

You Can Overcome **SUCCESS**  
**Fresh Start** Tutor Vocational  
**GROW**

Community **Teamwork** **Metal Working**  
**BEE KEEPING** **SCI** *paus*  
EDUCATION Advocate  
**WINDOWS TO WORK** **VETERANS**  
Thoughtfulness **ESL** Educate  
COMMUNICATION **ERP** Chapel  
**Integrity** Confidence Effort  
Leadership **CHANGE IS POSSIBLE**

**Programs** Windy Meadows School CONTRIBUTING **SERVE SAFE**  
Decision Making **RLS**  
Compassion S.U.R.G.E. BITS  
**GED** Wood Shop Encourage  
**RESILIENCY** THINKING 4 CHANGE Reentry  
Second Chance Pell Grant **YOU ARE MORE** *SCOPES*  
Training THINKING 4 CHANGE Rewarding Hardworking

Overcome *You Will GROW*

**PERSONAL GROWTH** Skills

# Inmate Handbook

Stanley Correctional Institution  
100 Corrections Drive • Stanley, WI 54768

- Read this handbook carefully to ensure awareness of basic rules. Please refer to policies and procedures for further clarification.
- Upon arrival at SCI, inmates are temporarily assigned to Reception and Orientation (R & O) for institution orientation. During this time, there will be an introduction to our programs, the physical plant, and members of our staff.
- Inmates will be permitted movement within the institution to attend work, school and leisure-time activities.
- SCI offers academic and vocational training, domestic violence, anger management, Cognitive Based Programs (CBP) and Substance Use Disorder (SUD) programs, family and marriage counseling and many other programs.

## **SCI MISSION STATEMENT**

**Maintain a safe and secure institution & provide inmates opportunity for self-improvement.**

### **Objectives:**

- To ensure the safety of the public, staff and inmates by application of sound correctional practices.
- To create a sense of community and shared responsibility in the workplace.
- To develop individualized correctional strategies based on the unique needs of individual inmates.
- To ensure that all staff have the opportunity for professional development.
- To safeguard the assets of the State of Wisconsin by appropriate use and maintenance of the equipment and thrifty use of supplies.
- To advocate novel and creative ideas in establishing environmentally friendly and cost-effective measures when dealing with fiscal planning. To ensure future success by being willing and open to explore new ideas and make changes.
- To emphasize employee assistance and workplace enhancement programs so staff are well aware of our dedication to a positive work environment and to providing support for them in dealing with difficult situations and incidents they may encounter.
- To teach, model and reinforce respectful relationships through our daily interactions with each other and with the inmates placed here.

## **Sexual Abuse and Sexual Harassment Prevention and Intervention**

The Wisconsin Department of Corrections has a zero tolerance for sexual abuse and sexual harassment within its facilities.

- Sexual abuse and sexual harassment among inmates and among staff and inmates in confinement is against the law. Violators will be disciplined and may be referred to outside law enforcement for prosecution.
- The Prison Rape Elimination Act (PREA) of 2003 created national standards to prevent, detect and respond to sexual abuse and sexual harassment.
- **Reporting methods:** Tell any staff person, send a request to any staff person, call the PREA Reporting Hotline (777 monitored by WI DOC, 888 monitored by outside agency), tell a family member, friend or outside support person (they may report on your behalf by telling any staff person or submitting a report at [www.doc.wi.gov](http://www.doc.wi.gov) (click on "Prison Rape Elimination Act"), file a complaint and/or contact local law enforcement.
- Refer to POC-41 (also identified as your Red Book) for additional information.

## **LIMITED ENGLISH PROFICIENCY POLICY**

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) services. Inmates may request LEP services.

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) services Inmates may request LEP services.

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

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

## **TABLE OF CONTENTS**

|  |       |
|--|-------|
| Mission Statement .....  | 2     |
| Sexual Abuse and Sexual Harassment Prevention and Intervention ..... | 2     |
| Chain of Command / Contacting Chain of Command.....                  | 5-7   |
| ICRS Procedure .....   | 7-9   |
| PREA Complaints .....  | 9     |
| Institution Conduct Standards/Basic Institution Rules .....          | 10    |
| Hygiene, Grooming and Hairstyles .....                               | 10    |
| Housing Unit Information.....  | 11    |
| Inmate Identification Cards .....                                    | 11    |
| Inmate Sanction Definitions .....                                    | 11-12 |
| Counts .....   | 12-13 |
| General Population Housing Unit/Dayroom .....                        | 13    |
| Housing Unit/Dayroom Standards .....                                 | 13-14 |
| Room Assignments .....   | 14    |
| General Room Rules .....   | 15    |
| Room Departure .....   | 15    |
| Unit/Cell Housekeeping.....  | 15    |
| Housing Unit Attire.....   | 16    |
| Dayroom Television.....  | 16    |
| Telephone Usage .....  | 16    |
| Games .....  | 16    |
| Meals .....  | 17    |
| General Dress Code.....  | 17-18 |
| Personal Laundry.....  | 18    |
| State Issued Laundry Process .....                                   | 18-19 |
| Courtyard Area .....   | 19    |
| Inmate Movement .....  | 20    |
| General Movement.....  | 20    |
| Walking Track .....  | 20    |
| Mail .....   | 20    |
| Financial Transactions/Inmate Work/Pay/Disbursements.....            | 21-22 |
| Mail Order Purchases.....  | 22    |
| Inmate Payroll .....   | 22    |
| Release Fund/Clothing.....   | 23    |
| Inmate Account Deductions .....                                      | 23    |
| Incoming Inmate Funds .....  | 24    |
| Canteen/General .....  | 24    |
| Verifying Canteen Orders and Discrepancies .....                     | 25    |
| Inmate Kiosk Messaging/General .....                                 | 25    |
| Staff Messaging via Kiosk.....                                       | 25    |
| Property.....  | 25    |
| Tablets.....   | 26    |
| Visits .....   | 26    |
| General Visitation Limits .....                                      | 26    |
| Visiting Hours .....   | 26    |
| Visitor Guide/General.....   | 27    |
| Special or Extended Visits.....                                      | 27    |
| Video Visitation .....   | 27-28 |
| Visiting Lists .....   | 28    |

|   |       |
|---|-------|
| Social Services .....   | 28    |
| Program Services.....   | 28    |
| Inside Recreation.....  | 29    |
| Specialty Recreation .....  | 29    |
| Outdoor Recreation/Recreation Field .....                           | 29-31 |
| Barber Shop .....   | 31    |
| Music Room .....  | 31    |
| Hobby.....  | 31-32 |
| Religious Services/General.....                                     | 32    |
| Religious Library & Media Center .....                              | 32    |
| Remington Center .....  | 33    |
| Educational Services .....  | 33    |
| Enrollment .....  | 33    |
| Correspondence Courses.....   | 33    |
| Attendance .....  | 33    |
| Library Service/General.....  | 33    |
| Law Library .....   | 34    |
| Photocopies.....  | 34    |
| Re-Entry Education Options.....                                     | 34    |
| Pre-Release Portfolios.....   | 34    |
| Wisconsin Identification Cards .....                                | 34    |
| JobNet .....  | 34    |
| Psychological Services.....   | 34    |
| Psychiatric Services .....  | 34    |
| Health Services.....  | 35    |
| Inmate Medications.....   | 35    |
| Medication Rules for Officer-Controlled and KOP Medications .....   | 35    |
| Sick Call and Submission of Health Service Request Form .....       | 36    |
| Co-Pay Procedure.....   | 36    |
| Sick Cell/Lay-in Status .....                                       | 36    |
| Medical Devices Authorization and/or Medical Restrictions .....     | 36-37 |
| Food/Other Allergies.....   | 37    |
| Eye/Optomety Services .....   | 37    |
| Dental Services.....  | 37    |
| Miscellaneous Health Care Matters .....                             | 37    |
| Medical Alert Wristbands.....                                       | 37    |
| Medical Record Reviews.....   | 37    |
| Advance Directives for Health Care .....                            | 38    |
| Americans with Disabilities Act (ADA) Accommodations Requests ..... | 38    |
| Re-classification (RC).....   | 38    |
| Records Office.....   | 38    |
| File Reviews .....  | 38    |
| Notary Services .....   | 38    |
| Parole Interviews.....  | 38    |
| Releases .....  | 39    |
| Truth-In-Sentencing Petitions .....                                 | 39    |
| Service of Process .....  | 39    |
| Attorney Contacts.....  | 39    |
| Court Calls/Video Court Hearings .....                              | 39    |
| Natural Disasters/Emergencies/Tornadoes/Fire .....                  | 39    |

## Chain of Command

Inmates are expected to utilize the "Chain of Command" when seeking information/interview requests.

## Contacting Chain of Command

- Inmates should always attempt to address issues with officer before following the chain of command below.
- After waiting seven days without receiving a response or resolution, inmates may contact the next and subsequent level as needed. Be sure to include steps taken and results received.
- Failure to follow the proper chain of command will only cause delays. Requests may be returned if these steps have not been followed.

Please note: additional materials sent with correspondence will not be returned.

The last level in the Chain of Command in addressing any institution issue is always the Warden.

| <b>NATURE OF CONCERN</b>             | <b>FIRST LEVEL</b>            | <b>SECOND LEVEL</b>          | <b>THIRD LEVEL</b>                        |
|--------------------------------------|-------------------------------|------------------------------|---|
| <b>Attorney Calls</b>                | Records Office                | Records Supervisor           | Program Director                          |
| <b>Barber</b>                        | Recreation Leader-Gym         | Program Director             | Security Director                         |
| <b>Canteen</b>                       | Inventory Control Coordinator | Financial Program Supervisor | Correctional Management Services Director |
| <b>Dental</b>                        | Dental Staff                  | Health Service Manager       | Warden                                    |
| <b>Emergency Contact Forms/Calls</b> | Social Worker                 | Unit Manager                 | Deputy Warden                             |
| <b>Emergency Medical Treatment</b>   | Officer                       | Sergeant                     | Security Supervisor                       |
| <b>Food Service</b>                  | Food Service Leaders          | Food Service Manager         | Food Service Administrator                |
| <b>Health Services</b>               | Nurse                         | Health Service Manager       | Warden                                    |
| <b>Hobby</b>                         | Rec Leader – Hobby            | Program Director             | Security Director                         |
| <b>Housing Unit Problem</b>          | Unit Sergeant                 | Unit Manager                 | Deputy Warden                             |
| <b>Inmate Accounts</b>               | Financial Specialist          | Financial Program Supervisor | Correctional Management Services Director |
| <b>Kiosk Messaging</b>               | Unit Manager                  | Financial Program Supervisor | Correctional Management Services Director |

| <b>NATURE OF CONCERN</b>   | <b>FIRST LEVEL</b>      | <b>SECOND LEVEL</b>                | <b>THIRD LEVEL</b>                        |
|--|-------------------------|------------------------------------|---|
| <b>Remington Center Legal Assistance to Institutionalized Persons (LAIP)</b> | Program Services - OOA  | Program Director                   | Deputy Warden                             |
| <b>Laundry</b>   | Laundry Officer         | Financial Program Supervisor       | Correctional Management Services Director |
| <b>Law Library</b>   | Librarian               | Education Director                 | Deputy Warden                             |
| <b>Legal Loans</b>   | Financial Specialist    | Financial Program Supervisor       | Correctional Management Services Director |
| <b>Library</b>   | Librarian               | Education Director                 | Deputy Warden                             |
| <b>Mail / Property</b>   | Mail/Property Sergeant  | Property Supervisor                | Security Director                         |
| <b>Medication</b>  | Nurse                   | Health Services Manager            | Warden                                    |
| <b>Music</b>   | Recreation Leader – Gym | Program Director                   | Deputy Warden                             |
| <b>Notary Service</b>  | Records Office          | Records Supervisor                 | Program Director                          |
| <b>Open Records Request</b>  | Records Supervisor      | HR Director                        | Warden                                    |
| <b>Parole Questions</b>  | Social Worker           | Records Office                     | Parole Commissioner                       |
| <b>Core Programs</b>   | Social Worker           | Unit Manager                       | Deputy Warden                             |
| <b>Re-Entry</b>  | Education OOA           | Education Director                 | Deputy Warden                             |
| <b>Classification</b>  | Social Worker           | Offender Classification Specialist | BOCM Director                             |
| <b>Psychological Services</b>  | PSU OOA                 | Psychological Associate            | Psychological Services Supervisor         |
| <b>Recreation</b>  | Recreation Leader       | Program Director                   | Deputy Warden                             |
| <b>Religious Issues</b>  | Chaplain                | Program Director                   | Deputy Warden                             |
| <b>School</b>  | Teacher                 | Education Director                 | Deputy Warden                             |
| <b>Restrictive Housing</b>   | Unit Sergeant           | Programs Captain                   | Security Director                         |

| <b>NATURE OF CONCERN</b>                              | <b>FIRST LEVEL</b>               | <b>SECOND LEVEL</b> | <b>THIRD LEVEL</b> |
|---|----------------------------------|---------------------|--------------------|
| <b>Sentencing Information</b>                         | Corrections Sentencing Associate | Records Supervisor  | Program Director   |
| <b>Social Service File Reviews</b>                    | Records Office                   | Records Supervisor  | Program Director   |
| <b>Tele-visits</b>                                    | Program Services OOA             | Program Director    | Deputy Warden      |
| <b>Visits/Video Visits</b>                            | Visiting Room Sergeant           | Visiting Supervisor | Security Director  |
| <b>Visiting List / Extended Visit / Special Visit</b> | Social Worker                    | Unit Manager        | Deputy Warden      |
| <b>Work Problem/Payroll</b>                           | Work Supervisor                  | Area Supervisor     | Deputy Warden      |
| <b>Work Termination</b>                               | Work Supervisor                  | Program Director    | Deputy Warden      |

Note: Inmates must try to resolve issues through the Chain of Command before filing a complaint in accordance with DOC 310.

#### **I. INMATE COMPLAINT REVIEW SYSTEM (ICRS)**

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

- Inmates who do not feel comfortable using English to file a complaint may file in their native language.
- Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE.
- The ICE will acknowledge your complaint with an ICE Receipt, or return the complaint to you for correction or with further instructions, within 10 days of receiving your complaint submission.
- Each complaint may contain **only one clearly identified issue** and **contain sufficient information** for the department to investigate and decide the complaint.
- An inmate may not file more than **one complaint per calendar week** except for complaints regarding the inmate's health and personal safety or complaints made under PREA.
- A calendar week means Sunday through Saturday
- Challenges to a complaint or submission returned by the Corrections Complaint Examiner (CCE), a parole commission decision, a classification decision, records or actions not originated by the division, the declination or denial of a public record request, the content of health care records, actions of the legislature or court decisions or orders are not subject to review through the ICRS.
- A complaint or appeal will not be processed and a referral for disciplinary action may occur in accordance with Ch. DOC 303 if the complaint contains a foreign substance or obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint.

## **ICRS PROCEDURE:**

- An inmate shall file a complaint within **14 days** after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. An inmate shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- An inmate shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
- Complaints must be typed or written legibly and be filed only under the name by which the inmate was committed to the department or the legal name granted by a court, and include the **inmate's original signature**.
- Complaint submissions may not exceed **500 words** total and not exceed two pages.
- Inmates must use a DOC-400 Inmate Complaint form. **All sections of the form must be completed.**
- Inmates must use a DOC-400B form if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. **Inmates must print clearly; illegible forms will not be processed.**
- The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

## **ICRS RETURNED COMPLAINT**

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

## **ICRS REJECTED COMPLAINT**

- The ICE will assign a file number and classification code and give written notice to the inmate within **10 days** of collection that the complaint has been received.
- The ICE will reject a complaint within **30 days** from the date of receipt.
- An inmate may appeal a rejected complaint within **10 days** to the appropriate reviewing authority who shall only review the basis for the rejection of the complaint.
- The reviewing authority shall make a decision within **15 days** following receipt of the recommendation or appeal of rejection.
- The reviewing authority's decision is final.

## **ICRS ACCEPTED COMPLAINT**

- The ICE will assign a file number and classification code and give written notice to the inmate within 10 days of collection that the complaint has been received.
- The ICE will send a recommendation to the appropriate reviewing authority within **30 days** from the date of receipt.
- The ICE may recommend to the reviewing authority that the complaint be affirmed or dismissed, in whole or in part.
- The reviewing authority shall make a decision within **15 days** following receipt of the recommendation.
- The reviewing authority shall affirm or dismiss the complaint in whole or in part or return the complaint to the ICE for further investigation.
- If the inmate does not receive a decision within **45 days** after the date of acknowledgement by the ICE, the inmate may appeal to the CCE.

## **APPEAL**

- An inmate may appeal the reviewing authority's decision to the CCE within **14 days** after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. 310.12(6)

- Appeals must be typed or written legibly and be filed only under the name by which the inmate was committed to the department or the legal name granted by a court, and include the **inmate's original signature**.
- Appeal submissions may not exceed **500 words** total and not exceed two pages.
- Inmates must use a DOC-405 Inmate Appeal form. **All sections of the form must be completed.**
- Inmates must use a DOC-405B form if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. **Inmates must print clearly; illegible forms will not be processed.**
- Inmates must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

### **ICRS REJECTED APPEAL**

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

### **ICRS ACCEPTED APPEAL**

- The CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part.
- The CCE shall send the recommendation to the secretary within **45 days** of receipt of the appeal. (The CCE may extend the time for submitting a recommendation with notice provided to the inmate.)
- The secretary shall make a decision within **45 days** following receipt of the CCE's recommendation.
- The secretary may extend the time for making a decision for good cause with notice provided to the inmate.
- The secretary shall affirm or dismiss the CCE's recommendation, in whole or in part, or return the appeal to the CCE for further investigation.
- If the inmate does not receive the secretary's written decision within **90 days** of the date of receipt of the appeal in the CCE's office, the inmate shall consider the administrative remedies to be exhausted, unless the time has been extended. **The secretary's decision is final.**

### **ICRS PREA COMPLAINTS**

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

abuse or sexual harassment outside of the complaint process under this chapter shall be immediately forwarded to the warden.

- The warden may discipline an inmate for filing a complaint related to alleged sexual abuse or sexual harassment only if the warden demonstrates that the inmate filed the complaint in bad faith.
- Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

## **II. Institution Conduct Standards**

A. The rules contained in this handbook are not meant to be all-inclusive. The directives of institution staff are to be followed at all times.

B. Basic institution rules:

1. Any language offensive to others is inappropriate and will not be tolerated.
2. No running anywhere inside buildings.
3. No running to and from activities.
4. Inmates are not allowed to bring any personal items to their work assignments.
5. Inmates are prohibited from possessing, wearing, manufacturing, or distributing security threat group (gang) related materials, or participating in any security threat group related activity.
6. No sunglasses or tinted lenses are to be worn inside any institution building, unless medically approved.
7. Standing/Loitering/Horseplay is not allowed.
8. DOC forms and correspondences must be completed in black or blue ink only, with the exception of HSU/Dental/PSU.

C. Hygiene, Grooming and Hairstyles

1. Each inmate shall keep appearance neat and maintain an appropriate level of personal cleanliness.
2. Fingernails must be kept trimmed and not exceed the end of the finger.
3. Tattooing and body piercing is not permitted.
4. Placing objects in piercings is not permitted
5. One bar of soap and two rolls of toilet paper will be issued per week on a specific day designated by each unit.
6. Toothbrush and toothpaste will be issued on a one for one exchange basis.
7. Hairstyles/Facial Hair shall comply with DOC 309.24.01 Personal Hygiene and Hairdressing.
  - a. Only vendor-approved hair ties are authorized.
  - b. Hair ties are for hair purposes only, ties are not authorized for use on facial hair.
  - c. One tail and/or ponytail using only one hair tie is permitted and must be centered in the back of the head or at the base of the neck and must be in the taper of the cut.
  - d. Braids: Cornrows are permitted in straight lines only. Braids in inmates' hair must be straight from front to back or side to side of the head only. Box braids and plaits are allowed in straight lines only. Tufts, zigzags and designs are not allowed. Dread locks are allowed however may be subject to search at staff discretion. Any hairstyle must be taken down upon staff orders. The number of braids cannot equal 3, 5, 6 or 7. Twists will be considered a braid and will need to follow braid guidelines.
  - e. Hairstyles that present a hygiene problem or cannot be adequately searched are not allowed.
  - f. Inmates who have haircuts that do not meet SCI policy will be directed to see the institution barber.
  - g. Only the institution barber will be allowed to cut an inmate's hair, on an appointment basis only.

### III. HOUSING UNIT INFORMATION

#### A. Inmate Identification Cards

1. General population inmates are required to wear DOC issued ID's and room keys when out of their rooms, except for instances listed below:
  - a. Inmates in RH.
  - b. Inmates taking a shower. ID shall be placed on clothing hook.
  - c. Inmates working in areas where it may be a safety hazard.
    - (i) The work supervisor will instruct inmates to place their ID's inside their shirt for safety reasons.
    - (ii) Inmates will immediately display the ID's when leaving their work area.
  - d. While actively engaged in the following recreational activities or recognized religious activities ID may be removed and kept in immediate area of activity.
    - (i) Basketball
    - (ii) Softball/Pumpkinball
    - (iii) Volleyball
    - (iv) Soccer

2. The only items allowed on your lanyard are your ID, Unit bead, and your room key.

- a. The following list includes the lanyard colors for each unit:

|                |
|----------------|
| Unit 1: Purple |
| Unit 2: Yellow |
| Unit 3: Red    |

|               |
|---------------|
| Unit 4: Blue  |
| Unit 5: Green |
| R&O: Pink     |

- b. A bead will be placed on the lanyard which will be a specific color for each wing. The following list includes the bead colors for each wing:  
A Wing – Red  
B Wing – Green  
C Wing – Blue
3. ID's must not be altered or damaged in any way; this includes the inmate's photo. Inmates shall be responsible for the cost of a new ID shall it need to be replaced due to alteration or damage. In the event an inmate's ID or lanyard is lost, stolen or broken, the inmate will:
  - a. Immediately report this information to the unit sergeant.
  - b. Submit an Interview/Information Request (DOC-761) and Disbursement Request (DOC-184) to the Property Sergeant or Intake Officer requesting a replacement ID.
    - (i) Inmates may be charged a replacement fee.
    - (ii) If an inmate wishes to dispute replacement charges, submit a request to the Unit Supervisor for review prior to requesting a replacement.
4. SCI's lanyards are made from a hypo-allergenic material. Lanyards from other institutions are not allowed. The length and charges for lanyards and ID cards will be as designated in DAI 306.00.06 Inmate Digital Photo Identification System.

#### B. Inmate Sanction Definitions

1. All sanctions begin immediately after the conduct report hearing or acceptance of the sanction and ends after the 7:30 a.m. standing count the day after completion of the disposition.
2. An inmate may be assigned a period of "extra duty" as a result of a conduct report disposition. The Hearing Officer shall inform the inmate and staff of extra duty assigned. The specific tasks shall be determined by staff in accordance with restrictions.
3. Program Inmates Only
  - a. As part of programming, participants may receive loss of privileges for rule violations through the issuance of a program alternative in lieu of a conduct report or due process.

- b. Loss of privileges will not exceed those allowed as a minor sanction under DOC 303.
- (i) The sergeant can invoke loss of privileges immediately upon an inmate’s rule violation.
  - (ii) All loss of privilege sanctions will be reviewed by the Unit Manager on the next working day.

The following chart outlines the specific activities an inmate will be allowed when given Room Confinement, Building Confinement or Loss of Recreation disposition, whether it is a minor or major disposition.

| <b>ACTIVITIES</b>       | <b>LOSS OF DAYROOM</b>  | <b>LOSS OF RECREATION</b> | <b>BUILDING CONFINEMENT</b>                    | <b>ROOM CONFINEMENT (less than 8 days)</b> | <b>ROOM CONFINEMENT (8 or more days)</b>                   |
|-------------------------|-------------------------|---------------------------|--|--|--|
| <b>Dayroom</b>          | No                      | Yes                       | Yes  | No   | 8:00 a.m.–9:00 a.m.<br>Tuesday, Thursday<br>and Saturday   |
| <b>Courtyard</b>        | Yes                     | Yes                       | No   | No   |  |
| <b>Recreation</b>       | Yes                     | No                        | No   | No   |  |
| <b>Showers</b>          | 6:00 a.m. -6:30 a.m.    | Yes                       | Yes  | 6:00 a.m.– 6:30 a.m.                       | 8:00 a.m.– 9:00 a.m.<br>Tuesday, Thursday<br>and Saturday  |
| <b>Phone Calls</b>      | Unit Manager’s approval | Yes                       | Yes  | Unit Manager’s approval                    | 8:00 a.m. – 9:00 a.m.<br>Tuesday, Thursday<br>and Saturday |
| <b>Programs</b>         | Yes                     | Yes                       | Yes  | Yes  | Yes  |
| <b>Visits</b>           | Yes                     | Yes                       | Yes  | Yes  | Yes  |
| <b>Work/School</b>      | Yes                     | Yes                       | Yes  | Yes  | Yes  |
| <b>Chapel</b>           | Yes                     | Yes                       | Services only                                  | Services only                              | Services only  |
| <b>HSU</b>              | Yes                     | Yes                       | Yes  | Yes  | Yes  |
| <b>Electronics</b>      | Yes                     | Yes                       | Yes  | Yes, unless specified on CR                | Yes, unless specified on CR                                |
| <b>Personal Laundry</b> | No                      | Yes                       | Yes  | No   | Yes  |
| <b>Library</b>          | Yes                     | Yes                       | Law Library only, with Unit Manager’s approval | Law Library only, Unit Manager’s approval  | Law Library only, Unit Manager’s approval                  |

C. Counts

1. SCI has 6 official counts per day.
2. Front unit doors will be locked during count times and cell doors will remain secured and shut until count clears.
3. Standing counts will be conducted each day at: 7:30 a.m., 12:25 p.m., 4:45 p.m. and 9:30 p.m. including weekends and holidays.
4. Standing counts will be verbally announced in respective areas.
5. Inmates in housing units will stand side by side in the center of their room facing the door with the bright light setting on.

6. When standing count is conducted, inmates will stand quietly, no listening to electronic equipment, reading, etc. Minimum attire will consist of either pants or shorts (not just undergarments) and a shirt.
7. Inmates will stand until the officer completes the count of their room, and remain in their rooms, with their door secured, until the “dayroom” announcement is given.
8. In other areas, inmates will stand in a designated area.

D. General Population Housing Unit/Dayroom

1. Dayroom hours:

**Sunday through Thursday**

6:00 a.m. – 6:30 a.m. Dayroom called at 6:25 a.m.

After 7:30 a.m. count - 10:50 a.m. Dayroom called at 10:45 a.m.

After 12:25 p.m. count – 4:30 p.m. Dayroom called at 4:25 p.m.

6:00 p.m. – 9:15 p.m. Dayroom called at 9:10 p.m.

**Friday, Saturday, & night before a holiday**

6:00 a.m. – 6:30 a.m. Dayroom called at 6:25 a.m.

After 7:30 a.m. count - 10:50 a.m. Dayroom called at 10:45 a.m.

After 12:25 p.m. count – 4:30 p.m. Dayroom called at 4:25 p.m.

6:00 p.m. – 9:15 p.m. Dayroom called at 9:10 p.m.

After 9:30 p.m. count – 12:00 a.m. Dayroom called at 11:55 p.m.

❖ **(Holidays are:** New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas, and New Year’s Eve.)

2. Dayroom is called 5 minutes prior to closing.
3. Inmate workers are required to be locked in cell 5 minutes to count time.
4. Inmates are to be in cell with door secured by dayroom close time.
5. Inmates are not allowed to sit or loiter in dayroom or start a new activity following the call of dayroom. They are to immediately finish their current activity and return to their cell. The TV will be shut off and all games/tables are to be cleared immediately.

E. Housing Unit/Dayroom

1. Unless there is an emergency, officer stations will be closed from:

5:55 a.m.-6:10 a.m.

1:55 p.m.-2:10 p.m.

9:55 p.m.-10:10 p.m. (Late nights only)

2. Only one inmate allowed at the officer’s station at one time. You must wait behind the yellow line until called forward.
3. Coats are not allowed to be worn in the dayroom; they may be worn traveling directly to or from cell when leaving or entering unit.
4. Inmate mail will be distributed between 3:30 p.m. and 4:25 p.m. Photo ID is required.
5. The dayroom may be used for watching TV, playing games, reading and socializing. Do not disturb other inmates. The noise level in the dayroom shall be kept as low as possible.
6. Dayrooms may be closed for groups; unit meetings or institution needs.
7. Showers are only allowed during open dayroom hours.
8. No items may be retrieved from the garbage bins or recycling bins.
9. Do not sit on tables, take more than one seat, save seats, step or put feet on furniture or walls.
10. Individuals will clean up after themselves at all times.
11. Exercise (doing laps, push-ups) is not allowed in the dayroom.
12. No snapping, rapping, tapping, whistling or table pounding is permitted.

13. Drawing, sketching and coloring are the only hobby activities that may be worked on in the dayroom.
14. Visiting or loitering is not allowed in the entrance to the unit, doorways of the rooms, outside the rooms, on the tiers, in the vestibule, or on the stairways.
15. Cell doors must be secured at all times.
16. No knocking on other inmate room doors.
17. Inmates cannot permit another inmate, other than their roommate, to be in their room.
18. No talking or throwing items across dayrooms or over tiers.
19. Inmates are to be seated while in the dayroom – no standing and visiting.
20. Microwaves are provided on each wing for use during dayroom hours.
  - a. Only one inmate is allowed to be standing at the microwave.
  - b. Do not put any item in the microwave that may cause damage. Any damage will be subject to discipline and restitution. Nothing is to be placed on top of the microwave. It is the responsibility of the inmates to clean up after themselves and properly discard any garbage.
  - c. Microwaves cannot be moved from designated circuits and must remain at installed location.
  - d. Homemade candy making/baking is prohibited. Examples include, but not limited to: peanut brittle, fudge, cake/brownies, cookies and hard candies.
21. Inmates are allowed one bowl and one cup in the dayroom.
22. The only personally owned electronic equipment allowed in the dayroom are tablets; earbuds must be used. Headphones and keyboards are not allowed outside cell unless participating in scheduled music room.
23. Sinks, drains, toilets, and shower areas are to be used as designed.
  - a. The sink in the back of dayroom is the only approved sink to be used for cleaning dishes.
  - b. Rinsing items off in the shower or sinks is not allowed, including shoes/boots.
  - c. The sink in the front of the dayroom is for hand washing only. Personal hygiene items can only be used in your room or shower.
24. Ice and/or hot water will only be dispensed in a cup.
25. Turn off electronics, including lights, radios, televisions, etc., when no one is in the room.
26. No hugging or chest bumping is allowed.
27. Inmates are restricted to the tier on which they live.
28. No stockpiling forms in cells, forms are only to be used for their intended purpose.
29. Only one gray tote allowed per inmate
30. Plastic chairs assigned to cells are not allowed in the dayroom
31. Foot basins and hobby totes are only to be used for their intended purpose.

F. Room Assignments:

1. Upon arrival to new room inspect the key; report damage/defects immediately.
2. If inmates discover anything wrong in the room or its contents, report the problem to the officer or sergeant within one hour of moving into the room.
3. Failure to report room problems within one hour of moving in may result in restitution of related costs for parts and repairs.
4. Each inmate is responsible for the contents and condition of their room. They are to keep their room in a clean, orderly condition.
5. Inmates are responsible for the padlock combination and are expected to keep it confidential. **SCI is not responsible for any lost or stolen property.**
6. Each individual room at SCI is equipped with a day key and a call button.
7. Every time the door is closed, it will lock by itself.
8. Push the day key call button to unlock the door from the inside,.
9. When dayrooms are closed the day key will be disabled and pushing the button will activate an emergency intercom in the room.

#### G. General Room Rules:

1. Room assignments will be determined by staff and assigned by bed space availability. Room or bed changes are based on medical, clinical, or security needs, not inmate requests.
2. Changing, marking, damaging or defacing the door tag in any way is not allowed
3. An antenna and radio may be placed in the large window of the cell. No other items may be placed in any windows, including the cell door window.
4. Earbuds or headphones must be used whenever listening to an electronic device.
5. Only personal tape may be used to attach items to designated areas. The designated area is the wall above the desk, to the bottom of the shelves (toothpaste, glue, bars of soap are not allowed).
6. No items are allowed in the locking mechanism or the doorframe.
7. No homemade furniture
8. Blocking or covering any part of the door window or cell window or bunk is prohibited. When in their room, inmates must be visible to staff.
  - a. Inmates are not allowed to block the space under the cell door.
  - b. Covering of vents is not allowed
  - c. No item is allowed to be placed in a position that would obstruct supervision. Do not use blankets, towels, or clothing to cover entire body or to make walls that section off the room.
9. Sheets, towels, blankets, papers or other articles can be hung on provided hooks only.
10. Inmates using the toilet may indicate this by sliding their door tag out of the door tag holder two to three inches.
11. For privacy, a towel may be placed across the inmate's lap or use the privacy string provided in the attached brackets while using the toilet.
12. For the safety and the security of the institution, staff are authorized to look into the cell at any time, including when the door tag indicates the toilet is being used.
13. Room inspections are random and may occur at any time. These are not considered room searches.
14. Rooms are subject to search at any time. Inmates are not entitled to observe the search.

#### H. Room Departure:

1. Take all personal and assigned property and handbook.
2. Turn room keys into the officer
3. Pillows, mattresses and wastebaskets must remain in the room.

#### I. Unit/Cell Housekeeping:

1. Cleanliness is a priority in the institution and on the housing units. Although the unit employs inmate custodians, all inmates are responsible for keeping the unit clean.
2. Deposit items that can be recycled (aluminum, paper, plastic and newspaper) in bins located in the dayrooms.
3. Baby powder and prayer oil are not to be used as an air freshener per DAI 309.61.02.
4. The following is a list of daily housekeeping expectations for each inmate:
  - a. Sweep the room.
  - b. Empty the wastebasket.
  - c. Hang or fold clothing and towels neatly. Place all clothing and towels not in use in a storage area.
  - d. Dust all surfaces, including any electronics
  - e. Clean fixtures
  - f. Make the bed
  - g. Clean door, windows, walls and mop a minimum of once per week. Rugs will be shaken along recreation field in front of assigned unit.
5. General cleaning supplies will be available to inmates during open dayroom hours. No misuse or over-use will be allowed of any cleaning supplies. Staff may limit use of any cleaner at any time.

6. The unit janitor closet will remain locked. Staff will allow access to the janitor's closet to authorized inmates only.
7. Inmates are not to keep any unit cleaning supplies in their cells unless they are actively using them during open dayroom hours.
8. Mops (wet/dry) or cleaning chemicals will not be retained in cell.

J. Housing Unit Attire:

1. Pants or shorts, shirt (to include t-shirt, thermal top & tank-top) and footwear (laced and/or tied shoes and socks) or slippers with a back must be worn in the dayroom.
2. Inmates will wear bathrobe or shirt and shorts, underwear, and footwear when going from their room to the shower and back. All robes must be tightly closed, not hanging open or nearly open.
3. Shower sandals/slippers are not permitted outside the housing unit or in the vestibule area; this includes during meals.
4. Shower shoes are worn only when going to and from the shower or in room
5. Inmates, at a minimum, are required to wear underwear or briefs to bed.

K. Dayroom Television

1. Selection of dayroom television programs will be majority rules. Once a program is selected, it will not be changed until the conclusion of that program.
2. Inmates with a television in their room may be required to move away from the dayroom television area so inmates without personal electronics will have an opportunity to utilize the dayroom television.
3. During meals, the dayroom televisions will be tuned to the institution channel 3
4. Staff will control the volume and remote control.
5. Closed captioning is required to be on the television at all times.

L. Telephone Usage

1. Rules are expected to be followed as identified per each unit
2. Calls must be made through contract phone vendor
3. Calls last a maximum of 20 minutes
4. Inmates must wait 20 minutes before attempting another call.
5. Debit Time purchases must be purchased by inmates via the phone system. Business Office then processes Debit Time purchases.
6. Leaving phones dangling, off- the-hook, three-way calls and sharing of phone calls is not allowed
7. Using another inmate's PIN is not allowed.
8. All telephone calls except approved and authorized attorney calls will be monitored and recorded.
9. Business, toll free (800, 888, 877, 866, etc.), or 900 numbers are not allowed.

M. Games

1. No gambling is permitted.
2. DOC-approved games are to be played at tables (behind stairs) in the back of the dayroom.
3. Inmates may not join in or sit at a table to watch other inmates play. Up to four (4) inmates will be allowed per table.
4. Inmates are required to cover the table with a blanket prior to playing dominos and cards, and the blanket must be returned when play is finished.
5. No card or domino "slapping" allowed.
6. No finger snapping.
7. Role playing games or fantasy sports games are not allowed and are considered contraband.
8. No homemade games are allowed.
9. When playing cards, use the minimum number of decks required at a maximum of two decks.
10. When using dice, use minimum number required.

## N. Meals

### 1. General

- a. The officer station is closed during meal times except for emergency situations.
- b. Inmates will eat at assigned times. If an inmate has an authorized absence during meal hours (institution assignment, visit, etc.), a meal will be saved and must be eaten as soon as the inmate returns to the unit. It is the inmate's responsibility to request a save tray before leaving the unit for a visit, etc.
- c. Inmates are not allowed to take any servery tableware (cups, utensils, bowls, tray) outside the dining area, or throw these items in the garbage. All institution dishes and accessories must be placed in the proper containers at the conclusion of every meal.
- d. A weekly meal menu is posted on the unit
- e. No personal food containers/drinking containers allowed in the dining area or servery during meal times.
- f. Two condiments may be brought into the dining area during scheduled meals. Inmates must bring these items with them when called to the meal.
- g. Inmates may have one piece of fresh fruit in their room, which must be consumed within 24 hours.
- h. The sink, hot water dispenser, ice machine area is closed 15 minutes prior to meal setup

### 2. Meal Procedures

- a. Inmates have 20 minutes total from the time the first tier is called to receive their tray and eat.
- b. Issues with a meal tray should be brought to staff attention before exiting vestibule.
- c. Special/Modified diets are assigned to the front two rows of tables on each wing.
- d. During lunch and dinner meals, an inmate may take one glass of water and one glass of milk/fortified drink mix or two glasses of water.
- e. Inmates are allowed to engage in an individual silent prayer prior to eating.
- f. Passing Food
  - (i) No passing of food items in the servery line or between tables.
  - (ii) Inmates may pass or give a portion of their food to another inmate only when both are seated at the same table.
- g. Once the inmate stands up, they will be considered finished and must return to their cell.
- h. Inmates must put appropriate food items into compost pail.

## O. General Dress Code

1. State issued clothing must fit and be worn properly.
2. Only one shirt, one pair of shorts, or one pair of pants may be worn at a time.
3. Shorts may be worn under pants to and from recreation.
  - a. Clothing is to be worn in the manner in which it was intended.
  - b. Shoes/boots must be laced and tied at all times.
  - c. Boots and shoes must be worn with the foot entirely in the shoe.
  - d. Shoes with straps will have the straps fastened appropriately.
  - e. Pants must be worn on the waistline.
  - f. Button up shirts should be buttoned up to the second button.
4. Inmates will not be allowed to carry any excess clothing to and from Housing Units, except for laundry and property purposes.
5. Thermal bottoms are considered underwear and should only be worn under clothing. A thermal top is considered a shirt.
6. An iron may be used to press clothing seam to seam only. No patterns or designs may be ironed into clothing.

7. State issued clothing, including green overshirt are required to be worn when:
  - a. Going to J, B, K, F and M Building.
  - b. Inmate kitchen workers are allowed to wear their state-issued kitchen clothing (whites) instead of their greens when they are coming from or returning to work status.
8. Shoes
  - a. State issued footwear must be worn on visits and when going outside the institution fence i.e. OCO, OWO, outside work crews, etc. as defined in area rules.
  - b. Recreation Foot Wear – SEE INSIDE RECREATION RULES
9. Winter Apparel includes, but is not limited to:
  - a. Winter coats, hats, scarves and mittens/gloves.
  - b. Inmates will be allowed to keep their winter apparel in their cells.
  - c. Winter apparel is not allowed to be worn from June 1<sup>st</sup> - August 31<sup>st</sup>.
10. Head Apparel
  - a. Clear plastic cosmetic caps can be worn in cells or in the shower.
  - b. Du-rags are allowed to be worn only in the cell.
  - c. Hats shall be worn with bill facing forward and centered.
11. Hats may not be worn inside any state building with the below exceptions:
  - a. Inmate workers while on duty with state-issued hat.
  - b. Nothing else may be on or around inmate's head, i.e., towel used as scarf, or a shirt covering the head.

P. Personal Laundry

1. Inmates must purchase laundry cards via signed Disbursement; it will be issued with the regular canteen order.
2. Personal clothing will be laundered on the unit utilizing the unit laundry worker system. Inmates must sign up with the unit officer one day in advance. **NOTE:** All personal clothing must be inventoried in the presence of the officer from 6:10 a.m. to 6:25 a.m.
3. No personal laundry will be completed on 2<sup>nd</sup> shift/3<sup>rd</sup> shift.
4. No state clothing will be washed with personal laundry. Follow the state issued laundry process for state clothing.

Q. State Issued Laundry Process

1. A time will be established on each housing unit during which inmates may turn in dirty laundry to the unit laundry worker. (See unit bulletin boards for laundry turn-in days). Laundry worker will verify items the inmate is turning in to be laundered.
2. Socks are to be unrolled and the sheets unknotted before they are turned in.
3. One for one exchange of sheets, pillowcases, and blankets will be done by the unit laundry worker.
4. Institution blankets will be exchanged every five weeks. An announcement will be made the day of this exchange.
5. Inmates are not allowed to possess state issued clothing in excess of the amounts shown in the chart below, unless approved for work assignment:

|                |                |              |                   |
|----------------|----------------|--------------|-------------------|
| T-Shirt: 3     | Underwear: 3   | Towel: 2     | Blanket: 2        |
| Green Shirt: 3 | Socks: 3       | Washcloth: 2 | Pillow Case: 1    |
| Green Pants: 3 | Thermal Top: 1 | Sheet: 2     | Thermal Bottom: 1 |

6. Items to be Repaired or Replaced
  - a. Any inmate with items that are damaged should immediately report it to designated staff who will authorize an exchange of items if applicable. The items will be replaced or repaired and returned in the laundry cart.
  - b. Inmates may be called to Main Laundry for re-sizing.

- c. Any requests for size changes will be reported to designated staff. The new size items will be returned from the Main Laundry in the laundry cart.
- d. The Laundry Officer will keep a record of all exchanges to ensure all damaged items are exchanged and returned. Inmates will be charged for items that have been deliberately damaged. Inmates are responsible to maintain the amount of clothing issued to them.
- e. Requests for replacement of state boots are to be submitted to the Unit Manager.
- 7. Transfer to New Unit
  - a. When inmates go from one housing unit to another, they are to take their sheets, blankets, pillowcase, and any items included in an HSU restriction with them.
  - b. Any clothing or linens sent to the laundry, it is inmates responsibility to notify the sergeant of the unit they are leaving to have their clothing forwarded to them.
  - c. Inmates must change the colored dot on clothing as designated by the unit color.
- 8. Transferring Out of the Institution
  - a. If inmates are being transferred out of the institution, turn in all state issued clothing and linens to the officer.
  - b. If inmates do not have the full amount of clothing issued to them, they will fill out a disbursement request for the dollar value of the clothing they failed to return.
  - c. Clothing or linens must be turned in to the unit laundry by 8:00 AM the day of transfer.

R. Courtyard Area

- 1. Courtyards are open from:

|                       |                        |                       |
|-----------------------|------------------------|-----------------------|
| 8:00 a.m. -10:50 a.m. | 12:50 p.m. - 4:20 p.m. | 6:05 p.m. - 8:50 p.m. |
|-----------------------|------------------------|-----------------------|

- a. Inmates may use the picnic tables located in front of their housing unit during designated times only. Picnic tables will not be moved for any reason. Inmates must be seated at the table regardless of weather conditions, with a maximum of eight (8) inmates at any table. Inmates will face the table and keep their feet on the ground, not on the table or other seats.
- b. No standing in the courtyards.
- c. Talking/yelling/visiting into a courtyard or recreation areas from another courtyard is prohibited.
- d. Graffiti or other damage to the picnic tables will result in the table being removed for repairs and not replaced until repairs are complete.
- e. No hanging of shirts, rugs, blankets, etc. on the courtyard fences
- f. Feeding of wildlife is prohibited.
- g. Walking laps, working out or any other activities which are not specifically listed as allowed in the courtyards are prohibited.
- 2. Allowable Courtyard Property
  - a. Harmonica, or guitar
  - b. Personal games. Game blankets may be used.
  - c. One personal beverage cup
  - d. Magazines, books (personal and state owned) and schoolwork are permitted.
  - e. Tablets and ear buds. No headphones and keyboards.
  - f. Braiding of hair is allowed; the inmate doing the braiding will be allowed to stand directly behind the inmate whose hair he is braiding. One comb/pic and hair tie allowed while braiding.
  - g. Shirts may be taken off while in the courtyard, but inmates must wear their ID's properly. Shirts will be put back on when leaving the courtyard area.
  - h. Shoes must be worn in the courtyards.
  - i. If an item is not included in the above, it is not permitted in the courtyard.

## **IV. Inmate Movement**

### **A. General**

1. SCI movement operates by sign out method. Inmates must sign in/out anytime moving from one location to another, including the courtyard. Inmate must state specific destination and time of departure.
  - a. Once signed out inmates must proceed immediately to the specified destination.
  - b. Each inmate will sign out for himself and not sign out another inmate.
    - (i) All signatures must be legible and written on the next available line.
    - (ii) Skipping spaces on the sign out sheet is not permitted. Inmates are not allowed on the recreation field unless they have signed out for scheduled recreation activity and area.
2. Inmates have up to 5 minutes to get from one area of the institution to another.
3. Inmates must remain at an activity until its conclusion.

### **B. Walking Track**

1. All inmates on the track must be actively moving to their destination, loitering is prohibited.
2. Talking/Yelling/visiting into the courtyard or recreation areas from the track is prohibited. Including the middle recreation fence.
3. The movement for all units will use the walking track. No cutting across the grassed areas.
  - a. All movement (i.e., B-Building, F-Building, Visits) to and from units will be as follows:
  - b. Unit 5 will go past Gym 2 up towards K-Building to their destination.
  - c. Units 3 and 4 will travel the road towards K building to go to their destination.
  - d. Unit 1 will go past Gym 1 towards K-Building to go to their destination.
  - e. Unit 2 will travel the road towards K building to their destination.
4. Do not pass back and forth in front of the living units
5. No walking on the grass along the side of the walking track.
6. When a weather advisory is announced by dispatch the most direct route may be allowed.

## **V. Mail**

- A. All Personal Letters, Legal Mail and Package Deliveries must be addressed:  
Inmate Name and Number  
Stanley Correctional Institution  
100 Corrections Drive  
Stanley, WI 54768-6500
- B. Use of security threat group related signs, drawings, symbols or language, through the use of gestures or code, is prohibited. Security Threat Group related mail is not permitted.
- C. All outgoing mail must include a return address.
- D. All package deliveries incoming and outgoing will be processed through inmate property. An incorrect address may result in additional shipping charges and these will be charged to the inmate.
- E. All incoming and outgoing mail must be processed through the institution mailroom.
- F. Inmate-to-inmate mail sent within or between institutions must include both inmate DOC numbers and will be processed through the US Postal Service. Envelope must remain open for staff review.
- G. Any additional postage costs will be the responsibility of the inmate.
- H. Outgoing mail must have postage on it. Loose stamps are not allowed nor can stamps be removed from received mail and affixed as postage.
- I. If a letter is thought to be over the weight amount, a disbursement should be sent along to the mail room.
- J. All incoming mail and property damaged by the U.S. Postal Service or any outside vendor will be labeled as such upon receipt of the item by SCI Property Department.
- K. Contact the Mail Room for sending Certified Mail.
- L. SCI does not accept postage due mail.

## VI. FINANCIAL TRANSACTIONS/INMATE WORK/PAY/DISBURSEMENTS

A. Inmate Disbursement Requests must follow the below chart for approval

| <i><b>SUBJECT</b></i>   | <b>Officer</b>         |                 | <b>Other Staff</b>     |                 | Signature Required                                 |
|---|------------------------|-----------------|------------------------|-----------------|--|
|   | Verify inmate identity | Approve DOC-184 | Verify inmate identity | Approve DOC-184 |  |
| For personal property being purchased \$74.99 and under (other than religious, education, hobby or recreation). | <b>x</b>               | <b>x</b>        | <b>x</b>               | <b>x</b>        | <b>Officer, Sergeant, or Social Worker</b>         |
| Disbursements \$75.00 and over for personal property (other than religious, education, hobby or recreation).    | <b>x</b>               |                 | <b>x</b>               | <b>x</b>        | <b>Unit Manager</b>                                |
| Disbursements \$24.99 and under to a close family member.   | <b>x</b>               |                 | <b>x</b>               | <b>x</b>        | <b>Social Worker</b>                               |
| Disbursements \$25.00 and over to a close family member.  | <b>x</b>               |                 | <b>x</b>               | <b>x</b>        | <b>Unit Manager</b>                                |
| Request to utilize release account funds.   | <b>x</b>               |                 | <b>x</b>               |                 | <b>Unit Manager</b>                                |
| Requests to pay a bill.   | <b>x</b>               |                 | <b>x</b>               | <b>x</b>        | <b>Unit Manager</b>                                |
| Requests to donate money to institution, person, agency, charity or church.                                     | <b>x</b>               |                 | <b>x</b>               | <b>x</b>        | <b>Unit Manager</b>                                |
| Hobby or Recreation items   | <b>x</b>               |                 |                        | <b>x</b>        | <b>Hobby or Recreation Leader</b>                  |
| Religious Items   |                        |                 | <b>x</b>               | <b>x</b>        | <b>Chaplain</b>                                    |
| UPS or Postage  | <b>x</b>               |                 |                        | <b>x</b>        | <b>Mailroom</b>                                    |
| Photocopies   |                        |                 | <b>x</b>               | <b>x</b>        | <b>Specific Area Designee</b>                      |
| Visiting room pictures  | <b>x</b>               | <b>x</b>        |                        |                 | <b>Officer</b>                                     |
| Medical Copays  |                        |                 | <b>x</b>               | <b>x</b>        | <b>HSU</b>   |
| Educational Materials (textbooks, course fees)  |                        |                 | <b>x</b>               | <b>x</b>        | <b>Education Director or designee</b>              |
| Key Replacement (broken, cracked, or lost)  | <b>x</b>               | <b>x</b>        |                        | <b>x</b>        | <b>Inmate shall turn in broken key to officer.</b> |
| Special Events.   | <b>x</b>               | <b>x</b>        | <b>x</b>               | <b>x</b>        | <b>As posted for the event</b>                     |

1. Verify Disbursement Request (DOC-184) through staff.
2. Disbursements may be denied for insufficient funds.
3. It is the inmate's responsibility to keep track of their account balances. Staff will not look up account balances.
4. All disbursement requests must be filled out completely and must have the appropriate approvals in order to be processed. Incomplete or unapproved requests will be returned.
5. All requests for purchase of merchandise from an outside vendor must include the following information:
  - a. Completed order form or a letter detailing the items to be purchased.
  - b. Correct amount of payment including taxes and shipping costs.
  - c. Complete name and address of the vendor.
  - d. Correct shipping address and an embossed envelope.
6. Disbursement requests for expenditures related to authorized institution program activities should be submitted to the appropriate staff program coordinator for processing.
7. The original disbursement will not be given back to the inmate once staff signs it. The disbursement and all other paperwork will be placed in the unit mailbox. Disbursement requests not approved will be returned to the inmate, who will have to re-submit it.
8. Work Release funds cannot be used at SCI.

#### B. Mail Order Purchases

1. All mail order forms must include the following information:
  - a. Inmate name, number, and shipping address.
  - b. An addressed embossed envelope, signature, and date. Exception is orders to Property Vendors which do not require a pre-paid envelope.
  - c. Inmates must have sufficient funds in their account or it will not be processed and it will be sent back. No loans will be given.
  - d. If inmates have an error in their addition, the disbursement will not be processed and they will receive it back. Shipping will coincide with the property vendor/hobby vendor. Please read this carefully. The total merchandise and shipping and handling are added together before figuring the tax. Please make sure to include this on the order form and disbursement request.
  - e. When ordering items packaged as a unit, like socks, each pack is 1. (EXAMPLE: One pack of 6 pair of socks is 1, not 6).
  - f. Mail order forms are from all over the United States. Carefully check the area marked TAX. Some companies include tax in their prices, which would be noted on the order form. The sales tax for SCI is 5.5%.

*PLEASE NOTE: All mail orders are processed within 10 days of receipt in the Business Office. It is your responsibility to allow enough time for date-sensitive purchases or requests.*

#### C. Inmate Payroll

1. Effective start dates will be the beginning of a pay period.
2. Inmates who are classified as voluntarily unassigned (VUNA) shall not be compensated for 90 days. See DAI Policy 309.55.01.
  - a. After 90 days, you shall apply for a job to become eligible for involuntary unassigned (INVUNA).
  - b. If not hired request a DOC-1408 be completed through the Area Supervisor to be placed to INVUNA.
  - c. Inmates will be placed INVUNA status at the beginning of the next Pay Period.
3. Bi-weekly payroll statements will indicate wages placed in the inmate's account.

4. Payroll periods will be bi-weekly. Payroll will be posted by the Friday following the close of a pay period. Any questions regarding rate of pay, hours worked, or amount paid are to be directed to an inmate's work supervisor. If a correction is to be made, it must be approved and submitted by the work supervisor.

#### D. Release Fund/Clothing

1. SCI implements the Department of Corrections Release Fund procedures as per the Administrative Code 309.466.
2. Release Clothing
  - a. Inmates may purchase release clothing, coat and shoes.
  - b. The total limit is \$150.00 (including shipping & handling) for release clothing, regardless of the account from which the funds are taken.
  - c. Release clothing cannot be ordered any sooner than 60 days prior to the release date.
  - d. Inmates with personal clothing will only be allowed to purchase items not already on their current property list.
  - e. The Unit Supervisor will determine discrepancies as well as sign all disbursement requests for release clothing. Release clothing disbursement requests should be sent to the Business Office as one request or packet (even if from multiple vendors) so the value can be monitored.
  - f. SCI does not have a release clothing catalog.

#### E. Inmate Account Deductions

1. Inmates may make deposits from their general account and/or segregated account to an interest bearing account established in the inmate's name at US Bank. Any interest accrued shall be credited to the individual inmate's savings account. There is \$50 needed to initially open a savings account. Deposits and withdrawals of at least \$20 can be made once during the month, at any time. Use the Disbursement Request (DOC-184) for all savings account transactions.
2. Withdrawals can be made once per month. To withdraw money, a disbursement request must be submitted to Inmate Accounts. Withdrawals from savings accounts need to be submitted 14 days prior to the date the money is needed. When funds are transferred after being withdrawn from the savings account at the US Bank, they will be deposited to the specific account from which they were originally withdrawn (general or release). Money from a release savings account can only be withdrawn for release purposes.
3. At the time of an inmate's release their savings account shall be closed out and the funds disbursed per instructions on the DOC-15 (Inmate Release Authorization Form) per agent's request and included on the closeout form. Discharged inmates shall receive their funds at the time of release. In case of unforeseen circumstances, funds are sent to the most recent address on file or agent if not sent with the inmate.
4. Savings Bonds are not available for purchase. Existing bonds will be kept in a secure area at the institution where the inmate is incarcerated.
5. Legal Loans
  - a. Inmates who are requesting a legal loan must submit an Interview/Information Request form for a Loan Repayment Agreement (DOC-1290) form; sign and submit the completed form to the Business Office for approval.
  - b. The inmate must submit an Interview/Information Request form to the Business Office for approval every time there is a request for legal supplies and postage.
  - c. It is the Inmate's responsibility to assure sufficient lead-time for the processing of their request prior to required deadlines. All photocopies for legal loans will follow DAI guidelines.

## F. Incoming Inmate Funds

1. Access Corrections is the only vendor designated to accept funds on behalf of DAI. The inmate will receive a printed receipt to show the money has been credited to their accounts.
2. In addition, family and friends should be reminded of the following:
  - a. Personal Checks and money orders must be sent, along with a completed deposit slip, (deposit slips available from the website) to: Secure Deposits-Wisconsin DOC, PO Box 12486, St. Louis, MO. There will be a 10 day hold on all personal checks.
  - b. Other methods to send in funds are credit cards via the internet or telephone and numerous walk in sites. Locations of these sites can be found at the website CashPayToday.com.
  - c. All correspondence received with the money orders will be destroyed. All correspondence should be mailed separately to: SCI, 100 Corrections Drive, Stanley, WI 54768.

## VII. Canteen

### A. General

1. Inmates of units scheduled for canteen bi-weekly are limited to \$100.00 per order. Canteen receipts need to be kept for the last two (2) canteen periods. Inmates cannot possess edible items, i.e. food and beverages, they have not purchased within the last two (2) canteen periods.
2. Any personal hygiene items will require a receipt and must be used within 6 months from date of purchase.
  - a. Inmates are required to keep all canteen receipts until the product is gone.
  - b. If an inmate possesses canteen items and does not have a canteen receipt proving the purchase, he shall be subject to disciplinary action.
  - c. The canteen receipt is the inmate's property slip until the product is gone.
    - (i) For personal hygiene items, an inmate may have in their possession, at any time, two times the allowable order limit.
3. Items purchased at a previous institution canteen, but not sold by the SCI canteen must be used or discarded within 30 days of arrival or the items will be considered contraband.
4. No canteen is allowed in the courtyard or recreation fields.
5. No unauthorized transfers are allowed.
6. Canteen is processed offsite through a contract vendor via the phone system.
  - a. If an inmate is unable to use the phone system they may request through the ADA Coordinator to use a bubble sheet to order.
  - b. Inmates can add/delete/revise their order up until the orders in the system for their unit are "swept". USG will "sweep" orders in the system for specific assigned units each Friday through Sunday; Units 2, 4, RH one week and Units 1, 3, 5 another week. USG will "pick" the orders on Monday.
  - c. Inmates shall have the money available in their account when ordering, and allow for any disbursements not yet deducted from their statement.
  - d. Money earned or received, but not yet posted to the account, will not be available for canteen spending.
  - e. It is the inmate's responsibility to ensure they have enough funds to cover items ordered and any applicable tax.
7. Canteen will be delivered to units on designated days.
8. If an inmate has transferred to another unit, the canteen order will be returned to canteen and the inmate will be called up at a later time to pick items up. Orders for inmates in RH will be delivered.
9. If an inmate is packed up for institution transfer the day of canteen delivery, the canteen order will be returned and the funds credited back to his account.
10. If out OWO/OCO when canteen orders are distributed on the housing units, the order will be held in canteen for two weeks. Inmate can write to canteen when they return or wait to be called up by canteen staff to get their order.
11. If you miss your unit's canteen ordering period, there are no make up orders.

12. It is the responsibility of each inmate to keep canteen items secured in inmate locker.

**B. Verifying Canteen Orders and Discrepancies**

1. Canteen orders will be distributed on the unit in the dayroom. Inmates must inspect their order at the table. The inmate signs the receipt to verify all items charged for have been received. Before leaving the table, it is inmate's responsibility to be sure the order is complete and accurate.
2. If there is a mistake in the order, point it out to the officer in charge of canteen distribution immediately before leaving the table. If there is a discrepancy verified by the officer, the discrepancy should be noted on the canteen receipt and signed. If the inmate accepts the canteen order by signing the receipt without reviewing the order, or by leaving the immediate distribution area, and later claims a mistake has been made, Canteen will not be held liable as there is no way to verify the claim after the fact.
3. Refunds for any SCI shortages/damages will be done within 7 business days.

**VIII. Inmate Kiosk Messaging**

**A. General**

1. Upon activation and purchase of kiosk credits, inmate will be able to send and receive controlled messages with approved contacts.
2. Kiosk credits (ATG\_KCN Media Units) shall be purchased through the home screen on the Kiosk.
3. Once a contact has been created, the contact will receive an email stating that the inmate has requested to contact them by email. The contact will then be required to setup an account and approve the contact. Emails can only be sent to contacts that have been approved. The contact will appear on the contact list if they accept and are approved.
4. Any issues that the contact may be having will have to be handled through the CorrLinks Customer Service website, Corrlinks.com.
5. Draft messages may be saved for a limited time.
6. Inmates will need to contact the Unit Manager/Sergeant if their account has been locked.
7. If an inmate is placed in RH, their kiosk account is inactivated. Once they return to GP, it may take up to 48 hours for your kiosk account to be accessible.
8. Inmates may not access other inmates' kiosk accounts.

**B. Staff Messaging via Kiosk**

1. Inmates may message select departments through the kiosk system at no cost.
2. Sending a staff message does not put you in direct contact with a specific staff member. If you choose this method to communicate, do not expect an instantaneous reply and please be patient.
3. There are limited characters available when sending a staff message. If your message requires more than the allotted characters allowed, you will need to utilize the DOC-761 method of communication.
4. Staff messaging will not be printed. If you wish to retain a hard copy of your correspondence, then continue to utilize the interview/information request to communicate with staff.
5. You must continue to follow chain of command requirement.

**IX. Property**

**A. Property Catalog**

1. Inmates and inmates' family members must order all allowable property through the DOC approved contract vendors.
2. Prior approval must be granted for outside purchases if the approved vendor(s) do not carry an otherwise approved item.

**B. Tablets**

1. Inmates in Restrictive Housing (RH) are not allowed to purchase or possess tablets.
2. Step 3 inmates residing in Receiving and Orientation (R&O) can possess their tablet; however, purchase of a tablet is not allowed.
3. Tablets are allowed in the Dayroom and courtyards during open dayroom hours only.
4. Tablets will be used with earbuds (not headphones) only when seated in the dayroom or in the courtyard. Not when walking to or from destination.
5. Inmates are not allowed to use tablets while in unit work status.
6. Tablets are not to be shared with or borrowed to other inmates.
7. Tablets are not permitted to be connected to a television or a radio.
8. Tablets are considered electronic devices covered under DAI 309.20.03 and are subject to Loss of Electronics sanction.
9. Family and friends can place an order for a tablet on behalf of a WI DOC inmate by using the Access Catalog website at [www.accesscatalog.com](http://www.accesscatalog.com).
10. Tablets are subject to staff search at anytime. Inmates shall remove the case in order for search to be conducted. If the inmate is not available at the time of the search, the tablet will be held at the officer's station until the inmate returns to the unit.

**X. Visits**

**A. General visitation limits**

1. Inmates are allowed three visits per week, the week running Friday to Tuesday, one visit per day and one visit per weekend.
2. Should a holiday be connected to a weekend, that holiday day is considered part of the weekend and only one visit is allowed for the three-day weekend.
3. If the holiday falls on Sunday, then Monday will be observed as the holiday with holiday hours.
4. The Friday after Thanksgiving will follow the holiday visitation hours and time, but not count against weekend visitation.
5. There are no extended visits allowed on holidays.
6. Weekday visits are limited to three hours in length. Visits on Saturday, Sunday, and holidays are limited to two hours in length.

**B. Visiting Hours - Visiting week begins on Fridays and ends on Tuesday. \*No visits processed one hour prior to closing.**

| <b>Indoor Visiting Hours</b> |                        |
|------------------------------|------------------------|
| Monday                       | 2:30 p.m. to 8:30 p.m. |
| Tuesday                      | 2:30 p.m. to 8:30 p.m. |
| Wednesday                    | NO VISITS              |
| Thursday                     | NO VISITS              |
| Friday                       | 2:30 p.m. to 8:30 p.m. |
| Saturday                     | 8:00 a.m. to 3:30 p.m. |
| Sunday                       | 8:00 a.m. to 3:30 p.m. |
| Holidays                     | 8:00 a.m. to 3:30 p.m. |

| <b>Outside Visiting Hours</b> |                        |
|-------------------------------|------------------------|
| Monday                        | 3:00 p.m. to 7:00 p.m. |
| Tuesday                       | 3:00 p.m. to 7:00 p.m. |
| Wednesday                     | NO VISITS              |
| Thursday                      | NO VISITS              |
| Friday                        | 3:00 p.m. to 7:00 p.m. |
| Saturday                      | 8:30 a.m. to 3:00 p.m. |
| Sunday                        | 8:30 a.m. to 3:00 p.m. |
| Holidays                      | 8:30 a.m. to 3:00 p.m. |

NOTE: In general, outside visits will open from May 1<sup>st</sup> to September 30<sup>th</sup> depending on weather and institutional needs. Outside visits may be cancelled at any time due to institutional needs.

**C. State Holidays - New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.**

#### D. Visitor Guide

1. General Rules- Please refer to the SCI visitors guide for additional information and rules of conduct during visits.
  - a. A visit may be ended early due to overcrowding.
  - b. All visitors must be on the inmate's approved visitor list. This includes all children/infants.
  - c. Inmates will be searched on arrival, and when leaving the visiting room. When entering and leaving the visiting room, report to the officer at the desk to check in and to check out.
  - d. Inmates will use the designated inmate restroom. This restroom can only be used during an inmate's visit, and inmates may be searched.
  - e. Inmates may only bring the following items to the visiting room:
    - (i) Room key.
    - (ii) Ring/wedding band
    - (iii) No watches or other jewelry are permitted in the visiting room.
    - (iv) Coat/jacket/hat/gloves (during inclement and cold weather.
    - (v) One comb. Must be used in the inmate waiting area prior to the start of the visit.
  - f. General population visits in the Visiting Room will be able to have pictures taken.
2. Special or Extended Visits- Inmates need to submit a Interview/Information Request (DOC-761) to their Social Worker at least five days in advance of the proposed extended visit.

#### E. Video Visitation:

1. Only approved scheduled visitors will be allowed on the video visit with the inmate.
2. Prior to the video visiting starting, visitors will be required to show an approved form of identification on the computer screen to visiting room staff (State ID). Children or minors will be allowed to visit as long as they are already on your approved visiting list.
3. Every eligible inmate will have the ability to have a video visitation.
4. Inmates in RH will not receive video visits.
5. Inmates are responsible for contacting individuals they wish to visit with and provide them the information on how to schedule a visit. Visits are scheduled on a first come first serve basis as space is limited.
6. Visitors can schedule by emailing: [DOC DAI SCI Zoom Visits@Wisconsin.gov](mailto:DOC_DAI_SCI_Zoom_Visits@Wisconsin.gov)
7. Visiting request emailed to the above account shall include the following information:
  - a. Inmate's Full name, DOC number & Housing Unit.
  - b. The approved visitor(s) Full name and date of birth.
8. Video Visitation Hours will be posted on the character generator and DOC public website.
9. Once the visit has been scheduled, inmates will receive a visit pass indicating the date/time/visitor and visiting booth number. The visitor will then receive an email confirmation indicating date/time and a link how to connect to the visit.
10. Before leaving the unit, Inmate will inform unit staff that they have a visit and show them their pass that will indicate the date, time and booth.
11. Inmate are to report to the visiting room with their pass, show their ID and hand their pass to staff before going to their assigned booth.
12. Inmate may arrive to the visiting area no more than 10 minutes before the start of your visit. It is the inmate's responsibility to ensure they arrive on time. As inmates enter into M-Building for their visit, they will have a seat in the hallway and wait for staff to let them in.
13. Visits will not be rescheduled due to tardiness/no show by the Inmate or the visitor due to scheduling limitations and will count as a visit.
14. Once a visit is scheduled, that visit cannot be changed or rescheduled.

15. Inmates are required to wear full state issued uniform with state issued ID on the most outer top visible for staff to view at all times. Green top must be tucked into green bottoms. Removal of outer layers will not be allowed in the visiting room area.
16. Only those scheduled to attend the visit are permitted to be on the video screen.
17. Visitors are not permitted to record the visit.
18. Video visiting will be terminated immediately if there is any suspicion of Illegal activities or any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance with DAI Policy/SCI Procedure 309.06.01. This includes but is not limited to the following:
  - a. Sexual acts or nudity
  - b. Drug or alcohol use during the visit
  - c. Showing of objects identified as a threat (firearms, weapons, knives, etc.)
  - d. Inappropriate language
  - e. Inappropriate location of visitor (bar, night club, etc.)
  - f. Operating a vehicle during the scheduled visit

#### F. Visiting Lists

1. Inmates who transfer to SCI will not need to resubmit visiting questionnaires if there is a current visiting list during current incarceration.
2. If an inmate is requesting to have a visitor placed on his visiting list, he will need to mail a Visitor Questionnaire (DOC-21AA) form directly to the proposed visitor for him/her to complete.
3. Upon the proposed visitor being approved or denied, the inmate will receive a copy of his visiting list. Visitors are not approved until the offender receives a revised visitor list with the name(s) on it.
4. Any visitor who has a medical condition that will prevent them from successfully passing the metal detector must complete the Visitor Requesting Accommodation Form (DOC-2424). The form must be approved by Security and the visitor will be notified prior to their entrance into the institution.

### XI. Social Services

- A. When an inmate needs to contact his social worker, they will send an Interview/Information Request clearly stating the concern or question. An inmate will need to inform his Social Worker if he is working or attending school/program during the times of open office hours and request an appointment time.
- B. Core Programs
  1. Inmates are automatically placed on the waiting list when primary programs are identified. Core programs offered at SCI are: Domestic Violence Counseling, Anger Management, Thinking for a Change, Earned Release Program/Substance Use Disorder.
  2. Inmates previously refusing or terminated from core programs should write to their assigned social worker to be placed back on the waiting list if they would like to be reconsidered for enrollment.
- C. Attorney Telephone Calls - Attorney telephone calls will be made collect using the phones in the dayroom of inmate's housing unit. Inmates must complete the Telephone Request Attorney Add/Delete (DOC-1631) form in order to place a confidential phone call. The form is available through the Social Worker. Upon completion, the inmate will forward to the Program Department for processing.
- D. Emergency Contact Form - If a visitor list does not include an emergency contact, the inmate will need to complete an Inmate Emergency Contact Information (DOC-0851) form. These forms should be obtained from and returned to the Social Worker.

### XII. Program Services

- A. Rule or game regulations may be changed, implemented or stopped any time based upon security and safety needs or inappropriate activity.
- B. Inmates will not be allowed to leave early when going to inside or outside recreation.

1. Inside Recreation
  - a. All inmates are required to sign in on arrival.
  - b. State boots or medical shoes must be worn to the gym and personal tennis shoes will be hand carried to the recreation area and worn upon arriving at the gym. If you don't carry your personal shoes to the gym you'll be required to leave and return to the housing unit and change into your state boots/medical shoes and carry your personal shoes back to the gym.
  - c. All inmates must be in complete gym attire. Coats, hats, and gloves (except weightlifting gloves) must be removed during inside recreation. Inmates are responsible for their own state boots and clothing that is brought to the Gym.
  - d. It is your responsibility to secure your state issued boots with inmate recreation workers when participating in recreation. If you choose not to secure your boots you may be responsible for replacement cost.
  - e. State tennis shoes will only be provided if the inmate does not own a pair of personal tennis shoes.
  - f. All inmates attending recreation must be an active participant.
  - g. Inmates attending inside recreation will not be allowed to leave until the recreation period has ended unless they receive permission from the gym officer. Inmates must return directly to their unit. Once they leave they will not be allowed to return to the gym.
  - h. Inmates with scheduled appointments, work or school must return to the unit before going to these activities.
  - i. No dunking or climbing on nets, rims, or backboard support systems.
  - j. No dropping weights or abusing recreational equipment.
  - k. No horseplay, shadow boxing, or sparring.
  - l. Running is only allowed during approved recreational activity.
  - m. No foul, vulgar, racial slurs, or excessive loud noises will be tolerated.
  - n. No food or drink will be permitted into the gyms.
  - o. No inmates are permitted to enter any office area without staff permission and supervision.
  - p. Only inmate recreation workers will be allowed in the storage room and inmate work area.
  - q. All recreation equipment must be out and returned by the same inmate.
  - r. Only half-court basketball is allowed with up to eight players (four on each team).
  - s. Inmates will not be allowed to enter the gym before their scheduled recreation period, music or haircut appointment.
  - t. Check in with Gym staff prior to and after appointments.
  - u. Inmates must arrive within 5 minutes after the recreation period starts, this includes scheduled activities.
  - v. No personal property will be allowed inside the gym area without prior approval; SCI will not provide recreational clothing.
  - w. No inside recreation equipment will be taken out of the gym.
  - x. Inmates are not allowed to lead other inmates in workout programs.
2. Specialty Recreation:
  - a. Interview request shall be sent to GYM 1 by the 15<sup>th</sup> of each month to attend a specified specialty recreation event, must be scheduled to attend.
  - b. HSU PT inmates may not participate in regular recreation or any recreational activities except for using the walking track, unless an exemption is granted.
3. Outdoor Recreation/Recreation Field
  - a. Inmates are not allowed on the recreation field, unless they have signed out to that area for their scheduled recreation activity.
  - b. Inmates must be continuously walking or running, loitering is prohibited.

- c. All recreation equipment must be checked out no later than 5 minutes after recreation begins. The inmate who checks out the equipment is the one responsible for returning it.
- d. No more than four in a group unless participating in a team sport
- e. Walking and running on the track is permitted, on the right side of the yellow line and turning at the white/yellow lines. No other activities allowed
- f. During outdoor recreation period, inmates are to use the paved walking track in a horseshoe fashion in between the designated yellow lines not passing in front of the housing units.
- g. Walk/Run only on the horseshoe route – no going into “dead end” areas, for any reason.
- h. No spitting on walkways
- i. Loud noise, foul or abusive language will not be tolerated
- j. Talking/yelling from walking track into recreation areas or courtyards is prohibited
- k. No sunbathing on the recreation field
- l. Shoes must be worn at all times during recreation, except while playing volleyball (i.e. volleyball court).
- m. Inmates may have one personal drinking container and personal recreation equipment (i.e. softball glove, handball glove) on the recreation field
- n. Entry points shall be at the location of each activity off the walking track.
- o. Basketball-
  - (i) Only half-court basketball is allowed with up to eight players (four on each team).
  - (ii) No dunking or climbing on nets, rims, or backboard support systems shall be allowed.
  - (iii) All inmate spectators or inmates waiting to switch with current players, must be seated on the benches next to the basketball courts at all times, with a maximum of 5 inmates per bench.
- p. Bocce ball
  - (i) Will be played near the horseshoe pit area
  - (ii) Game will be played underhanded only
- q. d. Hacky Sack
  - (i) Will be played by the workout stations
  - (ii) Up to four inmates at a time
- r. Horseshoe - up to four inmates to a pit
- s. Frisbee
  - (i) Up to four inmates at a time
  - (ii) Tossing the Frisbee is the only approved process and must remain within the recreation field
- t. Softball
  - (i) All spectators and players waiting to play must be seated
  - (ii) No sliding at any time
- u. Volleyball courts
  - (i) A team can be up to nine players, only six players on the court per side at a time
  - (ii) Shoes and socks may be taken off while playing but will be put on before returning to the unit
- v. Soccer- 7 players and 1 goalie will be allowed to play on each team in the designated soccer area during non-league season
- w. Workout stations will be limited to two inmates per station.
  - (i) The workout stations may only be used as intended. Parallel bars may not be used for pushups/sit-ups.
  - (ii) Push-ups, sit-ups, sprints, lunges, squats, bear crawls, and jumping jacks are only allowed in the grassy area near workout equipment.

- (iii) Inmates are not allowed to lead other inmates in workout programs.
- x. No gymnastics permitted.

#### 4. Barber Shop

- a. Inmates may receive one free haircut every 30 days by appointment only. To make an appointment, inmates must complete an Interview/Information Request (DOC-761) to the gym staff. Inmates need to report at their scheduled time with their DOC-761.
- b. Two weeks after the free haircut another haircut may be purchased for \$1.00. You must send a completed disbursement (DOC-184) to the gym to be approved by the gym staff. These haircuts are done Saturday mornings.
- c. Inmate's hair must be clean and free of all hair grease. Inmates reporting with dirty hair will be dismissed and will not be allowed to reschedule for 30 days.
- d. The barber is the only inmate allowed to use the barber shop equipment.
- e. Inmates cannot ask for, receive, offer, or barter for any form of payment regarding barber services.
- f. The recreation officer will determine the appropriateness of haircuts before the inmate leaves the area. Questionable hairstyles will be reviewed by a designated Supervisor.
- g. Inmates must leave the gym upon completion of their haircut if it is not their scheduled recreation period.
- h. Any inmate in the barbershop without an appointment will be in an unassigned area which could result in disciplinary action.

#### 5. Music Room

- a. No food or drink in the music room.
- b. Scheduling for the music room is done using an information request addressed to Rec Leader – Music Schedule. Requests are due by the 15th of each month and you must resubmit an interview request each month for a music slot. An inmate's name may appear two times on the posted schedule. Max of five participants per session. Only those inmates on the posted schedule will be allowed in the music room. If other inmates that are not on your music slot are caught in the music room disciplinary actions may be taken.
- c. Inmates who do not show up for two scheduled group times will be removed immediately from their music slot. If there is a reason, i.e. HSU, OWO, OCO, or work, inmates need to send an information request to the Rec Leader with the reason before the next scheduling period.
- d. Groups need to leave the music room when their scheduled time is over. Groups not following this will forfeit their music room privileges for a set period of time.
- e. Inmates need to use the state equipment appropriately. Misuse of any equipment will result in loss of music room privileges and possible restitution for damages. Inmates will sign out each piece of equipment they use.
- f. Inmates need to follow the posted diagrams and information regarding the equipment. If not followed, inmates may lose their music room privilege for a set period.
- g. Inmates signed out to the music room are to be an active participant in the music room, not participating in other gym activities.
- h. Drum machines, keyboards and mics are not to be plugged into the amps.
- i. Inmates are allowed to bring personal guitars, keyboards and headphones to the music room. All items must be properly corded to retain the silent music room requirement.

#### 6. Hobby

- a. Inmates are allowed a total two hobbies. Inmates must register with Rec Leaders to participate in hobby:

- (i) Upon transfer in, inmate must possess hobby items and notify the hobby department in writing with a DOC-761.
- (ii) Rec Leader must approve all hobby and music purchases before ordering.
- (iii) Once pre-approved orders are received at the institution and issued to the inmate, the inmate is then registered for that specific hobby
- b. All orders for hobby materials and supplies must come from approved vendors. If the material is not available in the approved vendor catalogs, a Rec Leader must approve the purchase authorizing the inmate to order from another retailer. A completed disbursement, addressed and stamped envelope, and order form must be available at the time of the purchase.
- c. Orders received must match pre-approved order form. If it contains items not on the pre-approved order or exceeds the monthly \$100 limit (excluding shipping and handling charges), the entire order will be denied and returned at the inmate's expense.
- d. Vendor catalogs do not offer back orders. Items not received must be resubmitted as a new order for pre-approval.
- e. The inmate is responsible to remain in property compliance. If the order received is not within property compliance it will be sent out or disposed of at the inmate's expense.
- f. Completed Hobby projects shall be sent out of the institution within 30 days either through mail/shipping, or on a visit, or put in the display case for sale, or destroyed. A shipping label and disbursement must be filled out prior to the item being sent out. Completed items that have been sent out may not be returned to the institution.
- g. Hobby items are not allowed to be kept/used/worn or displayed on their person or personal property. Hobby items used in this fashion will be considered contraband.
- h. Paper Craft - Paper Mache or Origami projects are not an approved hobby.

## C. Religious Services

### 1. General

- a. Chaplains are available to coordinate and assist inmates toward spiritual growth and development. Support is provided to individuals as well as groups.
- b. Inmates may request to see a Chaplain by sending a DOC-761 to the Chapel.
- c. Religious services and study groups recognized by Wisconsin DOC are provided for inmates based on their approved faith group. Contact the Chapel for approved and available DAI groups.
- d. Inmates may submit a Request for a New Religious Practice and Property (DOC- 2075) only for items or practices not currently allowed by DAI.
- e. A Religious Preference (DOC-1090) form will be required for all Chapel functions and activities excluding Media and Chapel library.
- f. Special seminars may be attended outside of the assigned URG faith group with prior approval from a Chaplain.
- g. Inmates are not allowed to lead Chapel services or studies.
- h. Physical contact is limited to handshakes only.
- i. Inmates attending religious services, not studies, may be excused from work, school, or programs.
  - (i) It is the inmate's responsibility to follow guidelines of work, school, and program rules (i.e. how many classes can be missed, etc., when choosing to attend services)
  - (ii) It is the inmate's responsibility to notify their teacher or supervisor of upcoming services

### 2. Religious Library & Media Center

- a. Inmates may use the Chapel Media Center during certain hours to listen to CDs or view DVDs by sending a DOC-761 to the Chapel.
- b. Based on availability, inmates may receive up to two free greeting cards per month by sending a DOC-761 to the Chaplain's Office. Special occasion cards may also be available as posted.

c. A selection of religious books and calendars may be available through the Chapel Department at no cost. A Property Receipt (DOC-237) form must be completed by the Chaplain and Inmate.

D. Remington Center otherwise known as Legal Assistance to Institutionalized Persons (LAIP) is a program at the University Wisconsin Law School. This program provides legal assistance and advice to inmates incarcerated in the Wisconsin State Prison System. There is information available in the library on how to apply for help.

### **XIII. Educational Services**

#### **A. Enrollment**

1. Students with an Academic (Primary) need or a TABE test older than two years will be required to take a TABE test to determine school placement. Refusing to take a TABE test is the same as refusing your school assignment.
2. Academic Primary Education assignments are mandatory per DOC Policy and refusal will result in being placed into VUNA status for 90 days.

#### **B. Correspondence Courses**

Correspondence course(s) must be approved by the Education Department. An outside sponsor is required. To obtain a list of rules, write to the guidance counselor.

#### **C. Attendance**

1. Students are required to attend class. Students are expected to be in class, seated, and ready for work at the designated time for class as assigned on the class schedule that is provided for you.
2. A student late for school for any reason must check in at the officer's station before reporting to class. Inmates should plan to arrive no sooner than 5 minutes prior to the start of school.
3. Students needing to be excused from school for legitimate health reasons will be placed on sick cell, pending HSU contact. If an inmate becomes sick while at school, school personnel will contact HSU for further instruction. Lay-ins are considered an unexcused absence
4. Inmates may be excused from class for the following reasons: visits, attorney visits, records file review, attorney visits, video/Zoom court appointments, religious services and HSU/PSU appointments

#### **D. Library Service**

##### **1. General**

- a. Inmates must wear State issued inmate ID when checking out materials and sign a Statement of Responsibility form. Inmates are responsible for the condition of library books when on loan, and all damage of book(s) must be reported to Library staff immediately, damaged library books may not be checked out and must be given to Library staff.
- b. A total of four books may be checked out of the library for a period of 21 days. Overdue notices are sent out when library materials become overdue. When an inmate is placed in RSHU, all library materials are the inmate's responsibility.
- c. Library schedules are located on the library bulletin board on each housing unit wing.
- d. A maximum of 23 inmates are allowed in the library at any given time.
- e. On each housing unit is a library sign-up sheet where inmates will have the opportunity to sign-up for the unit's scheduled library period. The sign-up is on a first come, first served basis. An inmate is only allowed to sign-up himself. Inmates will not be admitted in the library without having signed up on the unit sign-up sheet.
- f. Inmates should plan to arrive no sooner than five minutes prior to the start of the library period. Those arriving late will be sent back to the unit.

- g. The sign-up sheet from the unit must be brought to the library before any inmate is allowed into the Library.
  - h. The Library accepts and appreciates donations of appropriate materials, i.e. books and magazines upon approval. All donated materials become the property of the institution.
  - i. Inmate tax forms must be requested from the Library.
2. Law Library
- a. General population law library is in the main library and will have legal references available on a first come first serve basis.
  - b. Priority will be given to inmates with approved extra law time.
  - c. Extra law library time may be granted to inmates who show official court documentation of a court deadline or court appearance within 37 days.
3. Photocopies
- a. Material determined to be inappropriate will not be processed. Photocopies are for legal, educational and re-entry purposes only. All requests must be accompanied with a Disbursement Request and Photocopy Request form before it is processed. Copies are \$.15 cents per copy side. No photographs will be copied.
  - b. Photocopies must follow all copyright laws of the United States. There is a Copyright reference binder available in the library for further information.

#### **XIV. Re-Entry Options Pre-Release Portfolios**

- A. Pre-Release Portfolios
- 1. All inmates must have a Pre-Release Portfolio
  - 2. If an inmate loses this portfolio, they will be charged \$3.00 for a replacement
  - 3. The portfolio is intended to hold documents from various achievements while incarcerated
  - 4. This portfolio should be brought with the inmate to all business meetings with staff. This would include job interviews, conduct report hearings, SW interviews, and Classification/Parole hearings, etc.
- B. Wisconsin Identification Cards
- 1. DAI facilities now have the ability to assist inmates in obtaining a Wisconsin Identification Card. If an inmate cannot have a Wisconsin Driver's License, he may qualify for obtaining a State ID.
  - 2. Please see your social worker for additional information.
- C. Job Net
- 1. Inmates will have the ability to review specific internet web pages designed for obtaining jobs in his area of release.
  - 2. To do this, the inmate must be within 6 months of release.
  - 3. Contact your Social Worker to apply.

#### **XV. Psychological Services**

- A. Psychological services staff are available to work in crisis intervention or brief therapy with inmates in order to try to resolve mental health issues. Therapy groups are available for specific mental health concerns. A green Psychological Services Request (DOC-3035B) form, submitted to "Psychological Services," is necessary to establish contact. The inmate must specify the nature of the issue they wish to discuss. If an inmate believes he needs immediate psychological attention, he should notify any available staff person of his condition.
- B. Initial requests for Psychiatric Services will first be seen by the Psychological Services Department.

## **XVI. Health Services (HSU)**

### **A. Inmate Medications (Times are subject to change)**

#### **1. Staff Controlled Medications**

##### **a. Approximate Housing Unit Medication Times: Keep on person (KOP)/Refill medications:**

Morning: 10:00 a.m. to 10:15 a.m.

Evening: 4:00 p.m. to 4:15 p.m.

##### **b. Inmates shall report to HSU for all oral medications after their unit and wing is announced via unit staff. Approximate HSU Medication Distribution Times:**

Morning: 6:15 a.m. start time

Evening: 3:00 p.m. start time

Noon: 10:50 a.m. start time

Bedtime/HS: 6:30 p.m. start time

#### **2. Inmates shall report to HSU for diabetic checks/insulin after their unit and wing is announced via unit staff.**

##### **a. Approximate Diabetic Injection times:**

Morning: 6:05 a.m. start time

Evening: 5:00 p.m. start time

Noon: 10:30 a.m. start time

Bedtime/HS: 8:00 p.m. start time

**NOTE: TOTAL OF 5 INMATES ALLOWED IN HSU AT ONCE EXCEPT AT DIABETIC TIME WHICH 8 TOTAL WILL BE ALLOWED\*\*\***

#### **3. All inmates who receive staff-controlled medications will be expected to report to the medication line upon unit medication time announcement.**

#### **4. It is the inmate's responsibility to take medications as prescribed.**

#### **5. No special accommodations will be made to the medication scheduled times.**

#### **6. At distribution time inmates will obtain a cup of clear water for swallowing oral medication. No personal cups allowed. The inmate will verify verbally to the officer that the medication(s) are his and are to be delivered at that time.**

#### **7. After verification, the officer will scan the inmate ID and medication, then distribute the medication. The inmate will self-administer the medication in the manner it has been prescribed in full view of a second stand-by officer. The inmate will use the water brought with him at this time.**

#### **8. The officer will verify the inmate has taken the medication via visual inspection. This will be accomplished by allowing the officer to visually inspect the inside of the cheek, under the tongue, and on the roof of the mouth. The officer will also check the inside of the cup containing liquids.**

### **B. Medication Rules for Officer-Controlled and Uncontrolled/KOP Medications**

#### **1. Non-controlled medications distributed to the inmate by HSU:**

##### **a. Medication blister cards, creams, and ointments will remain in the inmate's room at all times. The only exception to this will be when the inmate is told to bring them to the Health Services Unit for refills, exchange, or health service staff requests.**

##### **b. The inmate is to start at the number 30 for the first dose of medication on a blister card and work down to the number one (1).**

#### **2. The inmate will remove the medication only at the prescribed times.**

##### **a. Medication may not be left loose in drawers or bags, and may not be stored in containers other than the original prescription containers.**

#### **3. Medication Refills**

##### **a. Inmates are allowed a 30-day supply of current prescribed medications.**

##### **b. Inmates are to request refills of medications when they reach a 7-day supply on their blister card.**

##### **c. To refill medication, complete the Medication/Medical Supply Refill Request (DOC-3035C) form, list the medication being requested and forward this request to HSU.**

#### 4. Right to Refuse Medication or Treatment

- a. All inmates who request to be seen and evaluated by HSU and later decide they no longer want to be seen will be required to come to HSU to inform the health care professional in person of their decision.
  - (i) The inmate must complete inmate medication or treatment refusals in HSU for every scheduled medication pass until the medication has been discontinued by the provider.
  - (ii) The inmate will be asked to sign a refusal for treatment which will be entered into the inmates' medical record. Inmate ID will be scanned for refusals of medication.

#### C. Sick Call and Submission of Health Service Request Form (DOC-3035)

1. If an inmate believes he needs immediate medical attention, he should notify the first available staff person of his condition.
2. Inmates requesting non-emergency medical attention will complete a Health Service Request (HSR) with specifics of their medical condition and put it in the secure/locked box for HSR's on the housing units and triaged daily.
3. When filling out an HSR, the inmate must comply with the following:
  - a. Fill out only one request at a time
  - b. Be as specific as possible
  - c. Press hard on the pencil/pen to ensure the information goes through to all copies
  - d. Check the appropriate box on the Health Service request to identify what type of visit is requested
  - e. Do not write out an HSR for another inmate; it is acceptable for an inmate to ask another inmate to assist him for the purposes of obtaining health services
    - 1). BLUE HSU requests are for medical, optometry ("Eye"), requesting medical file reviews or copies of medical documents. Use a separate form for each request
    - 2). YELLOW Health Services requests are used to request dental services only.
    - 3). GREEN requests are for PSU/Clinical Services only.
    - 4). WHITE 2-part medication reorder forms are for Medication/Medical Supply Refill Request (DOC-3035C).
4. Inmates are responsible for checking the posted HSU appointment notices daily for appointment times. If there are special instructions, an additional sheet (i.e., fasting for labs, etc.) will be sent.

#### D. Copay Procedure (DAI Policy 316.00.01 and Appendix A)

1. All inmate-initiated contact with a health care professional will subject the inmate to a copay charge of \$7.50.
  - a. Inmates will not be refused medical services if they do not have these funds, but it will be charged to their account and any incoming funds will be used to pay this debt.
  - b. An inmate will be charged the copay whether or not the HSR (DOC-3035) is signed.
  - c. HSU staff may request inmates complete and sign a Disbursement Request (DOC-184) for the copayment charge for Health Services and Dental Services.
2. HSU staff shall determine whether a copayment will be charged. Should an inmate dispute the copay, he should follow the chain of command for complaints within the Health Services Unit.

#### E. Sick Cell/Lay-in Status (DAI Policy 309.55.02)

1. Inmates requesting lay-in status must report to their work or program supervisor.
2. Inmate requesting sick cell status must contact HSU for determination.

#### F. Medical Devices Authorization and/or Medical Restrictions

1. Inmates requesting medical device authorization must contact HSU/Special Needs for approval.

2. It will be the responsibility of the inmate to contact HSU for previously authorized devices to be continued if SCI authorization has not already been granted by the HSU staff. It is the inmate's responsibility to either get medical approval to renew the authorization, or to turn in the medical device (s) upon expiration of the medical authorization.
3. Inmates will not be allowed to purchase any items from an outside vendor without the written consent of Security.
4. Inmates given medical restrictions are responsible for notifying security staff and ensuring restrictions are kept up to date.

#### G. Food/Other Allergies

1. Inmates who enter SCI with food or other allergies who do not have verifiable information on medical records will receive a 30-day "grace" period. Inmate allergies must be verified by medical testing and documented within 30 days. Inmates will be provided a modified diet for self-proclaimed food allergies during this 30-day grace period.
2. If the inmate fails to contact HSU within this 30-day period of time, all accommodations previously granted will be rescinded.
3. The inmate will always retain the option of contacting HSU at any point during his incarceration at SCI to request the allergy testing. This will, however, generate a copay.

#### H. Eye/Optomety Services

1. Submit requests for eye care on a Health Services Request form.
2. Only contacts prescribed by an ophthalmologist will be approved for use.
3. Prescription glasses will be state issued. The inmate should notify the Optometry Department if they are experiencing any problems.

#### I. Dental Services

1. A \$7.50 copay will be charged each time an inmate is seen by the Dental Unit.
  - a. Dental work recommended by an intake facility or another correctional institution is still subject to a copay charge.
  - b. The Dental Unit determines if all dental work can be completed in one visit or if multiple visits are necessary. Multiple or complex fillings may require multiple copay charges.
  - c. Dentures and root canals take more than one visit to complete. The inmate will be charged a copay for the first visit only.
2. To make an appointment, an inmate must send a Dental Service Request to Dental.
3. The dentist will determine whether an inmate's described dental condition is/isn't an emergency.
4. Inmates who refuse a dental appointment or fail to appear for an appointment will need to submit a new request for dental services. This may result in the inmate waiting an extended period of time for the next appointment. There may be a wait of several months to get routine dental appointments or teeth cleanings. Being on a waiting list does not prevent an inmate from being transferred or released.

#### J. Miscellaneous Health Care

1. Rescue Inhalers, Epi-Pens and/or Nitroglycerin-Inmates must be on person at all times and visible for staff inspection.
2. Medical Alert Wristband
  - a. Medical wrist bands will be made available to inmates with emergency type medical conditions.
  - b. An inmate who wishes to wear a Medical Alert Wristband at any time during his DOC supervision shall make an appointment to see health service personnel.
3. Medical Record Reviews
  - a. Inmates must write HSU to request a medical record review. Inmates who have pressing legal cases or concerns should make a note of this on the original request.

- b. The inmate will receive notice he has been scheduled for a review.
- c. There is no copay charge for a medical record review. Copies will be charged at the DOC rate.
- 4. Advance Directives for Health Care- Information related to how to enact this right can be obtained from HSU staff or Social Worker.

## **XVII. Americans with Disabilities Act (ADA) Accommodation Requests**

- A. SCI will adhere to all applicable Federal and State laws.
- B. SCI has been identified as a handicap accessible institution; therefore, inmates may be housed in any unit.
- C. Accommodations made will be of a "reasonable" nature based upon the institution's ability to meet the required accommodation as identified by the Warden, ADA Coordinator, or the HSU Manager.
- D. To request consideration for accommodation under the ADA, submit a Reasonable Modification /Accommodation Request (DOC-2530) to the institution ADA Coordinator.

## **XVIII. Re-Classification (RC)**

- A. This office is responsible for reviewing the custody level, program needs, and placement of inmates during their incarceration.
- B. The Classification Specialist at SCI chairs the Re-Classification Committee, which will review inmate cases as mandated by the Wisconsin Administrative Code Chapter 302.
- C. This process is a continuation of the Initial Classification (IC) staffing which takes place at DCI.
- D. If an inmate is being transferred to SCI from an institution other than DCI IC, this process is a continuation from the last classification hearing.

## **XIX. Records Office**

- A. File Reviews
  - 1. Records Department maintains inmate Legal and Social Service Files.
  - 2. Inmates must write Records to request a file review by way of submitting an Interview/Information Request form or by using the Kiosk system
  - 3. Record's Department file reviews are held in the B-building on Mondays 9:00 a.m. – 10:00 a.m., except holidays.
  - 4. Inmates are responsible to watch the Institution channel for their name and scheduled date of review.
  - 5. File reviews are limited to one review every six months. If the inmate does not show up for the scheduled file review, it is their responsibility to request a reschedule.
  - 6. When reviewing files, copies can be obtained at the DOC rate.
- B. Notary Services
  - 1. Notary services are held in the Records Department Tuesdays 8:00 a.m. - 8:30 a.m. and Thursdays 3:00 p.m.-3:30 p.m. Requests for appointments are not necessary.
  - 2. There is no charge for notary service.
  - 3. See DAI 300.00.56, Notary Services to Inmates, for further information regarding which documents will be notarized.
- C. Parole Interviews
  - 1. For questions regarding parole interview dates, Inmates may ask the Social Worker or write to the Records Department.
  - 2. If an inmate was scheduled to see Parole at a previous institution but were unable to due to transfer, they will be rescheduled and a new parole eligibility date (PED) will be determined. The inmate will be notified by the Social Worker.

3. Inmates will be called to B-Building by the parole commissioner.
- D. Releases - Will not occur prior to 8:30 a.m. on date of release if transportation is by family/friend.
- E. Truth-In-Sentencing (TIS) 75/85% Petitions - Instructions and documents for filing TIS 75/85% petitions are located in the library.
- F. Service of Process - When SCI receives documents for service of process on an inmate from the Sheriff's Department, private processing agency, private citizen, or through the U.S. mail, the inmate will be called to the Records Office to be served the documents.
- G. Attorney Contacts
1. Inmate-Attorney contacts will follow SCI 905.05.03, Inmate-Attorney Contacts.
  2. Attorneys must contact the Records Office to schedule a professional visit.
  3. Inmates wanting to call an attorney may do so using the phone on the unit. An inmate and attorney must complete a Telephone Request Attorney Add/Delete (DOC-1631) form.
  4. If an attorney must speak to his client by phone prior to the Telephone Request Attorney Add/Delete (DOC-1631) form being processed, the Records Department may schedule a phone call in their office upon request from the attorney.
  5. During calls inmates are not allowed to touch any equipment.
- H. Court Calls/Video Court Hearings
1. Inmate must contact the Records Department or Social Worker upon receiving a Notice of Hearing to appear for court without having received a scheduling memo from the Records Department.
  2. It is the Inmate's responsibility to follow the instructions from the courts in order for the hearing to be scheduled.
  3. During court hearing/calls inmates are not allowed to touch any equipment.

## **XX. Natural Disasters / Emergencies**

- A. Tornadoes
1. All inmates will remain in the designated areas unless otherwise directed by staff
  2. Sit on the floor away from the windows, protect their heads,
  3. Stay as far away from exterior windows and doors as possible.
  4. Tornado drills will be conducted on a regular basis.
- B. Fire
1. It is an inmate's obligation to be aware of the proper fire drill procedures, which are posted in each building. Follow staff direction.
  2. Fire drills will be conducted on a regular basis.
- C. When emergencies arise follow all staff directives.