Two (2) sheets
3. One (1) pillowcase
4. Two (2) 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, PIOC's may wash their state-issued and personal clothing in the unit laundry rooms (see the unit laundry rooms section for more information). PIOC's will be issued (1) extra blanket at the beginning of October and it will be turned in by the end of May. PIOC's are responsible for all clothing issued to them by size and condition. PIOC's found with wrong-sized, damaged, or excessive clothing may be subject to discipline. It is the PIOC'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.

**Laundry Movement:** PIOC's are only permitted five (5) minutes to walk to and return from their assigned laundry appointment. North Unit PIOC's are expected to take the route that is in the opposite direction of the outside dayroom traffic and South Unit PIOC's are expected to take a direct route to and from the laundry area. PIOC's are not allowed to communicate with other PIOC's participating in outside dayroom activities. If it is in the PIOC's scheduled period to participate in outside dayroom, then they must return their laundry to their cell before resuming their outdoor dayroom activities.

**Personal Clothing Exchange:** If a PIOC receives personal clothing, the Property Sergeant will call the PIOC to the Property Department to exchange the state-issued clothing for the personal clothing on a one for one basis. PIOC's will remain eligible for weekly laundry exchange of state-issued items.

**Clothing/Personal Property Limits DAI 309.20.03:** PIOC's are allowed property consistent with DAI Policy and Procedure 309.20.03. Please see Unit Control station for the current Personal Property Chart. It may be checked out with your DOC ID during your Indoor Dayroom.

Per policy, you are responsible for retaining all receipts of purchase for the life of the item. With the exception of musical instruments, electronics, and medically prescribed items, no item may exceed \$75 in cost, excluding taxes and shipping costs.

**Canteen/Commissary:** Consumable toiletry and food items are not listed on the DAI policy chart of allowable items, but are permissible. They are sold through facility and contract canteens, you are required to keep all receipts for the life of the item. The amount of hygiene you are allowed to have in your possession at one time is listed on page 18 under Hygiene Supplies. Unopened products may be packed for facility transfer but opened items shall be disposed of per Policy.

With the exception of condiments, all envelopes and consumables including food and hygiene 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 a PIOC's property/possession is 75.

**Personal Property:** All personal property will be received, inspected, and processed through the Property Department. Personal property items shall be marked with the PIOC's name and DOC number. The Property Department will engrave the PIOC's name and DOC number on electronics and fans. If the engraving is altered the property item will be reviewed by the Property Supervisor to determine if the item should be returned. PIOC's are responsible to label all other personal property items. If the DOC number wears off, it is the PIOC's responsibility to make sure it is re-labeled. PIOC's are responsible for writing their name and institution number inside the front cover of personal books, magazines, and periodicals in permanent marker or pen immediately after they are received. Books and magazines without a name and number or with an altered name and/or number will be deemed contraband and the PIOC will not be allowed to choose an option for disposal of those publications.

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

Personal property must be NEW and come directly from an approved vendor. No used items will be accepted. Each package must include the vendor's stamped label clearly identifying the name and address of the company. Each package must also include a receipt clearly identifying the date of purchase and the value of the property. A package MUST come with a receipt or with a packing slip\*. Receipts will not be accepted at a later date. \*Note – some vendors, Amazon in particular, oftentimes do not include receipts or packing slips. If your family is going to order from that vendor, make sure they ask for a "gift receipt" to accompany the package to ensure consideration of the item.

All property orders being delivered by commercial carriers must be shipped to:  
**1500 Hamilton St. Racine, WI 53404**

PIOC's may only order from the approved vendor catalogs or institution canteen. Some allowable items that are not currently available through the catalogs or institution canteen **require pre-approval** from a Supervisor prior to ordering from other vendors. Examples of items that can be ordered through other vendors are: eye glasses, publications, and specified hobby items. If allowable hobby items are available through the catalogs, hobby or institution canteen, they **CANNOT** be purchased from another vendor.

**Footlocker:** All property must fit and be stored in the PIOC's assigned locked footlocker except major electronic items. A PIOC's footlocker should remain locked when not in use. In the event that the PIOC 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. PIOC's will be responsible for damage to the footlocker assigned to them, even upon transfer or release.

**Disposal of Property:** For disposal of property listed on the PIOC's property sheet, a DOC-237 Property Disposition form must be filled out. This form must be signed by the PIOC and staff member taking possession of the property. PIOC's 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.

Unless it was a determination as part of a disciplinary hearing, PIOC's may select one of the following options for disposal of their property:

- A. Have the property destroyed.
- B. Send the property out on a visit (electronics, eyewear, legal material, and hobby).
- C. Send the property out via common carrier.

**Damaged Property:** If a PIOC damages his own property, he must turn it over to staff immediately – damaged property is considered contraband. If another PIOC damages or steals your property, the DOC is not responsible. Ensure you secure your property at all times.

**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 PIOC's expense. If your property is lost, stolen or damaged, inform the area/unit staff supervisor immediately. The supervisor will file an Incident Report. In the event the items are found, items may be returned to the original owner. If items have not been documented as lost or stolen, or it cannot be verified the item belongs to the PIOC, property may be disposed of.

If the item is not recovered in 90 days, it may be removed from your property inventory. It is your responsibility to contact the Property Officer to have the property removed from your inventory.

**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:** 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 PIOC's responsibility to ensure his property does not exceed limits. Excess property must be sent out at the PIOC's expense.

**Property limits and specifications can be found in the following policies/facility procedures:**

- Property, Clothing and Hobby/Craft: DOC DAI 309.20.03 PIOC Personal Property/Clothing
- Mail/Publications: DOC DAI Policies 309.04.01 PIOC Mail, 309.20.03 Personal Property/Clothing
- Religious Property: DOC DAI Policy 309.61.02 Religious Property

### **General Population Living Quarters (Cells)**

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

**PIOC Cell Inspection Requirement:** PIOC's are responsible for completing a Cell Inspection Sheet upon arrival to a new cell. The PIOC will need to request a Cell Inspection Sheet from a Correctional Officer. The Cell Inspection Sheet is to be completed by the PIOC within an hour of arriving to the assigned cell. PIOC's 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 PIOC 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, submit Service Requests 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 PIOC's file folder in the officer station. Any damage or repairs occurring after the Cell Inspection Sheet is turned in must be reported immediately. PIOC's may receive a conduct report and will be held accountable for cell damage.

**Bunk Assignments:** PIOC's must remain in the upper or lower bunk that they are assigned. Bunk changes within a cell are only made with staff approval. If a PIOC is placed in TLU status and is assigned the lower bunk, the PIOC 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. PIOC's must sleep on their bunks. PIOC's heads must lie at the top of the bunk facing the door.

**Cell Call Buttons:** PIOC's 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 PIOC's 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 a PIOC using the cell call button, the PIOC will state his name and the reason he pushed the button.

**Cell Cleaning:** PIOC's are responsible for keeping their cells clean at all times. PIOC's will place trash in the proper containers. Trash receptacles will be provided on each floor. Cleaning supplies will be made available during the mandatory cell cleaning schedule. The cleaning supplies provided by staff are to be used. No shampoo or dish soap may be used to mop cell floors. This cleaning is mandatory and both PIOC's need to participate and have a maximum of ten (10) minutes (unless supervising staff indicate otherwise) to complete. Only three to ten cells will be opened for access to supplies at one time. Walls and ceilings may be cleaned occasionally during mandatory 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 disinfectant solution.
3. Scrub sink and toilet with bathroom solution.
4. Sweep cell floor. Mop floor with floor solution.
5. No personal property may be brought out of cell during cleaning.
6. No cleaning supplies may be kept in cells.

7. If PIOC's 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, PIOC's may empty trash at the beginning of dayroom.

**Cell Décor:** PIOC's 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 and antennas. Nothing is to be hung on the frame of your bunk blocking staff line of sight into the cell. PIOC's 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 on clothes hangers. 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. PIOC's shall not have a trash bag in their trash cans.

**Door Tag:** The housing unit officer will issue a door tag with your name and picture on the door tag. Door tags must remain in the holder on your door at all times or you may be subject to discipline. Door tags may only be removed if the PIOC 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 PIOC's may request a Cell Exchange Request form from officer's station during their scheduled indoor dayroom. The Cell Exchange Request form outlines the eligibility requirements. After 3 months into the Cell Exchange, if the PIOC has not received a conduct report, the PIOC may request an extra cell exchange.

At any time, you or your cellmate may be moved as deemed necessary to meet institution operational needs. Cell Exchange Requests will not be approved 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 Corrections Program Supervisor and Unit Sergeant with input from Security Threat Group Specialists. If multiple Cell Exchange requests are submitted, none of them will be processed and you will need to wait until the next cell exchange date to resubmit. The Cell Exchange process may be suspended at any time at the Unit Corrections Program Supervisor's discretion. The Unit Corrections Program Supervisor's decision is final. Approved Cell Exchange Request movement will occur on the day designated by the Unit Corrections Program Supervisors.

**Electricity:** In an effort to conserve energy, PIOC's will turn off all electronics and lights prior to leaving their cells. Electronics left on and unattended may lead to disciplinary action/loss of item.

**Electronics:** PIOC's must use and wear headphones or earbuds at all times when using personal electronic equipment. PIOC's 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. PIOC's 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 PIOC's cell at all times. Homemade extension cords are prohibited. Televisions may be placed on a PIOC'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.

## **PIOC Count Procedure**

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### **Standing Count**

**Announcement:** Control staff will make an announcement, "Five minutes until standing count" to alert staff and PIOC's of an approaching count. All PIOC's 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 PIOC's 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:** PIOC's will cease talking, exit their cells, and stand for count in front of their assigned cell door. During count, PIOC's will be silent, stand up straight, not leaning against the wall or the door bumper, with their hands at their sides and visible. PIOC's must wear their ID during a standing count. Minimal attire for count is the same as what is expected when participating in Indoor Dayroom. See Dress Code and Grooming on page 27-28. 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 PIOC may be disciplined. Unit staff will count the PIOC's, clear the count in the quads and then all PIOC's must lock in their cells. Outbursts or inappropriate conduct during count may cause the delay in count for all PIOC's and may cause you to be subject to discipline. PIOC's 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. PIOC's must be clearly identifiable during these counts. Officers must see "skin" when counting PIOC's or any time the officer looks in a cell with a PIOC present.

### **Emergency Count**

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

## **General Population Dayrooms**

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**Schedule:** Dayroom is offered daily according to the posted schedule. PIOC's must remain in the area assigned for that dayroom or return to their cells for that period. PIOC's must be locked in by the posted dayroom end time.

### **Indoor Dayroom**

**Attending Dayroom:** PIOC's choosing to attend their scheduled dayroom must exit their cells at the start of the period. PIOC's 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. PIOC's who fail to come out are subject to forfeiting their dayroom. PIOC's do not have to attend the entire scheduled dayroom activity, however, once they return to their cells, they may not return to the dayroom. Attending indoor dayroom is a voluntary activity; while it is encouraged, it is not required. PIOC's that choose to attend are expected to follow all rules and guidelines for these areas.

**Permitted Dayroom Activities:** Dayroom periods will be utilized to sign up for any activities requiring 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 PIOC's scheduled indoor dayroom. PIOC's are held responsible to know reading material posted to bulletin boards. Appropriate activities include TV, cards, dominoes, table games, letter writing, and sharing of legal work. PIOC's may bring personal games and cards to be used in the dayroom. PIOC's 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. PIOC's share in the general housekeeping duties of the unit and are to clean up after themselves.

Hobby Items such as guitars, harmonicas, and keyboards with headphones may be played in areas designated by the Unit Corrections Program Supervisor when not in use by programming, orientation, or other organized activities.

**Tablets:** PIOC's may utilize their Tablet outside their cell during Indoor Dayroom only. While sitting at the same table, PIOC's are allowed to share (1) ear bud with another PIOC. The Tablet must remain in the possession of the owner at all times. The ear bud volume must be kept at a level where the PIOC can hear staff directives and PA announcements. Tablets shall not be left unattended and attached to the kiosk for updating.

**Dayroom Expectations:** Keep noise levels to a minimum at all times. All property brought to the dayroom is subject to search and PIOC's are responsible to label property with their name and DOC number. 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. Once the 5

minute warning is issued, PIOC's are expected to leave the dayroom and go directly to their cells and not stop at officer station, control station, ice machine, or staff offices.

**Prohibited Dayroom Activities:** PIOC's may not participate in shadow boxing or other types of martial arts practice. No horseplay or other disruptive conduct is allowed. Disruptive conduct includes and is not limited to singing/rapping, pounding on the tables, etc. No communication of any means to another PIOC through the unit glass divider wall. PIOC's may not loiter outside of another PIOC'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, including combs/or brushes, are not allowed in the dayroom. PIOC's are not allowed to lean or loiter around the officer station. PIOC's are not allowed to do hair braiding in common areas on the housing unit. Hair braiding is only allowed in cell with cellmate or at Barbershop. Running within the unit is not allowed.

**Property Catalogs:** Property catalogs must remain in the dayroom. PIOC's using the property catalog must remain seated at the table closest to the unit control station. It is not permissible to remove sections of the catalog. 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 PIOC use to calculate sales taxes when ordering goods. To avoid underpaying sales taxes and having disbursements returned for overpaying and losing money, PIOC's who wish to use a calculator for this purpose may check out a calculator during their scheduled indoor dayroom.

**Exchange of Publications:** PIOC's will be allowed to share newspapers, magazines, and personal paperback books to other PIOC's 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 PIOC found in your cell or on your person is subject to confiscation and both PIOC's may receive a conduct report.

**Microwave Use Rules:** Only PIOC's participating in scheduled indoor dayroom may use the microwave. PIOC's are expected to follow these rules:

1. PIOC's must use the microwave immediately when it is their turn. No loitering around the microwave area when your turn is complete.
2. Only one food item in the original packaging and one bowl may be taken to the microwave OR 1 bowl of combined unpackaged food. Combined food must be prepared before exiting cell.
3. PIOC's have a total of five (5) minutes to complete their cooking needs. PIOC's are allowed one (1) visit to the microwave per dayroom period.
4. Cooked or heated items are to be consumed in his cell. PIOC's who take these items back to their cell prior to the dayrooms scheduled end time may not come back to that indoor dayroom.
5. Community cooking is not allowed.
6. PIOC's shall not bring out empty bowls to share created food with other PIOC's.
7. PIOC's who violate the microwave use rules are subject to forfeiting their microwave privileges for that dayroom.
8. Cleaning solution and rags for PIOC's use will be made available to clean up any spills.

**Ice:** Ice is limited to 1 cup. Bowls, pitchers, and water jugs are not allowed to be filled with ice. PIOC's are allowed to get ice at their scheduled indoor dayroom. No more than one (1) PIOC per side will be allowed at the ice machine at a time. PIOC's participating in their outdoor dayroom are allowed ice/or hot water at the start of their scheduled outdoor dayroom. PIOC's 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 end of scheduled dayroom. PIOC's are not allowed to get ice/or hot water once the Servery doors are locked.

**Unit Laundry Rooms:** Laundry supplies (soap, dryer sheets) must be purchased through institution canteen. PIOC's will not be allowed to utilize any other cleaning agent in the laundry area (e.g. dish soap, bar soap, shampoo). PIOC's will sign up for laundry during their scheduled indoor dayroom using the sign-up sheet located at the unit officer station. PIOC's may only sign up for one (1) laundry period per week. Once a PIOC signs up for a time they cannot change to another time. PIOC's can only use the washer and dryer on their floor. PIOC's can only wash their clothes; they are not to wash another PIOC's or cellmate's. Each time slot is 1 hour 30 minutes.

If a PIOC is 5 minutes late for his laundry time it will be cancelled. In the event of institution needs/emergencies your unit laundry time will be rescheduled to the next available time slot.

PIOCs will be let in the laundry area at the beginning of their slotted laundry time. PIOCs must show DOC ID and Laundry Pass to Floor officer before they are allowed to enter Unit Laundry Room. Failure to do so will result in denial of entry. Clothing will be put in the washing machine and the PIOC will then exit the laundry area. The housing unit officer will then secure the door. In order to assure retention of their laundry, PIOCs 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 a PIOC be allowed to wait in the laundry area between cycles. PIOCs are not allowed to launder jackets, shoes, or blankets and another PIOC's laundry.

**Monthly Personal Laundry Pass:** Pass for operating unit washers and dryers are purchased via Disbursement Request from the Business Office. Passes will be delivered with Canteen on Sundays. PIOCs will sign to verify receipt of pass. If PIOCs are placed in Restrictive Housing at the time of delivery, their pass will be returned to the Business Office. PIOCs are only allowed to purchase one month at a time.

Delivery of pass for PIOCs out on OCO/OWO will be postponed until the PIOC returns. If the PIOC does not return from off grounds after (2) weeks, the pass will be refunded. When the PIOC returns, it is his responsibility to inform unit staff he has a pass being held. Unit staff will notify the Business Office when the PIOC has returned from OCO/OWO.

The Laundry Pass will be delivered in the same way as if a PIOC is absent from canteen. The Laundry Pass is non-refundable or transferrable.

**Showers:** Showers are available to PIOCs during any of their scheduled indoor dayrooms. PIOCs 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. PIOCs 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 PIOC's choice, but it must be completed by the end of dayroom. After the shower, the PIOC may return to his cell and come back out for any remaining dayroom time.

PIOCs who are in certain work assignments or vocational programs will be allowed a shower at the end of their assignments each day or at the Unit Corrections Program Supervisor's discretion. They are to take these showers promptly after returning to the unit or wait until their next dayroom. PIOC workers must obtain their work ice immediately after the work shower and lock in. The following work assignments and Vocational Programs are permitted to shower:

- Servery Workers
- Shower Cleaners and Custodians
- Garden & Yard Workers
- Masonry Program participants
- Custodial Program participants
- Barbers
- Laundry Workers

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

1. PIOCs must move between cell and shower wearing a minimum of a t-shirt, athletic shorts, and shower shoes. If the PIOC is going to wait in the dayroom for a shower to open he must be wearing a pair of socks.
2. PIOCs may carry shower items to and from the shower area utilizing a foot basin. Laundry bags are not allowed to carry shower items nor clothes.
3. No PIOCs are allowed in the shower stalls or area just outside of the stall at the end of a scheduled dayroom.
4. PIOCs are to step in and out of the shower stall wearing a minimum of briefs. PIOCs 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 PIOCs are unclothed.
6. Only one PIOC is allowed in a shower stall at any time.
7. If a work supervisor believes a PIOC has been exposed to an irritant or dangerous substance and requires a shower, he will notify the Unit Sergeant and immediately return the PIOC to their housing unit. HSU will be contacted, if necessary. A PIOC 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 PIOC's as determined by HSU, the ADA Coordinator, or as directed by unit staff.

**General Telephone Calls:** Telephone calls must be made from PIOC telephones on the tier the PIOC resides on. All calls, except properly placed attorney calls, will be monitored and recorded.

To add an attorney phone number to the PIOC phone system, submit a Telephone Request Attorney Add/Delete (DOC-1631) form to the unit Social Worker. If your attorney would like to speak to you they need to arrange by contacting the Records Department. Staff will not contact Attorneys on your behalf to request a phone call.

The following are expectations of telephone usage:

1. PIOC may not share telephone calls.
2. PIOC's must stand when using the telephone.
3. No food, drinks, or personal property are allowed near the phone trees. Only exception is a tablet, which must be tucked in pants. Using tablet while on the phone is not allowed.
4. PIOC's may not make 3-way calls.
5. PIOC's on loss of dayroom and room confinement sanctions may not use the telephone.
6. PIOC's on lay-in or sick cell may not use the telephone.
7. PIOC's are not allowed to hold phones for other PIOC's.
8. PIOC's must use their own pin number to complete calls.
9. PIOC's cannot place calls for other PIOC's.
10. Once phone call is completed, PIOC must return to dayroom until "locked out" time limit expires.

**Emergency Telephone Calls:** Requests for emergency calls must be made to the Social Worker who will verify the emergency. If the Social Worker is unavailable, requests must be made to the Unit Corrections Program Supervisor or Security Supervisor. Emergencies include but are not limited to a critical illness or death of a close family member. Close family member is defined in Administrative Code 325.03(1) as the PIOC's natural, step, foster and surrogate parents; spouse, children, and siblings.

Upon verification, the Social Worker will provide (1) free phone call not to exceed fifteen (15) minutes to a close family member.

**Kiosks:** For messages to be sent or received from your account, PIOC's must have "credits" applied to your account. These credits may be purchased when placing canteen orders. The messaging credits will not be applied to your canteen bi-weekly spending limit. There is no limit on number of credits purchased. Messaging costs \$.05 per message, this is charged for each message sent and each message received. Credits are not reimbursable. Family and friends must set up an account with CorrLink to be able to send and receive messages. General Population PIOC's are limited to 15 minutes per log in and will be allowed to log in once every eight (4) hours. Kiosk services will not be offered to PIOC's in RH status at this time.

### **Outdoor Dayroom**

**Attending dayroom:** During outside dayroom times, PIOC's are permitted to utilize the three (3) closest basketball courts to their assigned unit, including both sections of grass. 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. PIOC's 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 PIOC's will be responsible to be in their assigned cells at the end time of their outdoor dayrooms, unless given permission by a staff member. Attending outdoor dayroom is a voluntary activity; while it is encouraged, it is not required. PIOC's who choose to attend are expected to follow all rules and guidelines for this area.

Beginning October 1 and ending April 30th, all evening dayrooms will be held indoors; however, subject to change depending upon weather conditions.

**Basketball:** Before dinner, the three basketball courts closest to assigned unit are to be utilized for Outdoor Dayroom. After dinner, the 2 closest basketball courts to assigned unit are to be used. 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. North

and South PIOC's are not allowed to intermingle on the basketball courts and picnic tables. Games must not exceed a total of ten (10) players. PIOC spectators must remain on the grassy side of the court. PIOC's may only be in groups of six (6). There must be a space of at least ten (10) feet between each group of six. Basketball must be turned in to staff when the five (5) minute warning is announced. No kicking or sitting on basketballs, no hanging or dunking on basketball rims or poles.

**Movement:** Continuous movement will be maintained on the track at all times. PIOC's may not take shortcuts through the basketball courts or grassy areas. Movement is to be counterclockwise. PIOC's are not allowed to loiter outside of entryways before, during, or after outside dayroom. PIOC's may stand or sit on the grassy areas inside the track and on the basketball courts for their assigned units. PIOC's cannot congregate in groups larger than six (6). There must be a space of at least ten (10) feet between each group of six (6). The area in the middle of the recreation field near the light pole is considered off limits.

**Permitted Items:** PIOC's may take their own personal cup, reading materials, cards, guitars or board games to outdoor dayroom. PIOC's are only allowed board games and cards at the picnic tables. PIOC's are allowed to take one cup of water and/or ice to their scheduled outdoor dayroom. PIOC's participating in their outdoor dayroom are allowed ice/or hot water at the start of their scheduled outdoor dayroom.

**Prohibited Activities & Items:** No acrobatics or gymnastics are permitted. All running is limited to the track area between the yellow lines. No pitchers or water jugs may be brought outside. 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. Hair braiding during outside dayroom is not permitted. No abuse of outdoor equipment, furniture or structures. No horseplay, boxing, shadow boxing or martial arts. No profane/abusive language or any forms of intimidation.

PIOC's are not allowed to communicate with PIOC's who are not participating in outdoor dayroom. This includes PIOC's in Restrictive Housing status and PIOC's that are at the windows of their cells.

**Picnic Tables:** Picnic tables must be used in the manner for which they were designed. Only 6 PIOC's may be present by a table, either sitting on the bench or standing close to the table. PIOC's are not permitted to sit on the top portion of the picnic tables. North and South Unit PIOC's are not allowed to intermingle on the picnic tables.

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

**Horseshoe Pit Rules:** PIOC's may play horseshoes only during outdoor dayroom periods. There can be a maximum of eight (8) PIOC's at the horseshoe area. PIOC's 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:** PIOC's who have outside dayroom will not be allowed to shower. PIOC's must shower during their scheduled indoor dayroom only.

**Attire:** No underwear should be visible. Shorts/or pants must cover underwear and be worn around the waist. PIOC's are not permitted to be shirtless. Tank tops and sleeveless shirts are allowed. 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.

## **Dress Code & Grooming**

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### **CLOTHING**

**General Rules:** All clothing will be worn in the manner for which it was designed. PIOC's must wear a minimum of a shirt, athletic shorts, socks, and footwear at all times when leaving their cells for outdoor/indoor dayroom and recreation. Shower shoes/sandals cannot be worn outside. When going to shower PIOC must wear a minimum of a shirt, shorts, and footwear. If the PIOC is going to wait in the dayroom for a shower to open he must be wearing a pair of socks. The area supervisor may specify specific dress requirements in certain areas. Staff will determine the appropriateness and fit of clothing. PIOC's may only be shirtless while in their cells and in the showers.

While in cell, PIOC's must, at a minimum, be wearing underwear unless using the restroom or changing. PIOC's shall not sleep naked.

**Dirty or Damaged Clothing:** PIOC's 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. PIOC's will write to the Laundry, if replacement items are needed.

**Tops:** Tank tops are only allowed to be worn outside, at recreation, at count, or in cell. Shirts will be tucked in pants while PIOC's 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. Arms must be extended fully through the sleeves of all upper garments.

**Pants & Shorts:** Before PIOC's 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. PIOC's are not allowed to wear shorts under pants with the exception of going to recreation or outdoor dayroom.

**Shoes & Socks:** Before PIOC's 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 a PIOC is waiting in the dayroom for a shower to open.

**Formal Greens:** PIOC's will be formally dressed in green V-neck shirt and pants, shoes and socks, whenever exiting cell and going to or in the Program Building, Support Building, while attending groups, and classes on the unit. PIOC's must be fully dressed prior to exiting cell. 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. Coats may not be worn in a manner that covers the PIOC's head or face. 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. Seryery workers are required to wear hairnets while working in the Seryery. Do-rags can be purchased through canteen and may only be worn in the PIOC's cell. Scarves may not be worn over head or covering face. Scarves must be immediately removed when entering inside.

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

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

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

**Grooming:** Fingernails that extend over the tips of the fingers are not allowed.

### **Haircare & Braiding DAI 309.24.01**

**Braids:** Braids that are not completed must be completed or taken out completely in the PIOC's cell before he leaves his cell. In the event, braiding is not complete at the time of a meal; the PIOC will be saved a meal tray to be eaten when his hair is completed. PIOC's are not allowed to eat in their cells. Only PIOC's who reside in the cell are allowed in that cell. Hair braiding is permitted with the following restrictions list on pages 31-32.

**Hair Styles:** A maximum of two (2) ponytails may be worn which, by themselves, may be braided. Unit Corrections Program Supervisor or Security Supervisors will review hairstyles for appropriateness, if there is a question or concern. A laminated booklet of allowable hair styles can be requested from the Unit Control Station. Dreadlocks are

allowed as long as they are clean and well maintained. No plats are allowed.

## Meals

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**Meal Times:** Meals will be served by floor. Staff will determine which quads eat first based on Dayroom Schedule. Breakfast will be served when 6:15 A.M. count clears. Lunch will be served when 11:10 A.M. count clears. Dinner will be served when 4:15 P.M. count clears. PIOC's must wear, at a minimum, the following attire: ID card, a t-shirt, shorts, underwear, socks, and footwear.

**Movement:** Cell doors will be opened by quad. PIOC's will leave their cells promptly, if they intend to participate in the meal. PIOC's will be properly dressed and groomed before exiting cell. It is expected that PIOC's 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. PIOC's must return directly to their cells when they are finished with their meal.

**Dining Procedure:** PIOC's 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 the Servery Officer before leaving the serving area. Once a PIOC has left the serving area, he may not return. Forgotten items will not be retrieved. PIOC's have up to 15 minutes to eat. The time starts when the last PIOC is seated. Once seated, PIOC's may not change seats. PIOC's will not pass food or condiments between tables. PIOC's may only pass food to another PIOC 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. When PIOC's have stopped eating, they are expected to take their tray up and return to their cell. PIOC's are not to remain at the table socializing.

**Allowable Items:** PIOC's are allowed to bring one (1) seasoning, condiment, sauce, or jar of peanut butter to the meals. PIOC's leaving the dayroom after eating can bring nothing back to their cells except two (2) pieces of fresh fruit and the allowable personal item. Any fruit must be eaten by the end of the next day. Personal spoons and personal cups are not allowed in the dining area.

**Saved Meal Trays:** PIOC's who miss a meal due to a visit, OWO, OCO, or an incomplete braiding will have a meal tray saved. When a PIOC misses a meal the PIOC needs to request the saved tray from the Servery Officer within 10 minutes upon arrival back to the housing unit. PIOC's are not allowed to eat a meal in their cell unless on restriction.

**Medical or Disciplinary Restriction:** PIOC's 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:** PIOC's who are to receive a modified diet in accordance with the DOC Diet Manual must retrieve their diet from the Servery worker during the meal period. Religious diet requests can be made to the chaplain in accordance with DAI Policy 309.61.03 Religious Diets. PIOC's that have a modified diet are not allowed to trade items from their specially prepared meal tray.

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

**Medical Diet Snack Bags:** PIOC's who have a medical snack bag must obtain from the Floor Officer at 8:00 PM.

## PIOC Movement

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### Inside Movement

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

**Loitering:** Loitering in quads is prohibited. PIOC's must move directly from their cell to their destination on the unit.

PIOCs are not allowed to travel past their cell on their floor. Loitering near or on the stairway is not allowed. PIOC's are not to congregate around the Officer Station, Officer's desk, or by any staff offices. PIOC's may not stop at the water fountain or bulletin boards when returning to the unit. PIOC's are to utilize the water fountain and read the bulletin boards during their scheduled indoor dayrooms only. PIOC's are not allowed to wait outside their cell door while their cellmate is utilizing the restroom.

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

### **Outside Movement**

**Attendance:** PIOC's may leave five (5) minutes before appointments (i.e. school, HSU, etc.). PIOC's will remain at their destination until the activity or the event is complete. If activity or event completes early they shall lock in until the next scheduled movement period.

**Loitering:** Without stopping, slow-walking or delay; all PIOC movement must be constant and at a reasonable pace, which is determined by the staff observing the activity. PIOC's are not allowed to loiter outside of entryways before, during, or after outside dayroom. There is zero tolerance for GP PIOC's to stop or loiter to talk with Restrictive PIOC's. This rule includes restrictive housing PIOC's being escorted and restrictive housing PIOC's participating in their scheduled recreation. The area in the middle of the recreation field near the light pole is considered off limits.

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

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

## **Discipline**

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**DOC-303 & RYOCF Handbook:** The rules of the Department of Corrections relating to discipline and disciplinary procedures are outlined in the WI Admin Code DOC-303. Additionally, this RYOCF 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: Uncontested Minor Disposition (303.76) or a Contested Minor Disposition (303.77). The Unit Corrections Program Supervisor or Security Supervisors must approve of the dispositions, before it is offered to the PIOC's. Uncontested dispositions are not appealable. The Unit Corrections Program Supervisors will preside over contested minor conduct report hearings on their respective units. The Security Liaison for each unit or a Security Supervisor will do so in their absence.

**Minor Penalties (303.70):** 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 PIOC'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 run concurrent to the sanction already in place. If the PIOC has any question about the starting/ending dates, it is his responsibility to ask staff for clarification.

1. **Reprimand** – an oral statement to a PIOC addressing the PIOC's behavior when the PIOC is found guilty of an offense.
2. **Loss of Recreation (LOR)** – Recreation privileges include attending recreation during the PIOC's scheduled time, signing up for barbershop appointments, and participating in Sunday league activities.
3. **Loss of Dayroom (Indoor/Outdoor) (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/or hot water, using the microwave, utilizing the unit telephones, and hair braiding on the unit. PIOC's 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. Showers and forms may be requested by sanctioned PIOC's during the last fifteen (15) minutes of their scheduled dayroom period.
4. **Building Confinement (BC)** - PIOC's may not leave their assigned unit except for visits, work/school/program assignments, HSU and PSU appointments, and one religious service per week. PIOC's may participate in indoor dayroom activities. PIOC's may not participate in outdoor dayroom, recreation, library, or leagues.



5. Room Confinement (RC) – PIOC may not leave his cell without permission. This includes forfeiting Indoor and outdoor dayrooms, recreation periods, haircuts, and other privileges that come with each. PIOC's are allowed to shower during their indoor dayroom with the permission of their floor officer. Showers and forms may be requested by sanctioned PIOC's during the last fifteen (15) minutes of their scheduled dayroom period. PIOC's will be allowed to attend meal times, scheduled classes, scheduled groups, HSU and PSU appointments, visits and one religious service per week. Scheduled groups are defined as groups/programs a PIOC receives a Program Pass or is on a Program List for provided by the Program Supervisor or Program/Group Facilitator. A Religious service is defined as a congregate service of an Umbrella Religion Group for the purpose of worship and spiritual expression embracing a wide range of religious services.
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) - All items that require a plug will be confiscated for specified length of time per disposition. Use of another's electronics is prohibited.
  - b. Loss of Phone (LOP) - PIOC's may not use the telephone and may not ask others to make calls for them.
  - c. Loss of Eating Meals in the Dining Area – PIOC's 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 PIOC giving start and end dates.
7. Assignments without Pay – (formerly known as extra duty) – An PIOC 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 DOC 303 for description.

**Major Conduct Reports:** Major conduct reports are handled as Uncontested (303.78) or Contested (303.80) 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.

**Appeals:** Contested Minor and Major Dispositions can be appealed by the PIOC to the Warden within 10 days after the PIOC receives a copy of the decision. The PIOC can appeal by completing the DOC-91 Appeal of Contested Hearing. The Warden has 60 days to provide a response to the Appeal.

## **Services and Leisure Activities**

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

**Scheduling Appointments:** To schedule an appointment in the Barbershop, PIOC's 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, PIOC's will receive a notification slip reminding them of their appointment.

**Attendance:** PIOC's 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 PIOC arriving late for haircut will have to reschedule for the next

month during their scheduled recreation period. PIOC's 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.

**Missed Appointments:** If a PIOC 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 a PIOC is a "no show" without a call from the unit staff, the PIOC must wait until the next month for another haircut appointment.

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

**Extra Haircuts & Braiding:** PIOC 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. PIOC's are allowed to purchase Braiding at a cost of \$3.00. Braiding with Lining at a cost of \$4.00. Hair braiding will occur Saturday nights and Sundays. No additional barber services will be performed ten (10) days prior to release.

**How to pay for additional hair services:** PIOC will complete a Disbursement Request on the housing unit. Once complete, the form will be forward to the Business Office. The Business Office will verify that the PIOC has the proper funds to cover the cost of the hair service. The Business Office will then deduct the amount which was placed on the Disbursement Request. The Business Office will stamp the yellow copy of the Disbursement Request stating that the service has been paid for. Once the yellow copy is returned to the PIOC; during their scheduled recreation, the yellow copy will be brought down to the MCS area where they will be allowed to sign up for a paid hair service.

**Remember:** A yellow copy of the Disbursement Request must be presented during the time of signing up for a hair service. Without the yellow copy staff will not sign the PIOC up. When the PIOC returns on the scheduled date, the PIOC must present the yellow copy to the MCS staff when they arrive. Staff will stamp the yellow copy, "Services Rendered" and return the yellow copy back to the PIOC. If the PIOC is unable to present the yellow copy on the day of the haircut, the service will not be rendered and the PIOC will be turned away. The yellow stamped copy of the Disbursement Request does not have an expiration date.

**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 Corrections Program Supervisor 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, facial hair, and eyebrows.

**Head Shaving:** If a part of the head is to be shaved, the entire head must be shaved. Regular maintenance shaving of a PIOC's head may be done by the PIOC 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.

**Du-rags:** Du-rags may be purchased through canteen/contracted canteen catalogs; however, du-rags may only be worn in the PIOC'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, PIOC's 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 PIOC 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**

**Attending recreation:** PIOC's wishing to attend recreation must exit their cells at the start of the period. Those PIOC's that arrive past five (5) minutes into the period will be sent back to the unit and are expected to return to their cell for the remainder of the period. During recreation times, PIOC's are permitted to use the gymnasium and fitness room facilities. While at recreation PIOC's may use cardiovascular and fitness equipment, weight equipment, basketball, volleyball and other gymnasium activities. PIOC's that choose to attend recreation must remain in the gym areas for the entire period. PIOC's will be issued a five (5) minute warning prior to the end of their recreation period. All PIOC's will be responsible to be in their assigned cells at the end time of their recreation period, unless given permission by a staff member. Attending recreation in the gym is a voluntary activity; while it is encouraged, it is not required. PIOC's attending Recreation must attend for the entire period. PIOC's cannot attend recreation and leave early to attend scheduled Program/Educational assignments. PIOC's that choose to attend are expected to follow all the rules and guidelines for this area.

**Attire:** Only athletic shoes, personal or state-issued, may be worn in the gym during open recreation times. PIOC's are not allowed to bring down additional pairs of shoes regardless of weather conditions. 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. PIOC's are not allowed to be shirtless. Tank tops and sleeveless shirts are permitted.

**Movement:** The schedules for all quads are posted on each unit. When returning from recreation PIOC's are to proceed directly to their cells without any stops including the water fountains. PIOC's going to and from the gym for recreation are not allowed to communicate with other PIOC's that are participating in indoor and outdoor dayroom, attending barbershop or attending school.

PIOC's 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.
9. PIOC's will not be allowed to bring personal items to recreation, with exception of weightlifting gloves or a medical item approved by HSU (ex. Inhaler), or a personal address book containing phone numbers.
10. While PIOC's are utilizing the phones within the gymnasium, they are required to stand for the duration of the phone call. The two (2) phones located on the north wall are for the use of PIOC's that are restricted to the use of a wheel chair. If said PIOC's are not present, the phones on the north wall can be utilized by the general population PIOC.

## **Hobby**

Arts and crafts supplies may be ordered through the Hobby Security Supervisor. Only PIOC's currently enrolled in Hobby may order supplies. PIOC's interested in Hobby must submit a DOC-661 Hobby Enrollment Form to the "Security Supervisor-Hobby". The Security Supervisor-Hobby addresses guidelines for allowable items with the PIOC. This includes allowable and non-allowable musical instruments.

Guitars, harmonicas, and keyboards are considered Hobby items. Guitars, harmonicas, and keyboards with headphones 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.

**Hobby Items:** Disbursement Requests for hobby items must be submitted to the Security Supervisor-Hobby for

approval/disapproval.

### **Photographs**

PIOCs may purchase photographs of themselves from the institution, which will be taken at MCS. PIOC's wanting to have pictures taken should inform MCS staff during the last 10 minutes of their scheduled recreation. If the PIOC is unable to attend their recreation, PIOC's are permitted to submit an Interview/Information Request to MCS staff. Disbursement Request will be completed when they arrive to their predetermined time. The Disbursement Request must indicate the number of photos to be taken. Photographs are \$2.00 each. PIOC will take one photo. Copies of the one photo will be made per request of the PIOC. Account balances will be checked to verify funds are available before pictures are taken. If no funds are available, no pictures will be 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 PIOC must show his hands, stand with their arms either behind their back (parried rest) or straight to their sides, have the ID visible (facing forward) and the picture will contain his full body. PIOC's must be in greens with shirt buttoned according to institution dress code. MCS staff will determine whether photographs are acceptable. PIOC's will receive their photographs from area staff after they have been reviewed for appropriateness. PIOC's will be charged for all photographs, which have been printed, even if the photograph is not allowed due to PIOC behaviors/actions.

### **Notary Services**

Notary services are available from the Librarian, Records Supervisor, or the Security PA Confidential. Items requiring notary need to be legal forms with the Notary Statement showing notary services are required. PIOC's may be required to provide the statute or court order or documentation from the third party requestor requiring the document to be notarized.

Form (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 PIOC's 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 PIOC's on this form.

## **Visiting**

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### **HOURS**

Please see posting on Housing Unit Bulletin Board for Hours.

### **General Visiting Procedure**

**Number of Allowable Visits:** PIOC's housed in general population may receive only one visit per day, with a maximum of three (3) visits per week. The week begins on Monday and ends on Sunday.

**Weekend Visits:** PIOC's with DOC Number ending in an even number may receive visits on the even number calendar day for the weekend. PIOC's with a DOC number ending in an odd number may receive visits on the odd number calendar day for the weekend. On weekends that include both the 31st and 1st, the 31st will be the odd number and the 1st will be the even number for that weekend.

**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. New Year's Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Thanksgiving Day, Christmas Eve Day, and Christmas Day, and New Year's Eve day are considered Holidays. Visits must begin 45 minutes prior to the end of the visiting hours. Visiting hours may be shorted due to space availability problems. Efforts will be made to accommodate all visitors.

**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 PIOC arrives and checks in with staff. If a visitor has waited more than 15 minutes for a PIOC 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 PIOC 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, PIOC's may not leave the visit and then return.

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

### **Visiting Expectations**

**PIOC Attire:** PIOC's 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. A PIOC's collar may not be tucked in, turned under or turned up. PIOC's are not allowed to wear coats, jackets, or caps/hats while on a visit. PIOC's must wear ID facing out the entire time they are in the visiting room. PIOC's are not permitted to wear watches to visit. Only state-issued boots are to be worn on visits, no personal shoes allowed.

**Physical Contact:** PIOC's 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. PIOC's and visitors are permitted to hold hands but no other parts of the body shall come in contact. Hands of PIOC's and visitors must be visible to staff at all times. PIOC's and visitors are not allowed to place their hands inside or underneath anyone else's clothing. The PIOC's and their visitors may not put their arms around or on one another. Visitors must sit facing the table.

**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. PIOC's are not allowed to take children to the restroom. Baby carriers must be placed on the floor. Baby bottles and sip cups must be see-thru.

**Food:** PIOC's 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. PIOC's are not allowed to take anything out of the visiting area back to their unit. That includes any items purchased from the vending machines. No food and beverage items are allowed to be combined.

Vending machine packaging is not allowed at the visiting room tables. Purchased item(s) must be placed on the provided paper plates in the vending machine area by the purchaser of the item(s). The empty packaging must be discarded before the purchaser leaves the vending area. Food must be visible and not covered with paper towels or other plates at any time.

**Restrooms:** PIOC's needing to use the bathroom during the visit will return to unit to use in their cell or MCS. If the PIOC needs to use bathroom during the visit, the visit will be terminated.

**Other:** PIOC's must stay seated throughout the visit except if approaching officer's station. PIOC's must request photos during the first 15 minutes of their visit. PIOC's must clean their table after visit ends.

**Disruptive PIOC's:** PIOC's 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 PIOC's will be subject to disciplinary action. PIOC's are not allowed to run, jump, or horseplay.

**Loss of Visiting Privileges:** Any abuse of visiting policies and procedures, either by PIOC's or visitors, may result in a no-contact visit, a temporary suspension of visiting privileges, or a permanent loss of visiting privileges. PIOC's 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. Repeated Special Visits may be denied. Extended visits are for visitors traveling 250 or more miles one way to visit. Extended visits are visits approved for additional time beyond normal amount allowed per facility procedure. Special Visits are a visit to a PIOC by a person not on the PIOC's approved WICS Visitor List and traveling 250 or more miles one way to visit. Special Visits are limited to Close Family Members-a PIOC's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent is within the definition of parent if a PIOC substantiates that a claimed surrogate did in fact act as a parent to the PIOC, although the parent surrogate was not an adoptive, foster or step parent.

Requests for Special or Extended visits must be made ten (10) working days in advance of the date of the requested visit. The request must include the name, address, date of birth, DRL or State ID Number of visitor over the age of 16, and relationship of the visitor to the PIOC. The request will then be reviewed by the Social Worker and the Unit Corrections Program Supervisor 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 RYOFC 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 a PIOC'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 RYOFC Procedures for visitation and volunteer services.

**Legal and Official Visits:** Attorneys shall be permitted professional visits with their PIOC clients during normal business hours (8:00 A.M.-4:30 P.M.) Monday thru Friday. 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 DAI 309.06.01**

**Creating or Amending Visitor Lists:** All visitor lists a PIOC had at previous institutions will follow him, except from Lincoln Hills School. 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 a PIOC's visitor list is amended a copy will be sent to the PIOC. Once a visitor has been denied, approved or removed, PIOC 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 Floor Officers' desk in the unit dayrooms. Visitor Questionnaires must be returned to the address on the form, not to the PIOC. Questionnaires sent to PIOC's 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 a PIOC's visitor list are as follows:

1. Address changes.
2. A minor on a PIOC's visitor list becomes an adult.
3. Birth or adoption of a child of the PIOC or an existing visitor.
4. Death of a 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 PIOC to mail a form (DOC-2424) to the proposed visitor. Form (DOC-2424) can be obtained from the any staff member or the proposed visitor can obtain from Lobby Sergeant. 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 PIOC Correctional Facility  
Attention: Security Director  
P.O. Box 2200  
Racine, WI, 53404  
FAX: 262-638-2980

**Visitor Attire Requirement:** Documents are available to family and friends 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 requiring the PIOC's signature. Visitors are not allowed to bring gum or Chapstick /Carmex into the visiting room.

**Disruptive Visitors:** Visitors are not allowed to physically or verbally abuse a PIOC. This includes pushing, hitting, striking, or loud verbal exchanges with the PIOC. 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**

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Release checkout includes, but is not limited to, the return of state clothing, packing of property, returning education materials. The Business Office will close your Regular and Release account 1 day prior to release unless it's a holiday. All funds will be disbursed in accordance with the Notice of Release (DOC-112). If your Agent has provided approval, a check from your account will be provided to you upon release. PIOCs must turn in their laundry and property the day of your release. PIOCs must turn in their PIOC Handbook, PREA Red Book, and DOC 303 to the Unit Sergeant. The footlocker and padlock will be turned into the Property Department on the day of your release. If a PIOC no longer possesses these items or they are damaged, you will be charged for them. PIOCs must return all library books to the Institution Library prior to their release date.

If someone is going to pick you up, releases normally occur during the hours of 8:30 A.M. and 4:00 P.M.

PIOCs must turn in the RYOFC Handbook to the Unit Sergeant prior to transfer or release to ES/MR/or MAX Discharge. Failure to do so will result in a charge of \$2.08. If the Handbook is damaged the PIOC will be charged \$2.08.

### DAI References General Population

Accounts (funds)	<p>28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]          38 USC 5301 – Non assignability and Exempt Status of Benefits (As it pertains to Deductions from VA Benefits)          WI § 301.30 – PIOC wages, allowances, and release payments          WI § 301.31 – Wages to prisoners          WI § 301.32 – Property of prisoners, residents, and probationers          WI § 301.328 – Judgment for Litigation Loans to Prisoners          WI § 302.13 – Preservation of property an PIOC brings to prison          WI § 303.065(5) – Work Release Deductions          WI § 304.074 – Reimbursement fee for persons on probation/parole/ES          WI § Ch. 767 – Actions Affecting the Family          WI § Ch. 769 – Uniform Interstate Family Support Act          WI § Ch. 814 – Court Costs, Fees, and Surcharges          WI § 973.042 – Child Pornography Surcharge          WI § 973.043 – Drug PIOC Diversion Surcharge          WI § 973.045 – Crime Victim Witness          WI § 973.046 – Deoxyribonucleic Acid Analysis Surcharge          WI § 973.05 – Fines          WI § 973.055 – Domestic Abuse Assessments          WI § 973.06 – Costs          WI § 973.20 – Restitution          1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)          WI Admin Code Ch. DCF 150 – Child Support Percentage of Income Standard          WI Admin Code Ch. DOC 303 – Discipline          WI Admin Code Ch. DOC 309 – Resources for PIOC's          WI Admin Code s. DOC 309.45 – PIOC funds and canteen purpose.          WI Admin Code s. DOC 309.465 – Crime victim and witness assistance surcharge          WI Admin Code s. DOC 309.466 – Release Account Funds          WI Admin Code s. DOC 309.48- Procedure for PIOC requests for disbursements of PIOC account funds          WI Admin Code Ch. DOC 310 – PIOC Complaints          WI Admin Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges          WI Admin Code Ch. DOC 324 – Work and Study Release          WI Admin Code s. DOC 328.047 – Collection of supervision/monitoring fee</p>
2017 WI Act 89 Req.	<p>WI Act 89 – Act to renumber/amend 302.27; to amend 20.410(1)(ab); and create 302.27(2) of the statutes; related to work release for PIOC's in the DOC Contracted facilities.          WI § 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners          WI Admin Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions</p>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)          Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services</p>
Canteen	<p>Wisconsin § 301.27(2) – Vending Stands          WI § 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients          WI Admin Code s. 309.20 – Personal Property          WI Admin Code s. 309.45 – PIOC Funds and Canteen – Purpose          WI Admin Code s. 309.52 – Canteen          WI Admin Code s. 316.04 – Copayment</p>
Classification	<p>WI § 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact          WI § 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners          WI § 302.185 – Transfer to foreign countries under treaty          WI Admin Code Ch. DOC 302 – PIOC Class., Sent. and Rel. Provisions</p>
Compensation (I/M)	<p>WI § Ch. 302 – Prisons; State, County and Municipal          WI Admin Code s. DOC 303.11(6) – Temporary Lockup: use          WI Admin Code s. DOC 308.04(12)(g) – Administrative Confinement          WI Admin Code s. DOC 309.55 – Compensation          WI Admin Code Ch. DOC 313 – Prison Industries</p>
Complaints (I/M)	<p>WI Admin Code 303 – Discipline          WI Admin Code 310 – Complaint Procedures</p>
Contraband	<p>WI Admin Code Ch. DOC 303 - Discipline</p>
Count	<p>WI Admin Code Ch. DOC 306.06 – PIOC Count</p>
Digital Legal Materials	<p>WI § 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)</p>



Discipline (I/M)	WI § 53.11 or 53.12 1981 Stats WI § 302.113(3) – Release to ES for felony PIOC's not serving life sentences WI Admin Code Ch. DOC 303 – Discipline WI Admin Code Ch. DOC 304 – PIOC Secure Work Program
DNA Collection	WI § 165.76 – Submission of human biological specimen WI § 973.047 – Deoxyribonucleic acid analysis requirements (DNA)
Education	WI Admin Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	WI § 302.045 – Challenge Incarceration Program WI § 302.05 – Wisconsin Substance Abuse Program WI § 973.01 – Bifurcated Sent. of Imprisonment and Extended Supervision
HSU Access to Care	WI § 301.03 General Corrections authority National Commission on Corr. Health Care (HC), Standards for HC in Prisons, P-A-01, 2014
HSU Co-Payments	Wisconsin § 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Corr. HC, 2014, P-A-01 – Access to Care WI § 227.11(2) – Administrative Procedure and Review WI § 302.386(3), (4) and (6) – Medical/dental services for prisoners and forensic patients WI Admin Code Ch. DOC 316 – Medical Dental and Nursing Co-pay Charge
Hygiene/Hair	WI Admin Code s. DOC 309.24 – Personal hygiene WI Admin Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	WI Admin Code s. 303.28 – Disobeying Orders WI Admin Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	WI Admin Code s. DOC 309.55 – Compensation WI Admin Code Ch. DOC 316 – Copayment
Limited English Proficiency	Federal Ex. Order 13166 – Improving Access to Services for Persons with LEP Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104
Law Library	WI § 809.19 – Rule (Briefs and appendix) WI Admin Code s. DOC 303.70 – Minor Penalties WI Admin Code s. DOC 303.72 – Major Penalties and Schedule of Penalties WI Admin Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying WI Admin Code s. DOC 309.155 – Legal Services
Legal Loans	WI § 301.32 – Property of Prisoners, Residents, and Probationers WI § 301.328 – Judgment an limitations for Litigation Loans to Prisoners WI § 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases) WI § 809.32 – Appellate Claims (Rule-No merit reports) WI § 809.62 – Rule (Petition for review) WI § 814.29 – Security for costs, service and fees for indigents WI § 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages WI § 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect WI § 973.195 – Appellate Claims (Sentence Adjustment) WI § 974.06 – Post conviction Procedure WI § 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence) WI Admin Code s. DOC 309.04(3) – PIOC Mail WI Admin Code s. DOC 309.155 – Legal Services WI Admin Code s. DOC 309.49 – Disbursement of General Account Funds WI Admin Code s. DOC 309.51 – Funds for Legal Corr. and Copying WI Admin Code Ch. DOC 310 – Complaint Procedures
Library	American with Disabilities Act (ADA) 1990, Title III (Public Accom.) – Public Law 101-336 American Library Association (ALA) – Library Bill of Rights ALA – Freedom to Read Statement ALA/Association of Specialized and Cooperative Library Agencies (ASCLA) – Library Standards for Adult Correctional Institutions (1992) WI Admin Code s. DOC 309.02 – Definitions WI Admin Code s. DOC 309.04 – PIOC mail WI Admin Code s. DOC 309.05 – Publications
Mail	WI § 19.31 Declaration of policy WI Admin Code s. DOC 303.09 – Seizure and Disposition of Contraband WI Admin Code s. DOC 303.49 – Unauthorized use of the mail WI Admin Code s. DOC 303.72 – Major penalties WI Admin Code s. DOC 306.02(9) – Emergency definition WI Admin Code s. DOC 309.02 – Definitions WI Admin Code s. DOC 309.04 – PIOC mail WI Admin Code s. DOC 309.05 – Publications WI Admin Code s. DOC 309.45 – PIOC funds and canteen – purpose

WI Admin Code s. DOC 309.51 – Funds for legal correspondence and copying

Marriages	WI § 46.066 – Freedom of Worship; religious ministration WI § 765 – Marriage WI § 767 – Actions Affecting the Family WI Admin Code s. DOC 309.06 – Visitation WI Admin Code s. DOC 309.08 – Visiting List WI Admin Code s. DOC 309.10 – Special Visits WI Admin Code s. DOC 309.20 – Personal Property WI Admin Code s. DOC 309.61 – Religious Beliefs and Practices
Meals	WI Admin Code s. DOC 309.23 – Food WI Admin Code s. DOC 379.16 – Food and Liquids
Medications	66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140 Standards for Health Services in Prisons, National Commission on Correctional Health Care (NCCHC), 2014, P-C-05 -- Medication Administration Training Standards for Health Services in Prison, NCCHC, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02
Name Changes (I/M)	WI Admin Code s. DOC 303.35 – False Names and Titles
Notary Services	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) WI § 20.919 – Notary public WI § 244.61 – WI statutory power of attorney for finances and property WI § 706.07 – Uniform law on notarial acts WI § 782.04 – Petition; contents WI § 893.82(5) – Claims against state employees; notice of claim; limitation of damages
Obs. Placements	WI § 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act WI Admin Code Ch. DOC 311 – Observation Status
Phone Calls	WI Admin Code s. DOC 309.39 – PIOC Telephone Calls Incl. Atty and International WI Admin Code s. DOC 309.405 – Telephone Calls to Attorneys WI Admin Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. Statute 30301 Prison Rape Elimination Act of 2003. 28 C.F.R Statute Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Programming	WI § 301.03 General Corrections authority WI Admin Code s. 302.13 - Program Need Assignment WI Admin Code s. 302.14 – Program Enrollment
Property	WI Admin Code s. DOC 309.02(16) – Pornography WI Admin Code s. DOC 309.04 – PIOC Mail WI Admin Code s. DOC 309.05 – Publications WI Admin Code s. DOC 309.20 – Personal Property WI Admin Code s. DOC 309.40 – Clothing WI Admin Code s. DOC 309.51 – Funds for Legal Corr. and Copying
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices, Federal Public Law 106-274, Sec. 3–Protection of religious exercise of institutionalized Property and Diets persons	WI § 301.32 – Property of prisoners, residents and probationers WI § 301.33 – Freedom of worship; religious ministration WI § 302.375 (2m) – Use of wine in a religious service in a prison, jail, or HOC WI Admin Code Ch. DOC 303 – Discipline WI Admin Code s. DOC 303.35 – False names and titles WI Admin Code s. DOC 309.02 – Definitions WI Admin Code s. DOC 309.04 – PIOC Mail WI Admin Code s. DOC 309.05 – Publications WI Admin Code s. DOC 309.10 – Special Visits WI Admin Code s. DOC 309.20 – Personal Property WI Admin Code s. DOC 309.23 – Food WI Admin Code s. DOC 309.61 – Religious Beliefs and Practice WI Admin Code s. DOC 309.23 – Food
Room Cleanliness	WI Admin Code s. 303.56 – Dirty Assigned Living Area
Searches	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape WI § 973.047 – Deoxyribonucleic acid analysis requirements WI Admin Code s. 306.15 – Periodic Search of Entire Institution WI Admin Code s. 306.17 – Search of PIOC WI Admin Code s. 309.20 – Personal Property

Sex Off. Notification	WI § 301.45 – Sex PIOC Regulations WI § 301.46 – Sex PIOC Community Notification Law
Social Media Use (I/M)	WI Admin Code s. 303.28 – Disobeying Orders WI Admin Code s. 303.34 – Unauthorized Forms of Communication
Urinalysis Testing	Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs Criminal Justice Drug Testing Act May 1990 WI Admin Code Ch. DOC 303 – Discipline WI Admin Code s. DOC 306.17(4) (a) – Search of PIOC WI Admin Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings
Work Assignments	WI Admin Code Ch. DOC 309 – Resources for PIOC WI Admin Code Ch. DOC 313 – Prison Industries
Visiting	WI § 302.095(2) – Delivering Articles to PIOC WI Admin Code s. 306.18 – Search of Visitors WI Admin Code s. 309.02 – Definitions WI Admin Code s. 309.06 – Visitation WI Admin Code s. 309.07 – Conduct During Visits WI Admin Code s. 309.08 – Visiting List WI Admin Code s. 309.09 – Regulation of Visits for PIOC WI Admin Code s. 309.10 – Special Visits WI Admin Code s. 309.11 – No-Contact Visiting WI Admin Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges
Voting	WI § 6.03(1)(b) – Disqualification of Electors WI § 301.03(3a) – General Corrections Authority WI § 973.09(4m) - Probation WI § 973.176(2) - Voting 2005 Wisconsin Act 451 – Relating to Administration of Elections

**DAI– Additional References for Restrictive Housing Unit**

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

