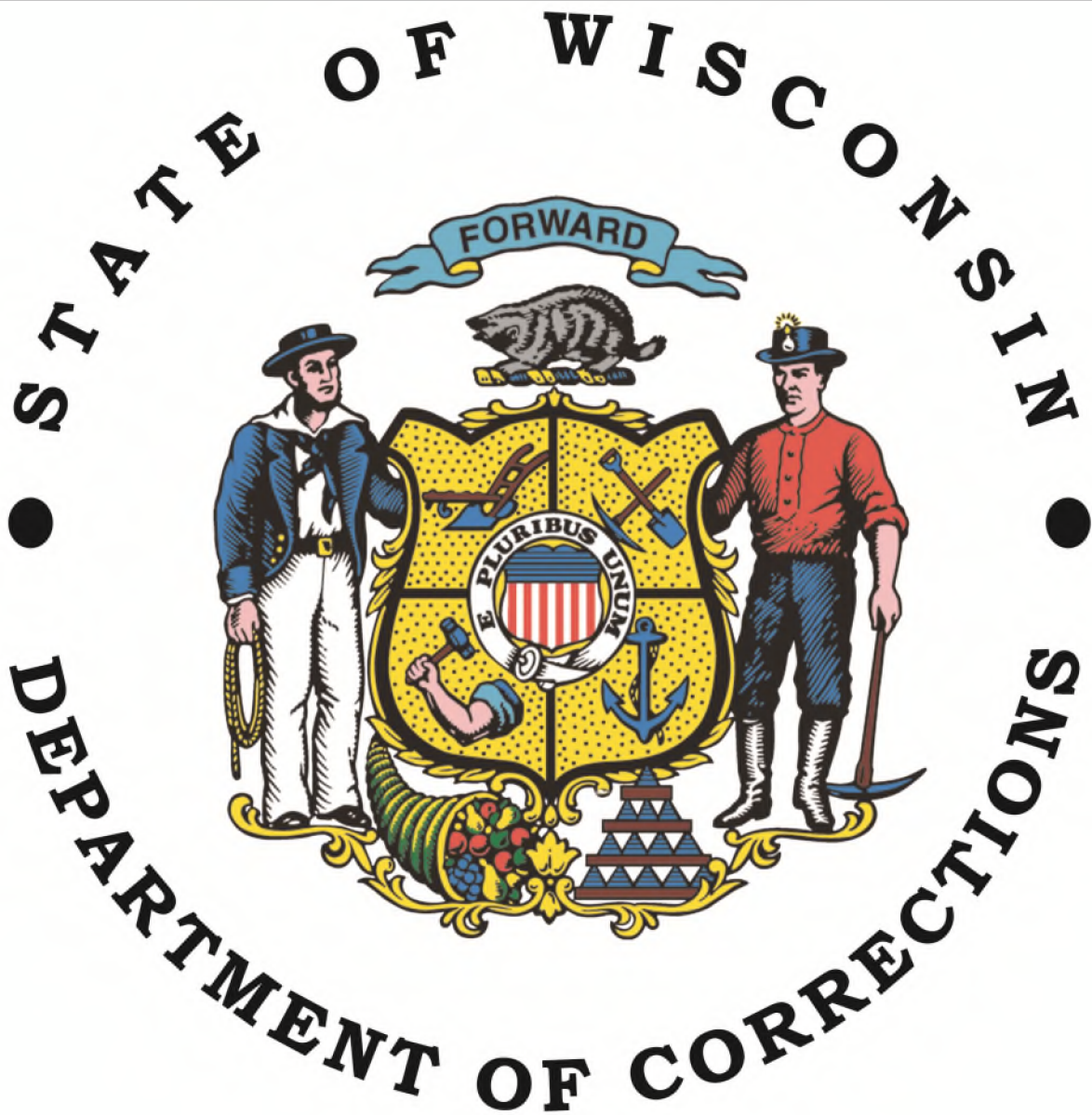




WCCS

St. Croix Correctional Center

Person in Our Care (PIOC) HANDBOOK – 2025

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

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

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ORIENTATION TO SCCC

YOU ARE EXPECTED TO:

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

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

St. Croix Correctional Center (SCCC) has a standardized orientation/intake process that encompasses center expectations and code of conduct. You will be given a preliminary orientation on your day of arrival. The Superintendent and staff conduct orientation sessions on a regular basis. You must attend the first scheduled comprehensive session after your arrival. Bring your handbook with you.

Special notices, policy changes, memos, etc., are posted on bulletin boards. It is your responsibility to read bulletin boards for new postings.

The rules of this handbook are not intended to be all inclusive. Staff direction will be followed at all times.

It is your responsibility to read and be familiar with the contents of this handbook. Contact staff if you need help reading or understanding these rules. Additional rules and information will be posted throughout the center.

You are required to follow orders given to you by staff. If you disagree, you may request to discuss the issue following the identified chain of command located in this handbook or you may file an inmate complaint using form DOC-400. There is zero tolerance for profanity and aggression toward individuals with whom you come in contact.

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

Programming at SCCC gives individuals the chance to learn more about themselves, their thoughts, feelings, and behaviors. You will learn about yourself by talking about yourself, listening to others, and using the information provided by staff. By doing this, you may actively work on personal development and self-awareness.

Through group interaction individuals can get an idea of how they see themselves and others, how others see them and the consequences they face for various kinds of behaviors. During the entire time you are in program, you will have a chance to learn how to deal with life problems in a more rational constructive manner - without alcohol, drugs, and violent or criminal behavior.

Progress in group will be measured by participation, behavior (both in and out of group) homework, test scores, work assignments, participation and behavior in any off-grounds activities. In addition, everyone will actively work to incorporate self-awareness by holding themselves and others accountable.

Incentives: When participants arrive at SCCC, they will have the opportunity to start earning incentive points for positive, pro-social behaviors. Do not ask staff to give you positives. When a request is made, staff will submit the positive incentive form to the Program Supervisor for approval. Once approved, staff will return the form back for the completion of the incentive.

Sanctions: In addition to being rewarded for pro-social behavior, participants can also be sanctioned for anti-social behavior. These center sanctions range in severity to coincide with the infraction. While serving a sanction, individuals become ineligible to use incentive points. Center sanctions are used in lieu of Administrative Code Chapter DOC 303.

SCCC will utilize Core Correctional Practices, Center Sanctions and Incentives, and Administrative Code DOC 303.

Pre-Program –Upon arrival at SCCC you will be in Pre-Program. Individuals will remain in this phase until they start core groups with assigned treatment staff. In this phase you are expected to structure your time with work and appropriate activities. You will engage in ancillary programming or school if it is available.

Phase I – This phase begins at the start of core curriculum, participants will be solely involved in fulltime program curriculums for Substance Use Disorders (SUD), Cognitive Behavioral Programming (CBP) and or other programs as assigned/designated. Participants are expected to begin displaying the tools and skills delivered in group throughout the entire day.

Phase II – Progression through programming provides participants with a sense of personal growth and a checkpoint for staff to assess individual case plans. Participants are expected to have knowledge of the skills and tools and display them consistently.

Phase III – In Phase III participants are expected to be proficient in the display of pro-social behaviors.

Participants will begin preparing release plans and engaging in increased privileges.

Phase IV – This phase signals the completion of core curriculum and preparation to leave St. Croix Correctional Center. Individuals are expected to continue to maintain all rules and regulations and consistently display pro-social behaviors.

CONFIDENTIALITY NOTICE

The confidentiality of drug and alcohol treatment records is protected by Federal laws and regulations (42 U.S.C. §§ 290DD-3, 290ee-3 for Federal laws and 42 C.F.R. Part 2 for Federal regulations). Generally, programs you are involved in may not be released to a person outside the Department of Corrections that a participant is attending the program, or disclose any information identifying him as a drug/alcohol abuser unless:

1. You consent in writing; or
2. The disclosure is allowed by a court order; or
3. The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation; or
4. You commit or threaten to commit a crime either at the program or against any person who works for the program.

Violations of the Federal law and regulations by a program are a crime. These regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate authorities.

AFFORDABLE CARE ACT (ACA) COMPLIANCE

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

1. With the exception of inpatient hospital stays, you cannot use Medicaid services until release.
2. Center staff will provide information to you about health care system changes and health coverage options through pre-release programming or reentry planning.
3. Center staff will provide paper applications and information on the DOC process for applying for Wisconsin's Medicaid programs prior to release. Staff will also provide the application, instructions, and information about applying for health insurance purchases from the Federal Marketplace after release.
4. The pre-release ACA application process will allow releasing offenders the opportunity to access mental health, substance use disorder, and medical treatment and other covered services as needed after release.

ADA Compliance

In accordance with Department of Adult Institutions (DAI) Policy 300.00.35 – Americans with Disabilities Act (ADA), DAI will ensure fair and equitable treatment of PIOC and members of the public with disabilities who seek access to DAI services, programs or activities. To request consideration for accommodation under the ADA, please complete the top portion of the DOC-2530 and forward your request to an ADA Coordinator.

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

* The ADA does not require the DOC to make telephone services free for any persons in our care. Individuals with a hearing disability who use relay services, video phones, or TTY for phone calls or video may still be charged the standard per-minute rate, provided it is no more than what hearing residents are charged. Residents will not be charged for the cost of the equipment, auxiliary aids or services necessary to facilitate the communication more than what hearing residents are charged. “

CANTEEN

Every two weeks you will receive a Trust Account Statement showing the balances in your accounts and all transactions processed for that time period.

Canteen Order information will be posted in the barracks along with detailed instructions.

Unauthorized transfer of property is prohibited at SCCC.

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

Canteen is a privilege and loss of canteen is “all inclusive”. Therefore, individuals on loss of canteen disposition/sanction are not permitted to order anything from canteen throughout the duration of the loss.

CENTER JOB ASSIGNMENTS

All individuals are in involuntary unassigned status from the moment of arrival at SCCC. All participants are expected to be involved in facility work assignments as part of their program. You may be assigned work tasks, which will be coordinated around any program schedule, so as to not interfere with treatment needs. Everyone is expected to be involved in program and work tasks while at SCCC in accordance with 309.55.01 Inmate Compensation Plan. Failure to participate in both may result in your removal from the SCCC.

Center jobs include but are not limited to:

Laundry	Clothing	Librarian
Food Service	Tutors	Custodians
Project Crew	Garden	Maintenance

CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, you will find request forms available. You must state exactly why you need to see the staff person or state your question exactly. Your request will be answered as soon as time permits. Do not send the same request to more than one staff member at any one time. Wait for your reply. Follow the chain of command. Do not write to the Superintendent or Captain unless you have attempted to resolve your issue with the appropriate staff. Do not stop and confront staff about your issues. We encourage you to ask questions of our staff, but do so in an appropriate manner via an interview request form. Simply fold your interview request form, do not staple, clip, tape or adhere the form in any way.

CONCERN	1 ST LEVEL	2 ND LEVEL	3 RD LEVEL
Accounts	Financial Specialist	Captain	Superintendent
Americans with Disabilities Act	Captain	Superintendent	WCCS ADA Coordinator
Programs	Corr. Program Supervisor	Captain	Superintendent
Canteen	Canteen Sergeant	Captain	Superintendent
Dental	Nurse	Captain	Superintendent
Emergency Contact Forms	Captain	Superintendent	Social Worker
Education	Teacher	Corr. Program Supervisor	Superintendent
Food Services	Food Services Leader	Captain	Superintendent
Health Services	HSU	Captain	Superintendent
Hobbies	Property Sergeant	Captain	Superintendent
Housing	Sergeant	Captain	Superintendent
Interstate Compact	Social Worker/Tx Spec.	Programs Supervisor	Superintendent
Jobs – (Center)	Sergeants	Captain	Superintendent
Laundry	Laundry Sergeant	Captain	Superintendent
Legal	Captain	Corr. Program Supervisor	Superintendent
Library	Library Sergeant	Sergeants	Captain
Mail	Sergeants	Captain	Superintendent
Medical Co-Pay	HSU	Financial Specialist	Superintendent

Notary Services	Office Program Assistant	Corr. Program Supervisor	Superintendent
Open Records Request	Social Worker/Tx. Spec.	Superintendent	
Parole	Social Worker	Captain	Superintendent
PREA Compliance Manager	Superintendent	Corr. Program Supervisor	WCCS Security Director
Program Review Committee	Social Worker/Tx. Spec.	Corr. Program Supervisor	Superintendent
Property / UPS	Property Sergeant	Sergeant	Captain
Psychological Services	HSU	Captain	Superintendent
Records	Social Worker	Captain	Superintendent
Reentry	Treatment Specialist	Program Supervisor	Superintendent
Religious Issues	Social Worker	Captain	Superintendent
Sentencing Info	Social Worker	Corr. Program Supervisor	Superintendent
Social Security Card	Financial Specialist	Corr. Program Supervisor	Captain
Veterans Affairs	Social Worker	Captain	Corr. Program Supervisor
Visiting	Sergeants	Administrative Captain	Superintendent

COMPLAINT PROCEDURE

The Inmate Complaint Review System (ICRS) provides you a formal grievance process regarding rules, living conditions, and staff actions. You should attempt to resolve the issue yourself using the chain of command before filing a formal complaint. Institution Complaint forms are available in each barracks.

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

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

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

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

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

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

If you disagree with the Superintendent's decision, you may file an appeal with the Corrections Complaint Examiner (CCE). The directions to file an appeal are on the Request for Review form, available in the forms rack or from the Captain.

ADA COMPLAINTS: in consultation with the ADA Coordinator for each facility.

- DOC 310.10(8): "The ICE shall give priority to complaints dealing with health or personal safety."
- DOC 310.12(8): "The CCE shall give priority to health or personal safety complaints."

CONTRABAND

You are prohibited from possessing any personal information concerning staff and or the family members of staff. Such information includes, but is not limited to: address, phone number, driver's license, school records, financial records, divorce, adoption, or arrest records, and any other unique identifiers. If you possess such information, you will be subject to discipline.

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

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

COUNTS

FORMAL COUNTS:

A Formal Count is a count taken at specific times during each 24-hour period. Standing counts require inmates to stand in a pre-designated area at a specified time. SCCC has multiple formal/standing counts throughout the days well as informal counts. The following are the listed times and locations of the mandatory formal and standing counts.

Formal Count Times:

01:00 AM Formal
06:15 AM Standing
10:00 AM Formal
2:15 PM Standing
6:00 PM Formal
9:15 PM Standing

- The Sergeant will provide an all call announcement prior to all official standing counts.
- Once the warning is provided, you will proceed to your assigned barracks and rack to prepare for count. Bathroom use is not permitted unless in an emergency, with permission from staff.
- You must be fully dressed in trousers or shorts, socks, footwear and shirts for all standing counts.
- Phones are closed during standing counts.
- Electronics must be turned off and no game playing. No talking is permitted once count is announced until the Sergeant verbally clears it after taking count, after which all talking will be in moderate conversational tones.
- At count time, the Sergeant will announce in all inmate areas; "Time for count".
- It is expected you will be standing by your assigned rack quietly.
- Individuals assigned to work in the kitchen during count times, will report to their barracks.
- Sergeants will then begin counting by calling names. You must respond whenever your name is called.
- Failure to respond for count may lead to disciplinary action. You are to respond to your name only. Responding for another person will lead to disciplinary action.
- Movement on grounds, is prohibited during count times, unless under immediate staff escort or given specific staff permission, until such time as the count is cleared via an all call announcement from the Sergeant.
- When the Sergeant announces; "Count is clear, Count is clear", normal center functions and movement may resume unless instructed otherwise.

CENSUS COUNTS:

There are census counts conducted throughout the day. Individuals should not be disruptive during census counts. It is expected and required that an individual must respond when their name is called during census counts.

EMERGENCY COUNTS:

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

If an emergency count is being taken, you are to report immediately to the area designated by staff.

You are not to leave that area until directed to do so by staff.

DRESS CODE

GENERAL REGULATIONS:

1. You must wear your State ID in your armband on your left upper arm, with the ID card facing out, with the photo displayed at the top of the armband at all times except:
 - In the shower
 - On your rack
 - When attending a court appearance
2. State issued clothing includes green pants, green shirt and t-shirt. If the green pants have belt loops, a belt must be worn. (May wear a personal t-shirt but a t-shirt must be worn under the green shirt). The sleeves of the T-Shirt will not extend past the sleeves of the green shirt.
3. You must be in full uniform unless going to and from recreation or physical training. If you are wearing greens while engaged in recreational activities, the shirt does not have to be tucked in.
4. You will be in full greens from 7:00 am – 4:30pm weekdays; or as otherwise noted.
5. You will wear a sleeved t-shirt under the state issued green shirt and the shirt(s) will be tucked in. (Both the t-shirt and the green shirt will be tucked in). Events where state issued green clothing and appropriate footwear will be worn include but are not limited to:
 - a. Staff facilitated program activities in group rooms, visiting room, dining room, etc.
 - b. Visits
 - c. Meals
 - d. All off-site appointments or activities including trips to schools, community services, off grounds AA, etc.
 - e. Lawn mowing, maintenance activities, gardening (t-shirt can be worn vs. the green shirt but green pants will be worn).
 - f. Religious services, bible study, on-site AA, etc. (anytime there are guest speakers/volunteers present).
6. During the summer months due to high heat index, exceptions can be made for program and work assignments regarding wearing of the green shirt. However, green pants, t-shirt and proper footwear must be worn at all times. You are not permitted to wear shorts during staff facilitated groups.
7. All clothing will fit properly, shirts tucked in and shoes tied.
8. All state/personal clothing must be appropriately sized and worn as it was intended to be worn. No baggy or oversized clothing is permitted.
9. Gang clothing and or insignias are not allowed.
10. State issued or personal clothing will not be altered or defaced in any manner.
11. Sweatshirts may be worn except for meals and groups.
12. For shirts with buttons; buttons will be buttoned except for the top button.
13. Hats, caps, gloves and or winter coats may not be worn inside. You may put them on at the threshold when preparing to exit the building.
14. Thermal underwear is only permitted to be worn under green uniform or sweats.
15. Shoes and slippers will be worn with the foot entirely in them and shoes will be tied.
16. Shower shoes/flip-flops may only be worn to and from the showers/heads.

17. All clothing and footwear will be worn in the manner in which it is intended.
18. Footwear without socks is only permitted while in your bunk, going to and from the shower, or when using the restroom after 11:00 pm and prior to 6:00 am.
19. Individuals in the barracks must be fully dressed in pants/shorts and shirt, t-shirt, and footwear including socks when not required to be in full greens.
20. Winter coats, hats and thermal wear are considered winter clothing attire and are not seen as appropriate to wear during the months of May through September, unless there is inclement weather.
21. Curlers and/or plastic transparent, cosmetic caps are only permitted to be worn during night time hours. You are not permitted to wear these items outside the barracks.
22. Shoelaces must be properly tied at all times. Velcro straps must be properly fastened at all times. All footwear is to be worn in the manner in which it was intended.
23. Pant legs are not to be tucked into footwear or socks.
24. Dew-rags are only worn after 11:00 pm and prior to 6:00 am when in your rack, with the exception of to/from the head during night time sleep hours.
25. Religious type headwear can only be worn in your bunk or when going to or from a recognized religious ceremony and must be removed anytime a staff member requests to search it.
26. **OFF SITE MEDICAL, DENTAL, AND COURT:** You must wear your state ID, State-issued greens (shirt and pants), as well as boots, when at these locations.
27. You will not be allowed to order or receive any shirts or pants which are larger than necessary.
Sizing will be determined using the guidelines listed below:

CLOTHING SIZE GUIDELINES:

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

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

DUTY TO REPORT ILLEGAL ACTIVITY
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The St. Croix Correctional Center intends on providing you with a safe and secure environment. We also intend to provide this same environment for staff and the public. One of your responsibilities is to assist in providing a safe environment.

If you see or hear of any illegal activity, you are required to report what you have seen or heard to staff. Types of activity include, but are not limited to: escape, assaultive behavior, damage to property, etc. If staff questions you regarding information that you may have, it is also your responsibility to provide whatever information you have in a truthful manner. Failure to provide information may result in disciplinary consequences

EMERGENCY CONTACTS

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

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

Family Emergency: If you or center staff are notified of a serious illness or death in your family, information to verify the emergency should be reported to your assigned social worker for any referrals or follow-up needed.

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

EMERGENCY PROCEDURES

Emergency situations may occur during your stay at the St. Croix Correctional Center. Follow staff directives during these situations. Movement is to be completed in an orderly manner. Do not panic. Staff will provide directives for the safety of all individuals involved. The more orderly the procedure is completed, the more likely all individuals will be removed from the area without injury or incident.

FIRE ALARMS

If the fire alarms sound, you are to immediately exit the building in an orderly manner by the designated route. Routes are identified on maps located throughout the Center. Become familiar with these maps. You will report to the Far West Parking lot unless directed to an alternate location. You will stay there until directed by staff. You are not to re-enter any building until directed by staff.

TORNADO PROCEDURE

Staff will direct you where to assemble in the event of severe weather. Go to this area in an orderly manner. Follow all staff directives during these procedures. Do not leave this area until staff direct you where to go.

OTHER EMERGENCIES

Staff will direct you where to go and what to do during emergency situations. Follow those directives in an orderly manner.

DRILLS

Drills will be routinely conducted to familiarize participants with emergency procedures. This is done to ensure the safety of everyone and so that procedures may be accomplished in an orderly manner.

Every participant is to **immediately** report to staff any emergency situation you observe. This may include a person attempting to escape, assaulting another person, or a medical emergency.

ESCAPE PRECAUTIONS

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

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

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

HEALTH SERVICES, SICK CELL AND LAY-IN

Access to Medical, Mental Health and Dental Services

EMERGENCIES:

An emergency is defined as life threatening and or needing immediate medical attention. Notify any staff member immediately.

ROUTINE CONCERNS:

Fill out a Health Services Request and Copayment Disbursement Authorization form, DOC-3035. Fold the form as noted in the Health Service Request section and place in the center HSU box.

COPAYMENT:

A copayment of \$7.50 will be charged for routine requests that result in a face-to-face contact initiated by the participant (patient) when a copayment is required. No participant will be refused health care for inability to pay a copayment.

1. You will not be charged for written responses, medication refills, and review of medical records, medical emergencies, or work-related injuries.
2. You will not be charged for contacts with PSU staff.

PARTICIPANT-INITIATED REQUESTS INCLUDE:

1. Request for health services by you
2. Request by third parties (others) including:
 - Request for health services on your behalf by a relative
 - Request for health services by an attorney
 - Requests from correctional staff on your behalf

NURSING SERVICES:

Nursing services at SCCC are available approximately between 7:00 AM – 5:00 PM Monday-Friday. Times may vary based on staffing availability. An on-call nurse may be requested at any time.

HEALTH PROFESSIONAL REFERRAL:

1. The nurse will evaluate you and determine the nature of the problem and how it should be treated.
2. A referral for dental, psychological, or further medical care, will be made to other healthcare providers, (including local physicians, local hospitals, or the UW Hospital), as deemed appropriate by Department healthcare staff.

MEDICATION and REFILL PROCESS:

1. All medication must be kept in the original container.
2. Medications may never be sold, loaned traded or given to another individual.
3. To request a refill of your medication, complete a DOC-3035C Medication/Medical Supply Refill Request form. Place the form in the HSU mailbox. You will receive notice of the status of your refill request.
4. Allow seven days for all medication refill requests to be reviewed.
5. Over the counter (OTC) medications must be purchased from canteen.

ACCESS TO MEDICAL RECORDS:

Individuals wishing to view their medical records or receive photocopies of medical records must submit a DOC-3035 Health Services Request and Co-payment Disbursement Authorization Form to the nurse. You must note on the request form if you want to view your medical record or receive copies. A fee of \$.15 per page will be assessed for copies of your medical records. You will be required to complete a DOC-1163A Authorization for Use and Disclosure of Protected Health Information form before you can receive copies of your medical record. No copies can be obtained after your account is closed.

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

SICK CELL / LAY-IN

Lay-In is a **non-paid** status indicating the individual has been excused from his work or program assignment until the next work or program day at the discretion of the assignment supervisor.

Individuals in a Lay-In status will be required to adhere to the following rules:

1. The on-call nurse will be contacted if your health appears to have deteriorated and you need immediate medical assistance. Contact with the on-call nurse shall also be made in the event staff has any concerns or questions about your health/needs.
2. You will remain in your bed assignment.
3. You will participate in the formal counts unless medically excused by HSU personnel.

4. All recreational activities, including visits, will be suspended while you are in lay-in status.

Sick Cell is a paid status at involuntary unassigned rate. Sick cell status must be established by Health Service staff. HSU will determine directions regarding activities for sick cell and it will be communicated per form DOC-3332B Medical Restrictions/ Special Needs.

HOUSING RULES AND GUIDELINES

An important part of everyday living consists of how you look, your personal hygiene, and the condition of your living area. Everyone is expected to participate in cleaning the barracks.

LIVING QUARTERS:

1. You are not permitted to select your rack assignment; all rack assignments are coordinated by staff. A Sergeant will assign you to a rack upon your arrival.
2. You are responsible for any damage and or contraband in your rack areas. Therefore, inspect your area as soon as you move in and report damage/contraband to a Sergeant immediately. If you do not report it you will be held responsible.
3. When you move, footlockers, hangers, mattresses, and pillows will remain with the rack.

STORAGE:

1. Shoes are to be stored under the bottom rack in the barracks.
2. All property, state or personal, must be stored in your assigned wall locker and footlocker.
3. Foot lockers are stored under the bottom rack at all times when not in use.
4. Footlockers may not be lined with any material, (newspaper, towels, etc.).
5. Canteen must fit in the footlocker.
6. All cups, bowls, and utensils must be stored in a locker.
7. Books, correspondence, writing utensils, miscellaneous papers, etc. will be neatly organized.

LIVING AREA CLOSURE TIMES:

Movement to and from the Sergeants' desk, hallways, etc., closes 10 minutes prior to count times. Movement in hallways will be kept to a minimum and generally is only for individuals returning to their rooms for count. Once the announcements are made that it is 10 minutes prior to count, all individuals are expected to return to their rooms.

INSIDE THE CENTER:

1. The red zone area and area behind the Sergeants' desk may only be accessed if given specific permission by staff and while staff are physically present.
2. Loitering near the Sergeants' desk is strictly prohibited.

3. Loitering in hallways is strictly prohibited. You are expected to walk to and from your assigned room, without delay.
4. You are not allowed in staff offices. SCCC has designated interview rooms.
5. While moving within the center, you are expected to walk on the right side of the hallways to avoid congestion.
6. You are not permitted to enter an area to which you are not assigned.
7. You may not remain in/enter the administration hallway, HSU, basement, or kitchen at any time without permission.
8. Except in an emergency, if you need to speak to a non-uniformed staff member, you must write an interview request stating your exact question. The staff member will determine if he/she needs to see you and will approve/disapprove the request.
9. You will address all staff by their last names, utilizing Ms., Mr., Sergeant, Captain, etc. Nicknames are not permitted to be used for staff or participants, at any time.
10. You are expected to address and resolve issues at the first possible level. The SCCC chain of command identifies to whom you should go to if having questions or concerns.
11. You are not permitted to enter a living area, other than the one to which you are assigned, unless you have staff permission.
12. You may bring an empty personal cup to recreation.
13. All socializing is to be done in the barracks or on the recreation field, not in the gym or hallways.
14. Notify staff of any items that are broken or in need of repair.
15. You may request a clothes iron via a Sergeant.
16. Razors must be disposed of properly by placing them in the puncture proof container in the designated location.
17. The light in the head will be turned off when it is empty (except overnight when the barracks lights are lowered).
18. The television will be turned off during counts, meals, and when the barracks is empty.

BULLETIN BOARDS:

1. Information such as rule changes, schedules, announcements, appointments, and center information will be posted on the bulletin boards. You should look for and read new postings daily. You are responsible for knowing this information.
2. You may not post, remove or alter any material on the bulletin boards, unless specifically directed by staff.

BED/RACK REGULATIONS:

1. Rack layouts are standardized.
2. Racks are to be kept clean at all times.
3. You may not lay down, sleep, or be under the covers from 7:00 am to 4:30 pm Monday through Friday, excluding holidays. Exceptions may be made for medical reasons, certain work details, or as part of program incentives.
4. Your bed must be made properly prior to 7:30 am Monday through Friday, excluding holidays. Knots are not allowed to be tied in any linen items.
5. Do not tamper with the smoke detector for any reason. Covering smoke detector sensors is prohibited and will result in a major conduct report.
6. Posters and cutouts from magazines are contraband and will be removed by staff.

7. Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, bed, footlockers, wall lockers, or TV stand, by any method.
8. Cords, string or other material may not be strung across the ceiling, floors, or walls.
9. Do not engage in loud, disruptive activities or horseplay.

AREA SANITATION:

1. You are responsible to keep your rack area clean at all times.
2. The following tasks that you will be expected to follow to ensure rooms are maintained at an acceptable standard of cleanliness:
 - a. Floors will be dust mopped daily, wet mopped as needed.
 - b. Wastebaskets will be emptied daily.
 - c. All surfaces will be dusted daily.
 - d. Window glass will be kept clean.
 - e. Wall lockers will be neatly organized.
 - f. Beds will be made properly.

CLEANING SUPPLIES:

1. Cleaning supplies may be obtained from the janitor's closet in the main hall.
2. Cleaning supplies may not be kept in your possession.
3. Janitor closet doors must remain closed and locked when not in use.

INDIVIDUAL ACCOUNTS

The official record of your account is maintained in the WCCS Business Office, located in Madison, Wisconsin. You are responsible for keeping copies of your disbursement requests and account statements. It is not the responsibility of center staff to do this for you. You will receive a Trust Account Statement every two weeks. You should review this statement for accuracy. If you have a question or concern about your statement, refer to the Chain of Command section of this handbook.

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

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

OPENING AN INTEREST-BEARING SAVINGS ACCOUNT:

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

TRANSFERRING BETWEEN ACCOUNTS:

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

1. Transfer from REG to REL
2. Transfer from REG to SAV
 - a. A minimum of \$50 is required to open an account
 - b. Monthly transfers of \$20 or more may be requested
3. Transfer from WR to WRS
 - a. A minimum of \$100 is required to open an account
 - b. Monthly transfers of \$100 or more may be requested
4. Transfer from REL to RS
 - a. A minimum of \$50 is required to open an account
 - b. Monthly transfers of \$20 or more may be requested

CLOSING AN INTEREST-BEARING SAVINGS ACCOUNT:

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

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

CHILD SUPPORT:

If deductions are currently being withheld from your account by WCCS, those deductions will be taken per the court orders by WCCS until a termination order is received in the WCCS Business Office. It is your responsibility to contact the Child Support Agency to have them issue a termination order for the WCCS deduction. Please have them fax it to the WCCS Business Office at (608) 2403334. Make sure they have your name and DOC# listed on the order.

DISBURSEMENT REQUESTS (DOC-184):

To complete or submit a disbursement request:

1. A disbursement request must be used in all money transactions for any account transaction within or outside the facility, including requests to send money to close family members.
2. You must submit the disbursement request complete with your name, your number, etc., and dollar amount in legible writing.
3. You must sign and date the request before submitting.
4. When submitting your disbursement request, you must turn it in to unit staff for verification that the identity of the individual submitting the disbursement request is the same inmate who is the subject of the disbursement request.

5. Unit staff will initial and date the request indicating verification has been made and it can be processed.
6. Disbursements requesting money to be sent home to close family members need to be \$25.00 or less. Amounts above this must have a supervisor's approval prior to processing. All other types of disbursement requests only need the verification done and are then forwarded to the business office for processing.
7. All disbursements will be submitted to the business office via facility mail.
8. Ensure you have the correct postage when an envelope is needed to process your request (non-DOC vendor purchases, money to family, or sending documents to court).
9. When requesting additional postage, place the disbursement request inside the envelope, folding the upper half of it over, so that it protrudes from the envelope, with the envelope flap folding down. This is done to ensure the disbursement remains with the envelope to avoid it being lost or misplaced, which happens when the disbursement is attached to the outside of the envelope. Ensure the envelope is left unsealed for the purpose of additional postage requests.
10. Generally, disbursement requests will be reviewed by center staff within three days of receipt.
11. Disbursement requests that are denied by center staff will be returned to you.
12. Disbursement requests that have insufficient information filled out and or are incorrectly filled out, will be forwarded to the Sergeants' desk, which will provide you with direction in accurately completing your disbursement and re-submitting. This process aids in avoiding unnecessary delays in processing and provides an educational tool, in correctly completing disbursement requests.
13. Approved disbursement requests are mailed to the WCCS Business Office for processing.
14. Requests for copies are at \$0.15 per page, a two-sided document is two pages for copy purposes. Submit a disbursement request to designated center staff. On the request, state how many copies are needed and attach the documents to be copied to the request. Staff will complete the disbursement request amount once copies have been made. An envelope is not needed.
15. For any other types of disbursement request, ask center staff for assistance in completion.

PAYROLL:

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

RELEASE INFORMATION:

Two weeks prior to your program completion date, your account will be closed. You will also receive further closeout information from the Office Support Staff upon your release from SCCC.

NOTARY SERVICES:

1. To request notary service, complete an interview request slip and send to the Notary.
2. The Notary will schedule an appointment with you to review the documents and determine if the service will be provided.
3. There is no charge for this service.
4. Do not sign documents prior to your appointment with the Notary.

LAUNDRY

FACILITY LAUNDRY:

1. This facility utilizes center laundry services for all state issued clothing and linen.
2. Only individuals assigned to work in the laundry are permitted in the laundry room, which is located in the north basement.
3. You are responsible for all clothing issued to you.
4. State-issued clothing and laundry is exchanged on a one-for-one basis. You must turn in an item to receive the same item.
5. Upon your release from the center, you are to return all state issued clothing and laundry items to the institution laundry.
6. Laundry will be exchanged daily.
7. Sheet exchange will be conducted on weekends with a one-for-one exchange.

LIBRARY

You have access to an electronic law library. A Legal Assistance to Institutionalized Persons (LAIP)/ Remington Center Desk Reference is also available.

Library materials will be accessible in accordance with DAI and center guidelines. Use of the library/reading room is available at specific times. Loss of, damage to, or failure to return items may result in disciplinary action, including restitution and or suspension of library privileges. A word processing computer may be available for use while at the center.

LIMITED ENGLISH PROFICIENCY

Limited English Proficiency (LEP) population guidelines of the U.S. Department of Justice require translation of written forms, signs, notices and publications to meet the needs of LEP individuals. Currently, only Spanish-speaking inmates meet the five percent threshold within the DOC. Center staff will request you identify your primary language at different times while at the center consistent with DAI 300.00.61 Limited English Proficiency (LEP) Inmates policy.

The Wisconsin Department of Corrections (DOC) shall, within available resource constraints, take reasonable steps to continue providing Limited English Proficiency (LEP) offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable

classification. This shall be done at no cost to the participant. The DOC shall not retaliate against any LEP offender for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o 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 tomara 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 si lo requieran.

If you need help understanding English, please notify the nearest staff person.

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

You may request LEP services by one of the following methods (regardless of primary language and or skills).

1. Submit DOC-2592 DAI Request for Assistance in Spanish, to staff.
2. Request language assistance in writing in your primary language (may require translation to English to facilitate staff processing of request).
3. Request language assistance verbally in your primary language (may require Interpretation into English to facilitate staff processing of request).

MAIL REGULATIONS

All mail, sent or received, must be processed through TextBehind or the center mailroom. Centers do not accept "Postage Due" mail. Please advise correspondents the correct postage must be on their mail. A completed DOC-238 Consent to Receive Mail must be on file to receive mail. You may write and receive correspondence from anyone as long as the person has not been denied and the correspondence does not violate Federal, State, DOC or center policies and procedures. There is no limit on the number of letters sent out or received.

With the exception of the parties listed in Administrative Code Ch. DOC-309, staff may open and inspect all mail received at the center.

Staff may confiscate any correspondence believed to contain contraband. If contraband is found or if there is any other violation of rules, disciplinary action may be taken, up to and including suspension of mail privileges and or referral for prosecution. Staff may inspect legal mail, if you refuse to show staff the contents of the envelope or package.

INCOMING MAIL:

1. To avoid delays in the delivery and processing of incoming mail, all correspondence you receive should include your complete incarcerated name and DOC number as

- part of your address. Inform those who write you to include this information when addressing any correspondence to you.
2. If you transfer to another institution, mail received at the center will be forwarded to you.
 3. Prior to your release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of your new address.
 4. If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.

OUTGOING MAIL:

1. The return address on the item you are mailing must include your complete incarcerated name and DOC#. Items without this information will not be mailed.
2. Outgoing mail may be opened and inspected for contraband.
3. As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system.
4. No drawings are allowed on the envelope or package.
5. Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to State Collections may be used in conjunction with the stamp for additional postage. (see disbursement request procedures, as needed)
6. When sending certified, registered, overseas, airmail or other packages you may submit a DOC-184 for the total amount of postage due. (see disbursement request procedures, as needed)
7. If you do not have sufficient funds to cover the additional postage, the item will be returned to you.
8. If outgoing correspondence is denied, you will be notified.
9. To send a letter by certified mail, attach a DOC-184 payable to SCCC-Postage. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail.

Incoming or outgoing mail will NOT be delivered if it does any of the following:

1. Threatens criminal activity or harm to any person.
2. Threatens blackmail or extortion.
3. Concerns sending contraband in or out of the center.
4. Concerns plans to escape.
5. Concerns activity that, if completed, would violate the laws of Wisconsin or the United States, or DOC Administrative rules.
6. Is written in code (which includes nicknames).
7. Solicits gifts from a person other than a family member or a person on the visiting list.
8. Is "injurious", meaning material that:
 - Is, in whole or in part, pornography.
 - Poses a threat to the security, orderly operation, or safety of the center.
 - Is inconsistent with or poses a threat to the safety or rehabilitative goals of an individual.
 - Facilitates criminal activity.

9. Contains information that, if communicated, would create a clear danger of physical or mental harm to any person.
10. Teaches or advocates illegal activity, disruption, or behavior consistent with a gang or a violent ritualistic group.
11. Determined by the Warden, on a case-by-case basis, to interfere with an inmate's penological interests, goals, or needs.
12. Is determined by the Warden, for reasons other than those listed in this paragraph, to be inappropriate for distribution throughout the institution.

PARCELS:

1. All packages, parcels, or any items other than correspondence shall be subject to inspection for contraband.
2. Items that are not permissible are contraband and will be processed in accordance with Administrative Code Ch. 303 and Ch. 306.

MEALS & DINING ROOM REGULATIONS
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MEAL TIMES:

Breakfast	07:00 a.m.
Lunch	11:30 a.m.
Dinner	05:30 p.m.

MEAL REGULATIONS:

1. Barracks rotation will be called based upon scheduling needs.
2. Full greens (pants, belt and shirts) will be worn (except during periods of high heat index where only a t-shirt needs to be worn but tucked in pants) socks and appropriate footwear for all meals. Thermals may be worn September through May, under the green clothing.
3. When called, individuals will be prepared to exit the barracks for meals and walk single file towards the dining room. Talking will be kept to a modest conversational tone.
4. You are not permitted to lean on walls, place feet on walls or have any part of your body come into contact with walls while waiting in line for meals.
5. All food items will be served from the serving line to ensure the highest degree of sanitary conditions is maintained. Once you have left the serving line, you cannot return, unless given specific permission from staff.
6. Serving portions are established by the food service consolidated menu and must be followed. You are expected to take only food items you expect to eat.
7. You cannot give away or trade food items while in the serving line. If you choose to exchange food items, you may do so only at the table at which you are seated. No exchanging of food can occur between tables or while walking to or from tables.
8. Once seated at a table, you cannot move to another table or switch seats. Doing so will result in your being required to clean your tray and leave the dining room.
9. If you have a complaint, report it to the Corrections Food Service Leader or Sergeant on duty. Do not direct complaints to the food service workers.
10. Nothing is to be taken from the dining area back to your room.
11. No personal cups or containers are permitted in the dining room, during meals.

12. You will be permitted a maximum of 20 minutes to eat your meal.
13. When finished eating, you are to return your dishes to the tray return line, disposing of paper products or uneaten food items prior. Put your utensils in the bucket provided and immediately exit the dining room, using the door adjacent to the visiting room hallway.
14. You may only eat with your respective unit.
15. You are not to enter the dining area at any time between meals without permission from staff.
16. No food is provided between meals.

RELIGIOUS DIETS:

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

MEDICAL DIETS:

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

EARLY MEAL TIMES:

Early meals may only be approved by the Superintendent or a Captain.

SAVED TRAYS:

Sergeants will determine who is eligible for a saved tray. Staff will assist you in obtaining the saved tray. You may not enter the dining area without staff permission.

BAG LUNCHES:

If you are working outside the center during a meal time, you will be provided a bag lunch and you are not entitled to a saved tray. You are authorized to receive one bag lunch per meal that will be missed.

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

BASIC HYGIENE KIT:

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

RESTROOMS:

1. Use of the restroom during non-dayroom hours is limited to toilet/urinal use and hand washing.
2. No loud or disruptive talking is permitted. Socializing in the bathroom is prohibited.

3. Feet are not to be placed in the sinks. Religious issues with foot washing are to be carried out by using a washcloth, foot basin or the shower.
4. Brushing/flossing of teeth can occur during normal dayroom hours and prior to breakfast.
5. The light in the head will be turned off when it is empty (except overnight when the barracks lights are lowered).

SHOWER PERIODS:

1. You are expected to shower once daily.
2. The shower light must be on when in use.
3. Showering is limited to 10 minutes in length. 20 minutes total in the shower area.
4. Footwear without socks is only permitted while going to and from the shower or when using the restroom after 11:00 pm and prior to 6:00 am.
5. You will be clothed with a t-shirt and shorts when exiting the shower.
6. Staff permission is required for additional showers and any shower outside of posted times.

Kitchen Duty	0500-0530
Wake Up	0630-0700
Recreation	1100-1130
Evening	1900-2100

HAIR RESTRICTIONS:

1. No Security Threat Group related haircuts.
2. No sculpting designs, lines, numbers, letters, or symbols.
3. No dying or bleaching.
4. No hair extensions.
5. Shaving of the head must be the total. Partial shaving is not permitted.
6. Mohawks, punk, or new trend street styles are not allowed.
7. Tufts or tails are not permitted.
8. If you arrive at the center with an unauthorized haircut, you will be required to cut your hair to conform to an allowable haircut.
9. The Superintendent or the Captain will determine the appropriateness of questionable haircuts.

HAIR CARE:

1. You must have staff permission to do another individual's hair. Staff will provide clippers at a designated time in order to provide oversight for sanitation.
2. Hairdressing will only be allowed in the barracks head, and on weekends only.

PREA

You have the right to be safe from sexual violence / abuse, sexual harassment and report-related retaliation. The Wisconsin Department of Corrections (DOC) values safety – that includes keeping you safe from others while you are serving your sentence. The DOC has zero tolerance for sexual abuse and sexual harassment within its facilities.

Sexual abuse and sexual harassment among PIOC's and among staff and PIOC's in confinement is against the law. Violators will be disciplined and may be referred to outside law enforcement for prosecution.

The Federal government passed the Prison Rape Elimination Act (PREA) in 2003 to help prevent, reduce and eliminate any sexual misconduct between inmates and between persons in our care and staff. This policy affects all of DOC, including every employee and every person under correctional supervision. You may report any assaults or misconduct that are sexual in nature to a staff member or submit notification in writing via the participant complaint system.

Additional PREA information is available in your barracks area. Contact staff with any questions that you may have regarding PREA.

Become aware of the blue light and tone while you are in the barracks indicating that staff of a different gender is in the area.

PROGRAMMING

St. Croix Correctional Center provides programming and/or counseling in areas of Substance Use Disorders (SUD), Cognitive Behavioral Programming (CBP), Anger Management and Education.

Other programming may be provided as determined by the Department of Corrections. The Corrections Program Supervisor will provide tentative bed dates to each individual based on group openings.

Assessments, case plans, and treatment plans will be completed regarding individual needs and capabilities. Everyone must participate in and complete all materials as directed by staff.

The Corrections Program Supervisor and Treatment staff will determine what programming is to be completed and program case plans will be established. Case plans may include general and individual components. Everyone is to participate in, and successfully complete, all programming that is determined appropriate. Programming is routinely conducted in group settings. All individuals are expected to participate in an open, honest and respectful manner. Some programming may also occur on an individual basis.

PROPERTY

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

PROPERTY REGULATIONS:

1. All personal property must be recorded on your property inventory form prior to possession.

2. You may not exchange, trade, sell, loan, or give away any article of your personal property.
3. Alteration of state-owned or personal property is not permitted.
4. All property items must be purchased from a DOC approved vendor.
5. Clothing or property cannot be dropped off by family/friends, except release clothes.
6. You may not purchase property via disbursement and have it sent to another location.
7. In the event you are transferred from the center to another institution your personal property must be following the receiving institution's property regulations. Disallowed items may be mailed out at your expense or be destroyed upon your request. Only allowed property items will be transferred to the receiving institution.
8. The Property Sergeant will process all packages received from the US Mail and UPS.
9. The Property Sergeant will contact you when your property is ready for pick-up.

ITEMS RECEIVED THAT ARE NOT APPROVED:

1. Items received at the center for you and not approved must be returned to the retail outlet at your expense, sent out on a visit, mailed at your expense to a person on your visiting list within 30 days, or destroyed.
2. Hazardous or dangerous items will not be stored by the center and must be disposed of immediately.

DAMAGED OR ALTERED PROPERTY:

1. The Property Sergeant controls all records of personal property.
2. If you choose to dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237.
3. Lost or stolen property must be reported to staff. Staff will write an incident report and update your property inventory form.
4. You must wait 90 days from the date the item was reported lost or stolen before being allowed to receive replacement items.

MONETARY SPENDING LIMITS:

1. The cost of all individual or combination electronic items may not exceed \$350 in value.
2. The cost of all other individual items may not exceed \$75 in value.

RECREATION

GYMNASIUM:

1. You may only use the gym when open (staff will inform you of gym availability (typically on weekends)).
2. All provided equipment will be used in the manner in which it was intended.

4. You must wear a shirt and pants or shorts. The waist line of pants and shorts will be worn at or above your waist.
5. You may wear your recreation attire from your room to the gym.

OUTSIDE THE CENTER:

1. There is absolutely no contact with the public; this includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object.
2. You must wear a shirt and pants or shorts during recreation. The waist line of pants and shorts will be worn at or above your waist.
3. Sunbathing is not permitted.
4. You are not permitted to go beyond the posted signs or walk off of the track into the fields, near the lake etc.
5. The track is open during recreation, and cannot be used when snow/ice creates a slip/fall hazard.
6. You are not allowed in or around parking lots, vehicles, and dumpsters without approval.
7. A personal cup/mug is allowed to be taken outside, but must be empty going out and coming in.
8. Do not leave the center grounds for any reason without permission.
9. The areas outside of the posted boundaries are off limits, unless specifically authorized by staff.

REENTRY

Reentry Vision Statement:

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

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

RELEASE PROCEDURES

Your Social Worker will coordinate your authorized release with your Division of Community Corrections Agent and you.

Prior to your release the following will occur:

1. You will need to provide release plan information to your Treatment Specialist.
2. You must sign your Rules of Supervision.
3. You will be informed of the date of your release.
4. Your account will be closed about 14 days prior to your program completion date.

5. If you want to order canteen or release clothing, you must order before the account is closed.
6. Release clothing must be purchased at least 30 days before your release.
7. If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on graduation, or the morning of your release. This must be approved by the Superintendent or Captain.
8. If you are taking a bus home you are only allowed to bring one box with you on the bus.
 - a. You will need to mail out your remaining property before your account is closed.
 - b. Sergeants will help you pack and mail your property.
 - c. Sergeants will pack your remaining property the night before your release.
9. You will be asked to provide a forwarding address.
10. On the day of release, they will give you your release check and your personal property (ID, driver's license, birth certificate) if you have any.
11. You will be given a ride to the bus on the day of release (if needed).

RELIGIOUS PROGRAMMING

Religious practices must comply with DAI 309.61.01 Religious Beliefs and Practices. WCCS does not employ Chaplains. You may contact the Captain or Superintendent with your questions. Volunteers assist with a variety of services and studies. Check the center bulletin boards for religious services and times.

You are not allowed to lead or conduct a religious service or study group.

ROOM & BUILDING CONFINEMENT - MISC

ROOM CONFINEMENT:

1. Bunk confinement is based on 24-hour periods. During room confinement you are only permitted to:
 - a. Use the bathroom with staff permission
 - b. Attend visits
 - c. Attend religious services (bible studies, pipe ceremonies are not services)
 - d. Attend work or program activities
 - e. Use the ice machine, gain water and unit laundry with staff permission
 - f. Shower, with staff permission
 - g. Utilize the dining room for meals
 - h. Health services appointments
2. During Bunk confinement you are not permitted to:
 - a. Attend recreational or social activities
 - b. Visit with other individuals outside their assigned area
 - c. Attend library unless specific supervisory permission is given to law library
 - d. Use the dayroom
 - e. Use the phone more than once per day.
 - f. Use the rec field

3. Unless loss of electronics is specifically included in the disposition, you may retain your personal electronics while on Bunk confinement.

BUILDING CONFINEMENT:

1. Individuals under this disposition are confined to the unit to which they are assigned, with the following exceptions:
 - a. Attend work assignments
 - b. Scheduled program assignments/activities
 - c. Visits
 - d. Religious services (bible study, pipe ceremonies are not services)
 - e. Health services appointments
 - f. Law library
2. Unless loss of electronics is specifically included in the disposition, you may retain your personal electronics while on building confinement.

LOSS OF RECREATION:

1. You are prohibited from attending any recreational activities held in the gym, recreation field and program related recreational/exercise activities.
2. Unless specifically mentioned as part of the disposition, you may attend library

SECURITY MONITORING

SURVEILLANCE OF PIOC ACTIVITIES:

DAI 306.00.01 Electronic Monitoring Surveillance establishes guidelines for the electronic monitoring and recording of your activities without your awareness. It does not apply to staff observations, exposed cameras, intercoms, or other monitoring systems of which you should be reasonably aware.

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

SEARCHES:

1. Strip Searches
 - A full strip search of your person can be conducted at any time, either randomly or for cause.
 - Refusal will result in your being placed in TLU.
 - A strip search is done for the security of the center, not to embarrass or ridicule you.
2. Pat Searches
 - A pat search may be conducted at any time, either randomly or for cause.
 - Refusal will result in your being placed in TLU.
3. Rack Searches
 - A rack search may be conducted at any time, either randomly or for cause.

- Any contraband found will be removed from your property.
- You will receive written notification of any confiscated items.

URINALYSIS (UA) / BREATHALYZER:

1. Urine and breath tests will be conducted at any time, on a random or for cause basis.
2. If you are unable to submit a urine sample you will be provided water and a limited amount of time to produce a urine sample. You will be required to wait in a designated area during this time.
3. Refusal to provide a sample will result in your being placed in TLU.
4. You may request a confirmation test if UA results are positive.

SECURITY THREAT GROUPS

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

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

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

SMOKING/USE OF TOBACCO PRODUCTS

All WCCS centers are smoke-free and tobacco-free facilities and recognize tobacco products and smoking materials, in any form, as contraband. The possession and or use of tobacco products and smoking materials are not allowed while on center grounds or at any off-ground's activities.

TELEPHONE PROCEDURES

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

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

1. All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
2. All calls are collect in nature, charged to the party you contact.
3. Phones are available for use starting at 7:00 am and ending at 8:50 pm daily, with the exception of count times.
4. At no time can phone calls interfere with program or work assignments. You are responsible for scheduling your calls around these activities.
5. Call length is limited to 15 minutes each.

6. No back to back phone calls are permitted. Once finished with a call, you are expected to leave the immediate area.
7. You are required to use your assigned DOC PIN. Use of any other inmate's PIN is prohibited.
8. You will need to complete a telephone request attorney add or delete from and forward it to the SCCC Business office for processing to add an attorney to your call list.
9. Only one individual is permitted to use a phone at one time. Passing messages or conversing with another PIOC during phone use is prohibited.
10. Use of calling cards or pre-paid phone cards is prohibited.
11. No food or drink is permitted when using the phones.
12. No 3-way calls or call forwarding is permitted.

ATTORNEY TELEPHONE CALLS

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

All attorney calls not placed through the collect call system must be coordinated through your Social Worker. If not collect in nature, you will be subject to the flat fee of \$5.00 per call for which a disbursement must be completed prior to the call occurring.

TELEPHONE PROBLEMS:

If your friend or family member is experiencing problems receiving phone calls from you, please have them contact the Correctional Billing Services.

VISITING REGULATIONS

The Department of Corrections encourages visitation of family, friends, and loved ones to maintain close and constructive family and personal relationships and support. Your visiting list and visiting procedures are regulated by the Administrative Code 309.12 and DAI 309.06.01 Visiting.

VISITING HOURS:

Monday-Friday	07:00 PM-08:30 PM
Saturday	12:30 PM-02:00 PM
Sunday	12:30 PM-02:00 PM

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

VISITING RULES:

1. All visitors must complete the DOC-176 Request to Visit Offender form.
2. You are not permitted to pass or receive items during a visit without authorization from staff.
3. You must check in with the visiting room Sergeant when arriving for your visit and at the end of it.
4. All visits will be assigned tables by the visiting room Sergeant. Neither you nor your visitor is permitted to change seats once assigned.

5. You will be allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit.
6. You are required to sit directly across the table from your respective visitor(s).
7. You are not allowed to leave the visiting room for any reason while on a visit.
8. No personal mugs, cups or bowls are allowed on a visit.
9. Parents are responsible for supervising their children during visits. If you have children or your family brings children, you are required to keep the children under control at all times. If staff feels that you are not keeping minor children under control, your visit will be terminated and or those children may be temporarily suspended from visiting again.
10. An adult must accompany any visitor under the age of 18.
11. Visiting with another individual's visitor is not allowed.
12. Changing of infant diapers is only allowed in the designated visitor bathroom.
13. You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
14. The use of offensive, loud, or vulgar language will result in the termination of your visit.

VIDEO VISITS:

1. All visitors must complete the DOC-176 Request to Visit Offender form.
2. Two twenty-minute video visits per are allowed per week.
3. Video visits must be scheduled 48 hours in advance.

VOLUNTARY PROGRAMS

1. Only center approved volunteers may facilitate groups, meetings or services.
2. Participation in religious and therapeutic activities is voluntary.
3. Four center NA/AA meetings are required prior to becoming eligible for off ground meetings.
4. Minimum Community Custody is required prior to becoming eligible for off ground meetings.

CHALLENGE INCARCERATION PROGRAM



You have earned the opportunity to participate in the Challenge Incarceration Program (CIP). While you are here, it is the expectation that you will give 100% of yourself, 100% of the time. Staff will assist you in working towards learning and applying the tools necessary for a successful re-entry into the community.

All program components of the Challenge Incarceration Program are designed to best prepare you for a successful return to society. All program components must be accomplished in order to earn program graduation and an early release to your community. Program extensions and/or program restarts may be earned to provide you an opportunity to continue in the program to meet all program requirements.

It is your responsibility to read and be familiar with the contents of this handbook. This handbook is not intended to contain all rules and expectations. Contact staff if you do not understand information provided in this handbook or if you have any questions regarding this information. Additional rules, procedures, and information may be posted throughout the Center. You are required to follow all orders given by staff. Once you have been taught the proper way to accomplish a task, it is the expectation that you perform in that manner.

Participation in the Challenge Incarceration Program is a privilege. If your performance is unsatisfactory and/or you do not follow staff directives, you may receive disciplinary consequences.

Consequences may lead up to and include termination from the Challenge Incarceration Program.

CIP Statement of Philosophy

I have the power of choice and free will.

I am responsible for my thoughts, feelings and actions.

Today, I commit myself to positive change.

I will give 100% of myself, 100% of the time.

ORIENTATION: All participants in the Challenge Incarceration Program (CIP) have signed the Memo of Agreement binding them to the conditions and terms of CIP. Participants must agree to all of the conditions and terms of the St. Croix Correctional Center. Admission to and participation in the Challenge Incarceration Program is a privilege, not a right.

You must successfully complete the entire program and graduate to be eligible for an early release to the community. You will be involved in group and individual counseling, substance use disorder programming, education, work assignments, physical training, and military drill and ceremony. Living areas are expected to be kept clean at all times. Every individual is expected to meet the personal hygiene and grooming standards.

Strict discipline will be followed at all times. All rules and expectations will be followed without exception. Violations may result in disciplinary action which may lead up to and include removal from the Challenge Incarceration Program.

Orientation is approximately seven (7) days. During this time, you will receive multiple sessions instructing the expectations of the St. Croix Correctional Center and the Challenge Incarceration Program. These sessions will include, but are not limited to; clothing, grooming, property, movement, interactions with staff and other individuals, racks and lockers, head call procedures, emergency procedures, health services, physical training exercises and expectations, facing maneuvers, and drill and ceremony. You will also receive information pertaining to the program components of CIP. These may include Education, Thinking for a Change, Cognitive Behavioral Interventions for Substance Use Adults, Anger Management and any other programming that is determined pertinent by the Department of Corrections and the St. Croix Correctional Center. During pre-program and after orientation, you will be allowed to work center jobs, attend school and participate in off-ground crews. The Superintendent, Program Supervisor or Captain will notify you when programming will start. Do not ask other staff about start dates. Work hard during the orientation phase. This is the time that you have to learn the basic program expectations. The more you push yourself now, the better prepared you will be. The less you push yourself, the more you will fall behind and the harder the program will become. Begin to set yourself up to succeed, rather than continuing to fail.

There are always reasons as to why individuals choose to participate in the Challenge Incarceration Program. During orientation, you may have thoughts of quitting and of not wanting to be here.

Those are normal thoughts for new participants who are not used to the structure and discipline. Remember the reasons why you came here. The longer you participate in the program, the more involved you will become in all program components, the more you will become familiar with the program expectations, and the easier it will become.

There is a right way and a wrong way of doing anything. Disobeying orders and/or creating disruptions because you do not want to be here is the wrong way. This will result in disciplinary consequences which will have an impact upon your security rating, risk rating, institution placement, and release date to the community. Do not make matters worse for yourself.

DISCIPLINARY INFORMATION:

Disciplinary action is intended to assist the individual in correcting negative behavior. Except for the most serious violations, CIP participants do not receive due process. Staff members have discretion to resolve less serious violations in accordance with Center procedures. Action taken will be progressive in nature.

Disciplinary action may range from verbal correction to termination from program participation.

Participants will be taught the rules, regulations, and expectations of the program. Once material is taught, it is the expectation that participants will conduct themselves in the manner that they were taught.

Staff are not out to get you or to set you up.

It is your responsibility to treat others in a respectful manner and display positive social skills. Staff will ensure that you are acting in the manner and to the levels you are capable.

Additional information pertaining to the disciplinary process, dispositions, and progressive discipline will be provided during orientation.

DRILL AND CEREMONY:

Drill and Ceremony is a primary component of CIP. All participants are required to maintain the position of attention unless otherwise directed. All participants will learn to march and conduct facing maneuvers individually and as part of a formation.

EVALUATION CRITERIA:

Your behaviors will be evaluated in multiple areas of the program daily:

N - NOT meeting standards.

S - Behavior is SUB-STANDARD.

M - MEET

Standards.

A - ABOVE

Standards.

FREE TIME:

Participants will have free time in an assigned barracks daily. During free time you may:

- Utilize phones/media player
- Talk at a table
- Read letters
- Write letters
- Study
- Kiosk (e-mail)
- Independent physical training

Each barracks will be able to utilize the gym area; Sergeants will notify individuals when you or another individual are allowed to enter the gym area. While in the gym area you may do CIP authorized physical training and utilize the Kiosk.

Participants that are on medical restriction will NOT be allowed to do any physical training during free time.

During free time all expectations for personal bearing and speaking with courtesy and respect are enforced. You are still expected to move as fast as you can.

HAIRCUT:

All individuals in CIP will receive a haircut. Haircuts will be close-cropped. Additional haircuts will be given every two weeks.

MOVEMENT:

Participants moving about the facility will move at a double time unless otherwise instructed or they are in an area designated for walking movement (wet floor signs, yellow areas, heads, showers, or icy pavement).

PHASE ADVANCEMENTS:

Program standards and expectations have been established for CIP participants to be eligible to advance to the next program phase. Evaluations and examinations in various programming components are some criteria used to determine eligibility.

Individuals meeting these standards and expectations will petition their treatment team for phase advancement. Phase interviews will be conducted to determine phase advancement. It is the expectation that you are meeting the standards for your phase at the time of the phase interview.

Phase III participants not meeting evaluation criteria will lead to team intervention and possible referral for extension of advancement to graduation. Additional information regarding phase standards, expectations, and advancement will be provided during orientation.

PHYSICAL TRAINING:

Daily physical training (PT) is a requirement of CIP. There will be a primary formal PT session daily. A remedial PT session will be available for participants that are unable to attend due to work obligations. Participants may volunteer to attend the remedial session.

Physical Training exercises may be used as a disposition for minor offenses up to a cycle of three exercises.

PROGRAM PARTICIPATION:

Program participation is voluntary. However once enrolled in CIP, all aspects are mandatory. If you chose to withdraw prior to the start of programming we will wait 24 hours to allow you to process your decision. If you quit after the start of programming, you will be required to go through the Superintendent's Committee process and meet with your treatment team.

PROPERTY:

Personal property is dramatically limited in the Challenge Incarceration Program.

RECREATION:

There are no "open recreational" activities during CIP. All recreational activities are structured and are part of the Challenge Incarceration Program activities.

You are expected to participate to the best of your ability at all times. While participating in any recreational activity, all participants must conduct themselves in a safe manner as not to jeopardize themselves or anyone else.

You are not allowed to participate in recreational activities if medical restrictions exist.

REFLECTIVE THINKING STATUS(RTS):

Individuals that refuse to participate in the Challenge Incarceration Program, or do not to meet program standards, will be placed into Reflective Thinking Status (RTS). Your team will meet with you and process the situation.

Participants in RTS are considered to be in an involuntarily unassigned status and will be assigned whatever work details deemed necessary. You are also expected to follow Center rules and regulations. Refusal to perform work assignments or follow Center procedures will result in disciplinary action. The more a participant refuses to comply with staff orders and/or Center procedures, does not mean that they will be transferred out of the Center sooner.

Staff will meet with you and process the circumstances. Decisions will be made regarding the most appropriate course of action.

SHAVING:

You will be clean shaven in CIP at all times. An electric razor may be purchased to assist with this process. If you possess a documented medical issue, you may receive a shaving restriction to shave Monday, Wednesday, and Saturday.

TEAM INTERVENTIONS:

Each participant will be part of a squad. Each squad will have a treatment team assigned to it. Each treatment team will consist of a Counselor, Supervisor, and several Sergeants. These staff will work directly with the participant to ensure that they are progressing in an appropriate manner.

As you progress in the program, goals will be established and case plans developed. It is your responsibility to work towards accomplishing these goals. You will be evaluated daily in several areas. These evaluations provide daily feedback on how you are meeting program expectations.

In the event that you are not progressing appropriately, the team will meet with you and aid with behavioral redirection. Additional materials may be used to assist you in correcting behaviors.

TALKING:

There is no unauthorized talking or communication allowed in the Challenge Incarceration Program.

Participants are allowed to talk when partaking in group interactions during free time, and/or groups, during work assignments on work issues, when interacting with staff, and during emergency situations. You will not talk without permission while in the gym area or during study time. Individuals that are in programming will not talk by any lockers, racks, head areas, shower areas or while standing on line. You are allowed to talk while sitting at a table or standing by a table while in the barracks area.

You are to request permission to speak when addressing staff.

Unauthorized communication includes, but is not limited to: gestures, notes, facial expressions, etc.

Unauthorized talking or communication may lead to disciplinary consequences.

DAI Handbook References – General Population

Accounts (funds)	28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)] 38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits) Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments Wisconsin Statutes s. 301.31 – Wages to prisoners Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison Wisconsin Statutes s. 303.065(5) – Work Release Deductions Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision Wisconsin Statutes Ch. 767 – Actions Affecting the Family Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges Wisconsin Statutes s. 973.042 – Child Pornography Surcharge Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge Wisconsin Statutes s. 973.045 – Crime Victim Witness Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge Wisconsin Statutes s. 973.05 – Fines Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments Wisconsin Statutes s. 973.06 – Costs Wisconsin Statutes s. 973.20 – Restitution 1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose. Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee
2017 WI Act 89 Requests	Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities. Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
ADA	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
Canteen	Wisconsin Statutes s. 301.27(2) – Vending Stands Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients

Wisconsin Administrative Code s. 309.20 – Personal Property
 Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose
 Wisconsin Administrative Code s. 309.52 – Canteen
 Wisconsin Administrative Code s. 316.04 – Copayment

Classification	Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Compensation (I/M)	Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Complaints (I/M)	WI Administrative Code 303 – Discipline WI Administrative Code 310 – Complaint Procedures
Contraband	Wisconsin Administrative Code Ch. DOC 303 - Discipline
Count	Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program
DNA Collection	Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014

HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Hygiene/Hair	Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 316 – Copayment
LEP	Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104
Law Library	Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix) Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying Wisconsin Administrative Code s. DOC 309.155 – Legal Services
Legal Loans	Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases) Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports) Wisconsin Statutes s. 809.62 – Rule (Petition for review) Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment) Wisconsin Statutes s. 974.06 – Postconviction Procedure Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post conviction DNA testing for certain evidence) Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail Wisconsin Administrative Code s. DOC 309.155 – Legal Services Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

Library	American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336 American Library Association (ALA) – Library Bill of Rights American Library Association (ALA) – Freedom to Read Statement American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992) Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate mail Wisconsin Administrative Code s. DOC 309.05 – Publications
Mail	Wis. Stat. §19.31 Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail Wisconsin Administrative Code s. DOC 303.72 – Major penalties Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying
Marriages	Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministration Wisconsin Statutes Ch. 765 – Marriage Wisconsin Statutes Ch. 767 – Actions Affecting the Family Wisconsin Administrative Code s. DOC 309.06 – Visitation Wisconsin Administrative Code s. DOC 309.08 – Visiting List Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices
Meals	Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids
Medications	66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140 Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01and Medication Services, P-D-02
Name Changes (I/M)	Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
Notary Services	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Statutes s. 20.919 – Notary public Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property Wisconsin Statutes s. 706.07 – Uniform law on notarial acts Wisconsin Statutes s. 782.04 – Petition; contents Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages
Observation Placements	Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act Wisconsin Administrative Code Ch. DOC 311 – Observation Status

Phone Calls Incl. Atty and International	Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Programming	Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need Assignment Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.40 – Clothing Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence 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, Property and Diets	Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 303.35 – False names and titles Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice Wisconsin Administrative Code s. DOC 309.23 – Food
Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches	Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution Wisconsin Administrative Code s. 306.17 – Search of Inmates Wisconsin Administrative Code s. 309.20 – Personal Property <u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Sex Offender Notification	Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law
Social Media Use (I/M)	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative 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 Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings
Work Assignments	Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Visiting	Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate Wisconsin Administrative Code s. 306.18 – Search of Visitors Wisconsin Administrative Code s. 309.02 – Definitions Wisconsin Administrative Code s. 309.06 – Visitation Wisconsin Administrative Code s. 309.07 – Conduct During Visits Wisconsin Administrative Code s. 309.08 – Visiting List Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates Wisconsin Administrative Code s. 309.10 – Special Visits Wisconsin Administrative Code s. 309.11 – No-Contact Visiting Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges
Voting	Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors Wisconsin State Statute 301.03(3a) – General Corrections Authority Wisconsin State Statute 973.09(4m) - Probation Wisconsin State Statute 973.176(2) - Voting 2005 Wisconsin Act 451 – Relating to Administration of Elections

DAI Handbook References – Additional References for Minimum Security Facilities

Community Service Provisions	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Offsite Authorization	Wisconsin Statutes s. 303.065(2m) – Work release plan for prison inmates Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Project Crew Provisions	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Work and Study Release	Wisconsin Statutes s. 303.065 – Work Release Plan for Prison Inmates Wisconsin Administrative Code s. DOC 303.72 – Major penalties Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds Wisconsin Administrative Code s. DOC 309.52 – Canteen Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
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DAI Handbook References – Additional References for Restrictive Housing Unit Handbooks

Controlled Separation	Wisconsin Administrative Code s. 303.72 – Controlled separation
Disciplinary Separation	Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation
Protective Confinement Provisions	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use Wisconsin Administrative Code s. DOC 303.73 – Major Penalty: Disciplinary Separation Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement
Restrictions/Sec Precautions	Wisconsin Administrative Code 303 – Inmate Discipline
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