



**WCCS**

**SANGER POWERS CORRECTIONAL CENTER**

**Persons In Our Care (PIOC)**

**HANDBOOK – June 2025**

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

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

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## INTRODUCTION

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

You have been placed in minimum custody and are expected to demonstrate your ability to comply with rules and expectations. SPCC staff are here to help you learn and will monitor your behavior to ensure compliance with rules, promote public safety, and hold you accountable for the decisions you make. You are expected to be an active participant in case planning, which begins upon your arrival at SPCC with your social worker.

Your past decisions have impacted many lives and have created many obligations and liabilities for you. You have a personal responsibility to victims and to the community for the crimes that you have committed. It is expected that you practice good decision-making skills while at SPCC and during your assignment in the community, if you receive one. You are expected to respect yourself and those in authority, as well as other PIOC's and their property. You are expected to work hard and comply with rules.

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

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

It is your responsibility to read and be familiar with the contents of this handbook. Contact staff if you need help reading or understanding these rules. Additional rules and information will be posted throughout the center. You will be charged \$3.00 if you damage handbooks.

## ORIENTATION TO SPCC

Sanger Powers Correctional Center (SPCC) has a standardized orientation/intake process that encompasses center expectations and the code of conduct for PIOC's. You will be given a preliminary orientation on your day of arrival and a more comprehensive orientation soon thereafter. The Superintendent and staff conduct orientation sessions on a regular basis. You must attend the first scheduled comprehensive session after your arrival. Bring your handbook with you.

Special notices, policy changes, memos, etc., are posted on PIOC bulletin boards/Tablet notice. It is your responsibility to read PIOC bulletin board/Tablet on a daily basis.

**YOU ARE EXPECTED TO:**

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

**CENTER CONTACT INFORMATION:**

Sanger Powers Correctional Center  
N8375 County Line Road  
Oneida, WI 54155-9300  
(920) 869-1095

**AFFORDABLE CARE ACT (ACA) COMPLIANCE**

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

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

**AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

In accordance with Department of Adult Institutions (DAI) Policy 300.00.35 – Americans with Disabilities Act (ADA)

- DAI will ensure fair and equitable treatment of PIOC and members of the public with disabilities who seek access to DAI services, programs or activities
- To request consideration for accommodation under the ADA, please complete the top portion of the DOC-2530 and forward your request to an ADA Coordinator (Captain/Superintendent)

To ensure effective communication with PIOC's who have a hearing disability, the Wisconsin Department of Corrections will provide appropriate auxiliary aids and services free of charge, which may include: qualified

sign language interpreters and oral translators, TTYs, videophones, note-takers, computer-assisted real time transcription services, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, closed caption decoders or TVs with built-in captioning, and open and closed captioning of Wisconsin Department of Corrections.

## **CANTEEN**

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

You will order canteen thru the phone system. Holidays do not interfere with the phone ordering system or schedule.

- Canteen menus are updated twice a year
- Changes to canteen or updates to the order process will be posted on the bulletin boards/tablet
- Canteen is ordered weekly
- All canteen orders must be entered in the system by 11:00 p.m., on Monday's. An order maybe reviewed, changed or even deleted at any time during the ordering period, up until the close of the ordering period
- There will be no substitutions for items. They system will advise if an item is out of stock or unavailable when placing an order
- The maximum amount you may spend in one week is \$65
- Canteen distribution is typically on Wednesday
- If you have a problem with your order, notify the Sergeant, immediately
- Items purchased through canteen cannot be sent out on visits or through the mail
- Any additional canteen over the above property storage limit will be considered contraband
- If you encounter a problem with Trust Account Statement, notify the Financial Specialist via inmate interview request form (DOC-0643)

### **CANTEEN PHONE SYSTEM**

Lift Handset Enter Phone Pin

Speak Name (Voice Recognition)

Press 5 For Commissary & Debit Time Calling

Enter Phone PIN Followed By The # Sign

Press 1 For Commissary

Select English or Spanish Followed By the # Sign

Enter PIOC ID Followed By The # Sign

Enter Commissary PIN Followed By The # Sign

Balance Announced

Press 1 to check balance

Press 2 to Place a Commissary Order

Select Item Followed By The # Sign

Enter Quantity Followed By The # Sign

Press \* To Repeat the Menu  
Press 3 to List Previous Order  
Press 5 To Change PIN

If you forget your commissary PIN or if your commissary PIN has been compromised, submit a request to the captains for a commissary PIN reset.

**CANTEEN RULES AND INFORMATION:**

PIOC's that need to report errors with their canteen order, shall report the error to staff

The canteen order will be inventoried only after all the orders have been distributed and the PIOC is called by staff.

- ✓ Copy of the PIOC's receipt must be given to staff for all corrections
- ✓ Items that are broken or incorrect will be given to staff
- ✓ No credits will be given if the canteen bag is opened or unsealed in any way before it is verified by staff, no exceptions
- ✓ Receipts are good for consumable and Hygiene items for up to 90 days
- ✓ All canteen bags must be disposed of on the same day the canteen is received

**LOSS OF CANTEEN:**

If PIOC has Loss of Canteen 15 or more days consecutively, you will be allowed to place an order once every 30 days for the items listed below:

- ✓ 30 embossed/stamped envelopes
- ✓ One bar of soap
- ✓ One shampoo
- ✓ One deodorant
- ✓ One tube of toothpaste
- ✓ One laundry detergent

**CENTER JOB ASSIGNMENTS**

Center jobs are necessary to maintain (food service, maintenance, grounds keeping, janitorial, and clerical) operations. Center staff hires and schedules PIOC for job assignments.

- All PIOC are expected to perform a center job assignment for at least 30 days for a monitoring period, some may be longer due to classification or programing needs
- Work is supervised and evaluated by staff. A positive work/job evaluation is required to progress to another job or community job assignment
- Ensure you read the job description, understand the job description, and direct questions to our staff before signing the job description
- Ensure that you continue to work in a center job until being moved to off grounds placement or if directed by staff

## CHAIN OF COMMAND

SPCC encourages you to ask questions and to do so in an appropriate manner. To contact a staff member, complete DOC-0463 or via tablet messaging and allow staff five working days to respond to your interview request form (DOC-0643) via tablet messaging. The forms are located in the forms bin across from Control.

- Address it to the appropriate staff member as listed in the Chain of Command Chart and place in mailbox
- State exactly your question and the desired result
- Do not send the same request to more than one (1) staff member at any time. Multiple requests may delay your response. Wait five working days, if no response move up the Chain of Command
- Attempt to resolve your issues with the appropriate staff if possible Do not write to the Superintendent or Captain unless you have attempted to resolve your issue with the appropriate staff
- Do not stop and confront staff about your issues during movement
- Specific requests (Medical health, Mental health, or Dental health) are assigned special forms just for these services and have their own special locked box
- Inmate Complaint forms are assigned special forms and have their own special locked box in front of control
- To contact the Wisconsin Correctional Center System (WCCS) staff as identified on the Chain of Command Chart, use the following address:

Name and Title  
 Wisconsin Correctional Center System  
 PO Box 7969  
 Madison, WI 53707-7969

CONCERN	1 <sup>ST</sup> LEVEL	2 <sup>ND</sup> LEVEL	3 <sup>RD</sup> LEVEL
<b>Accounts</b>	Financial Specialist	Captain	WCCS PIOC Accounts
<b>ACA</b>	Social worker	Captain	Superintendent
<b>Americans with Disabilities Act</b>	Captain	Superintendent	
<b>AODA &amp; Other Programs</b>	Social Worker	Captain	Superintendent
<b>Canteen</b>	Financial Specialist	Captain	Superintendent
<b>Dental</b>	Nurse	Captain	Superintendent
<b>Emergency Contact Forms</b>	Financial Specialist	Captain	Superintendent
<b>Education</b>	Employment Service Staff	Captain	Superintendent
<b>Food Services</b>	Food Service Leader	Sergeant	Captain
<b>Health Services</b>	Nurse	Captain	Superintendent
<b>Hobbies</b>	Hobby Sergeant	Captain	Superintendent
<b>Housing Unit Issues</b>	Sergeant	Captain	Superintendent
<b>Interstate Compact</b>	Social Worker	Superintendent	
<b>Jobs – (Center)</b>	Area Work Supervisor	Captain	Superintendent

<b>Laundry</b>	Laundry Sergeant	Captain	Superintendent
<b>Legal Loans</b>	Captain	Superintendent	WCCS Correctional Management Services Director
<b>Library</b>	Library Sergeant	Captain	Superintendent
<b>Mail</b>	Financial Specialist	Sergeant	Captain
<b>Medical Co-Pay</b>	Nurse	Captain	Superintendent
<b>Notary Services</b>	Social Worker	Superintendent	N/A
<b>Open Records Request</b>	Superintendent	N/A	N/A
<b>Parole</b>	Social Worker	Captain	Superintendent
<b>PREA Compliance Manager</b>	Captain	Superintendent	WCCS Security Director
<b>Review Committee</b>	Social Worker	Captain	Superintendent
<b>Property / UPS</b>	Property Sergeant	Captain	Superintendent
<b>Psychological Services</b>	Nurse	Captain	Superintendent
<b>Records</b>	Social Worker	Captain	Superintendent
<b>Recreation</b>	Recreation Sergeant	Captain	Superintendent
<b>Religious Issues</b>	Social Worker	Captain	Superintendent
<b>Sentencing Information</b>	Social Worker	WCCS Records Office	WCCS Deputy Warden
<b>Social Security Card</b>	Work Release Coordinator, Employment Services Specialist, Social Worker	Captain	Superintendent
<b>Veterans Affairs</b>	Social Worker	Captain	Superintendent
<b>Visiting Information</b>	Social Worker	Captain	Superintendent
<b>Work Release</b>	Work Release Coordinator	Captain	Superintendent

### COMMUNITY SERVICE

Center community service projects are an alternative for you to complete the community service portion of your sentence. Keep in mind these assignments are few and far between.

- Community agency requests are approved by the Captain or Superintendent
- Center community service projects are voluntary, and you may sign up with center staff
- You are responsible for contacting the court and requesting recognition for the hours you completed
- You may not participate in center community service projects that conflict with your education, program or work release schedules
- Your participation in a community service assignment is based on superintendent approval

## **COMPLAINT PROCEDURE - INMATE COMPLAINT REVIEW SYSTEM (ICRS)**

The Department maintains an Inmate complaint review system (ICRS) accessible to all PIOC's. The Captain acts as the Institution Complaint Examiner (ICE) in the Center.

- 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
- PIOC's 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
- 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
- A PIOC may not file more than one complaint per calendar week except for complaints regarding the PIOC's health and personal safety or complaints made under PREA.
- 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 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

### **PROCEDURE:**

You may find specific procedures to follow and general Inmate Complaint Review System processes in the Administrative Code, Chapter DOC 310 located in the library

### **PREA COMPLAINTS**

- PIOC may file a complaint alleging sexual abuse using the procedures under this chapter
- PIOC 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
- PIOC 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 PIOC's, staff members, family members, attorneys, and outside advocates, shall be permitted to assist a PIOC 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 PIOC's

- Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are:
  - (a) PIOC may contact any staff member who is not the subject of the allegation for immediate corrective action.
  - PIOC may contact a third party (E.G Family or Friend)
  - (b) PIOC 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/superintendent may discipline a PIOC for filing a complaint related to alleged sexual abuse or sexual harassment, only if able to demonstrate that the PIOC filed the complaint in bad faith
- Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals
- The ICE will conduct an impartial investigation of the complaint using whatever sources are deemed Important
- The ICE submits a detailed report and recommendation to the Superintendent
- The Superintendent/designee will review the complaint and make a formal decision

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

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

## **CONDUCT REPORT DISPOSITIONS AND APPEAL PROCESS**

### **ROOM CONFINEMENT**

PIOC under this disposition are confined to their room for a minimum of twenty-four (24) Hours

- Room confinement starts midnight the day you receive the disposition until midnight the last calendar day
- During the hours of confinement, you must remain in your room as directed
- All personal business such as phone calls, microwave area, request forms, etc. must be conducted prior to the beginning of the confinement or with specific approval as determined by the Superintendent/designee
- You will continue to perform your center job duties and work release assignment as assigned
- No recreation, TV Room, or library (unless permission to use law library)
- You may not participate in off grounds activities
- You may attend meals, visits, religious services and authorized program activities on grounds
- Bathroom is available at reasonable intervals, with staff permission

### **BUILDING CONFINEMENT**

PIOCs under this disposition are confined to the building, with the following exceptions, work assignments, program activities, visits, and religious services. Disposition starts at midnight the day you receive the disposition until midnight the last calendar day of disposition.

### **LOSS OF RECREATION**

PIOCs are prohibited from attending any recreational activities held in the gym, recreation field and program related recreational/exercise activities.

- Unless specifically mentioned as part of the disposition, PIOCs may use the library or TV room

### **CONDUCT REPORT APPEALS**

If you decide to appeal a conduct report disposition, you must submit to the appropriate form to WCCS Central Office via mail.

- To submit an appeal in accordance with Wisconsin Administrative Code DOC 303, you must mail the completed DOC-91 Appeal of a Contested Hearing form within (10) days of your receipt of Major Disciplinary Hearing form DOC -84 to:

WCCS – Conduct Report Appeal  
3099 E. Washington Ave.  
P.O. Box 7969  
Madison, WI 53707-7969

## **CONTRABAND**

In accordance with 2019 Wisconsin Act 111 and Wisconsin Administrative Code Chapter 303, PIOC's who are in possession of or attempt to introduce contraband into the facility will be referred to outside law enforcement for potential prosecution. Any PIOC or third party who aids or abets in the introduction of contraband will also be referred.

- You are prohibited from possessing any personal information concerning staff and/or other family members of staff
- Such information includes, but is not limited to, address, telephone number, driver's license, school records, financial records, divorce, adoption, or arrest records, and any other unique identifiers
- You are not to have contraband in your possession at any time, including your personal rooms, center work location, project crew site, and/or work release site
- When returning from any off-grounds activities or events, you are not permitted to bring any items back to the center with the exception of your water container, cooler or other approved item for PIOCs on work release

## COUNTS

### **FORMAL COUNTS:**

Formal count is a count taken at specific times during each 24-hour period

- Standing counts require PIOCs to stand at the side of your bunk area ensuring you are visible to staff with the room door closed
- SPCC has 6 formal/standing counts throughout the day

The following are the listed times and locations of the mandatory formal and standing counts:

1:00 am	Formal In-Room
6:15 am	Formal In-Room/Standing
8:00 am	Room Count
10:00 am	Formal In-Room/Standing
12:00 pm	Room Count
2:15 pm	Formal In-Room/Standing
4:00 pm	Room Count
5:00 pm	Room Count
6:00 pm	Formal In-Room Count
8:00 pm	Room Count
9:15 pm	Formal In-Room/Standing
10:00 pm	Room Count
11:00 pm	Room Count

### **CENSUS COUNTS:**

Census counts are conducted at 8:00 am, 12:00 pm, 4:00 pm, 5:00pm and 8:00 pm daily

Everyone is expected to be at count on time.

- Count is announced via the "all call" system
- You must return to your room or the designated area until it is announced that count is "clear"
- This includes if you are working on institution grounds unless otherwise directed by the area supervisor or a Sergeant

### **EMERGENCY COUNTS:**

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

- When an emergency count is announced, you are to report to your room or designated area, immediately close the door and turn on the lights
- You are not to come out of your room or designated area for any reason until the Sergeant announces the count is clear

**SECURITY ROUNDS:**

- Security rounds are conducted hourly by staff for health and safety checks

**DRESS AND GROOMING STANDARDS**

All state issued clothing and personal clothing will be worn in the manner for which it was designed and intended.

- Form fitting/overly tight or oversized clothing is not permitted
- Work Release Clothing are not permitted to be worn in center unless going to and from work
- Kitchen white are not permitted to be worn in the center unless going to and from kitchen
- You must wear your state issued ID around your neck at all times except:
  - In the shower
  - In cell
  - Actively engaged in exercise activity
  - At off grounds work
  - Court
  - As directed by a staff member
- You shall be fully clothed when outside of your room, including shirt, shorts, undergarments, socks and shoes
- Shoes must be worn with socks on, the foot entirely in the shoe, and the shoe tied or secured
- Pajamas, robes, or slippers may only be worn outside of your room during normal sleeping hours (9:30pm – 6:00 am)
- Shower shoes may only be worn to/from the shower or in your room
- You may not lounge naked or in only undergarments. A cover up and undergarments must be worn at all times
- Hair combs, picks, pens, or pencils are not to be worn in your hair
- Shower caps and curlers may only be worn in your room and when moving from the hair care room or bathroom
- Durags may only be worn in your room
- Winter long underwear may only be worn under pants and shirts
- Coats, mittens, gloves, hats, caps and scarves may be worn inside only when entering and leaving the building
- Sunglasses may not be worn indoors

**CLOTHING SIZE GUIDELINES:**

**Pants:**

- Waist size shall be no more than two inches greater than your actual waist as measured at your hips
- Inseam shall be no greater than the measurement from your groin area to the floor

- Pants waist line will be worn at or above the waist

**Shirts:**

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

**ADMINISTRATION, DINING ROOM AND VISITING:**

You must be properly dressed when entering the Administration, Dining Room, and Visiting areas

**PROPER ATTIRE INCLUDES:**

- ID
- Short-sleeve t-shirt or green shirt tucked in your pants
- Sweatshirt
- Underwear
- State-issued green pants or blue jeans
- Socks
- Shoes or Boots

If you do not come with the proper attire, you will be sent back to your room to change

**OFF SITE MEDICAL AND DENTAL:**

You must wear your state ID, State-issued greens (shirt and pants) and boots when at these appts

**DUTY TO REPORT ILLEGAL ACTIVITY**

SPCC wants to provide you with a safe place to live. We also want to provide a safe place for the staff and the public.

- It is your responsibility to help provide a safe environment
- If you see or hear of any illegal activity, you are required to report what you saw or heard to staff
- If you do not report the illegal activity, you could receive a Conduct Report and/or be referred for prosecution

**EMERGENCY CONTACTS**

**PIOC EMERGENCY:**

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

- Make sure all information is kept up to date
- Changes can be made by completing the Emergency Contact Information form, DOC-851
- Provide the name, address, and phone number of two family members to be contacted one Primary and one Alternate
- This form does not permit disclosure of protected health information to the emergency contacts
- Complete a DOC-1163A, Authorization for Use and Disclosure of Protected Health information to be
  - filed in your Health Care Record

- Forms and questions should be directed to your assigned social worker

### **FAMILY EMERGENCY:**

If you or center staff are notified of a serious illness or death in your family

- Report the necessary information to verify the emergency to your assigned social worker
- Social worker will handle any referrals or follow-up needed

### **DEATHBED AND FUNERAL VISITS:**

You may request to attend either a deathbed visit or a funeral visit of an immediate family member

- Provide your social worker with the name of the hospital, funeral home to confirm the information
- Superintendent approval/denial is required
- No out-of-state trips are allowed

## **EMERGENCY PROCEDURES**

### **DRILLS:**

- Emergency Drills will be held to familiarize you with emergency procedures and reporting locations
- All drills should be taken seriously
- Follow directions, as if it is a real event (e.g. tornado or fire)

### **FIRE ALARMS:**

**If the fire alarm goes off, you must do the following:**

- Immediately leave the building by the nearest exit
- Exit locations are posted throughout the center
- Assemble outside the building as follows:
  - Report to the basketball court, unless otherwise directed
  - Remain in this position until you receive further instructions from staff
- Keep noise levels to a minimum so that everyone can hear staff instructions
- Follow all staff instructions
- An emergency count will be taken
- Do not go back into the building until directed to do so by staff

### **POWER FAILURE:**

**In the case of a power failure, some operations will continue**

- During nighttime hours, report to your room and remain there until you receive direction from staff
- Remain in your room until you receive direction from staff

### **TORNADO PROCEDURE:**

**When a tornado warning is announced by staff:**

- Immediately report to the basement hallway
- Sit on the floor by your assigned room number

- In the event that you're exiting your room at the time the announcement is made, you may take a pillow, blanket or coat with you. (These items may be used to protect your head)
- Staff will give you further instruction as needed
- Do not leave the assigned area until directed by staff

**When a tornado warning is issued while driving/riding in a center vehicle:**

- Take immediate cover (lowest level of ground, may be a ravine or under a culvert)
- The driver should attempt to contact the center with the assigned cell phone
- If you are at work release, follow the directions of your worksite's emergency procedures

**If a tornado damages the work site to the extent you cannot remain safe:**

- Contact the center immediately
- Follow staff direction provided for your return to the center

**OTHER EMERGENCIES:**

- On-duty staff will determine when an emergency exists
- Follow all instructions and directions given by staff

**ESCAPE PRECAUTIONS**

You are responsible to know all center limits.

- Center boundaries are clearly marked by posted signs
- Movement beyond center limits, without authorization may result in disciplinary action or escape charges
- Any unauthorized leave from the center or assigned off-grounds function is an escape
- Leaving the center or worksite without permission, failure to return from your work release or other off grounds placement as scheduled, or failure to return from a recreational outing, is an escape
- Escape is a felony charge, punishable up to 5 (five) years incarceration, consecutive to your present sentence and a fine of \$10,000
- If you escape, appropriate action will be taken to obtain your arrest and you will be referred for prosecution

**HEALTH SERVICES/SICK CELL AND LAY-IN**

The Health Service Unit (HSU) provides access to Medical Health, Mental Health and Dental Services

**ACCESS TO MEDICAL RECORDS**

To view your medical record or receive photocopies of medical records, you must submit a Health Services Request and Copayment Disbursement Authorization request, DOC-3035, and place in the marked HSU mailbox on the housing unit

- You must note on the request form if you want to view your medical record or receive copies
- After the first 200 pages of copies, a fee of \$.15 per page will be assessed
- You will be required to complete an Authorization for Use and Disclosure of Protected Health Information PHI request, DOC-1163A, before you can receive copies of your medical records

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

After your release from confinement, you can request your primary care provider obtain your records from the Department of Corrections for continuity of care by sending a release of information form to:

DODGE CORRECTIONAL INSTITUTION  
ATTN: INACTIVE CENTRAL MEDICAL RECORDS  
1 WEST LINCOLN ST  
PO BOX 661  
WAUPUN WI 53963-06

**CO-PAYMENT-**

- A copayment of \$7.50 will be charged for routine requests that result in face-to-face contact initiated by you (patient) when a copayment is required
- You will not be refused health care for the inability to pay a copayment
- You will not be charged for written responses, medication refills, review of medical records, medical emergencies, or work-related injuries
- Work-related injuries must be reported to your work supervisor at the time of injury. You will not be charged to see HSU for an injury occurring at a center work-related job injury if reported immediately
- You will not be charged for contacts with Psychological Services Unit (PSU) staff
- Work-release site related injuries that occur at a community job site must be reported to the on-site employer supervisor and the work-release coordinator. If you wait to report a work-release site injury to HSU, you will be charged the co-pay

**EMERGENCIES:**

Notify any staff member immediately

- An emergency is defined as life threatening and/or needing immediate medical attention

**HEALTH PROFESSIONAL REFERRAL:**

The HSU Staff will assess you and determine how to proceed

- A referral for dental, psychological, or further medical care will be made to other healthcare providers (including local physicians, local hospitals, or the UW Hospital) as deemed appropriate by healthcare staff

**MEDICATION AND REFILL PROCESS:**

- You must report in person to the sergeant station when called for medication pass to take or refuse your medications at the scheduled time. Refusing to report may result in violation of 303.50, Punctuality and Attendance
- You shall have DOC state issued ID visible for identification
- All medication must be kept in the original container and locked in your footlocker, drawer or cabinet
- Medications may never be sold, loaned, traded, stockpiled or given to another PIOC

- To request a refill of your medication, complete a Medication/Medical Supply Refill Request, DOC-3035C Place the form in the HSU mailbox
- You will receive notice of the status of your refill request
- Allow seven (7) days for all medication refill requests to be reviewed
- Over-the-counter (OTC) medications must be purchased from canteen

**NURSING SERVICES:**

Nursing services at SPCC are available 40 hours per week at various times based on staff availability

**PIOC-INITIATED REQUESTS INCLUDE:**

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

**ROUTINE CONCERNS:**

- Complete a Health Services Request and Copayment Disbursement Authorization form, DOC-3035
- Place in the HSU center mail box

**SICK CELL AND LAY-IN:**

**LAY IN**

A non-paid status indicating you have been excused from your work or program assignment until the next work or program day at the discretion of the designated staff.

- You will be on room confinement until the start of your next work or program assignment
- If you are on work release, you must notify security staff a minimum of 1½ hours prior to the scheduled start of your shift
- In the event you become ill less than 1½ hours prior to the start of your shift, you will notify a security staff member immediately to ensure the employer is provided adequate notice

**SICK CELL**

Paid status at an involuntary unassigned rate

- Sick cell status shall be designated by Health Service Unit (HSU) staff
- HSU will determine directions regarding activities for sick cell, which will be communicated via a Medical Restrictions/ Special Needs form, DOC-3332B

**PIOCs in a lay-in or sick cell status will be required to adhere to the following rules:**

- The on-call nurse will be contacted if your health appears to have deteriorated and you require immediate medical assistance
- Contact with the on-call nurse shall also be made in the event staff has any concerns or questions
- about your health/needs

- You must remain in your room with the door closed or at your assigned bed
- You may be required to turn in all of your electronics
- Unless excused by Health Services, staff will determine if you will report to the dining room or receive an in-room tray
- You will only be allowed to leave your room, or assigned bed, to use the washroom, shower, attend meals, in the event of an emergency, or due to change in medical status
- You will participate in the formal counts unless medically excused by HSU personnel
- If it is determined you have a contagious illness, activities and visitation may be restricted for the safety of others
- Sick cell may only be extended on a day-to-day basis with the approval of a health care professional
- If you are placed into a sick cell or lay-in status on a Friday, you will remain in that status until the following Monday or until cleared by Health Services
- If you are placed in sick cell status as a result of an injury sustained in a job-related accident, you shall be compensated at the rate you were earning in your center job

## HOUSING RULES AND GUIDELINES

An important part of everyday living consists of how you look, your personal hygiene, and the condition of your living area.

### **BULLETIN BOARDS:**

- Information such as rule changes, schedules, announcements, appointments, and center information will be posted on the bulletin boards, SPCC TV channel and tablet notices.
- Check and read postings daily
- You are responsible for knowing this information.
- Bulletin boards are located: Main hallway by the library and the recreation rooms
- You may not post, remove or alter any material on the bulletin boards/tablets

### **CENTER GROUNDS:**

- There is absolutely no contact with the public. This includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object
- You must wear a shirt/tank top and pants or shorts during recreation
- The waist line of pants and shorts will be worn at or above your waist
- You are not to approach the fence or cross center limits for any reason
- You must stay on the walking track
- You must sit at picnic tables in a normal fashion.
- No Sitting on top of the tables, lying on top of the tables, or straddling the bench of the table are not allowed
- Personal mugs, cups, or bowls are not allowed outside, without approval
- Do not hang clothes or other articles on any fence
- Do not leave the center grounds for any reason, without approval
- The parking lot, farm, dog kennel, maintenance garages and garden are off limits, unless specifically authorized by staff

### **CLEANING SUPPLIES:**

- Cleaning supplies may be obtained from the Control Sergeant
- Cleaning supplies may not be kept in your room

### **FLOOR CLOSURE TIMES:**

- Officer station and PIOC hallways are closed 5 minutes before each shift change
  - (5:55 a.m., 1:55 p.m. and 9:55 p.m.)
- 10 minutes before each meal service, and during formal counts
- The floors will re-open when staff makes the announcement

### **INSIDE THE CENTER:**

- Officer Control is off limits to PIOC
- Only staff may identify persons and authorize entry into the building
- Do not loiter in front of Control or in the hallway for any reason
- Do not remain in or enter the dining room, visiting room, or kitchen at any time without permission
- You may only enter the hallway of your assigned room
- Do not prop open any door without staff permission
- All socializing is to be done in the TV/dayroom
- Dayrooms are open from:
  - 6:30 am to 11:00 pm Sunday through Thursday
  - 6:30 am to 12:00 am Friday and Saturday
- No personal cups or mugs are allowed in the dining room
- Canteen food items are only allowed in your room
- You may only use microwave safe items in the microwave. Wash basins are prohibited.
- You may only heat your food or drink in the microwave
- Combining food items with another is prohibited
- You are expected to walk at a normal pace
- Running in the center is not allowed
- Notify staff of any items that are broken or in need of repair
- You are expected to be seated when using the dayrooms
- Razors must be disposed of properly by placing them in the puncture proof container located in the designated area
  
- In accordance with the **Prison Rape Elimination Act (PREA)** standards, an audio and visual (blue light) notification will be made, when a person who is the opposite gender of PIOC assigned to a housing unit, enters the unit. Available resources to execute such announcements may vary by facility
- However, generally acceptable practices include the following:
  - A designated tone, sign and/or light that is used only for the purpose of announcing a member of the opposite gender entering housing units
  - An announcement made by the staff working the control desk via the intercom or alternate system
  - The opposite gender staff person makes an audible announcement of their presence

### **NOTARY SERVICES:**

- To request notary service, complete an interview request slip and send to the Notary
- The Notary will schedule an appointment with you to review the documents and determine if the service will be provided in accordance with DAI 300.00.56 Notary Services to PIOC's
- Do not sign documents prior to your appointment with the Notary

### **PERSONAL ELECTRONICS:**

- Headphones or earbuds must be on your ears at all times when electronics are in use
- Staff will direct you to reduce the volume if the sound is excessive
- All electronic equipment, with the exception of tablets, must remain in your room
- Tablets may be used in dayrooms, but are not allowed to be used during facility and offsite work assignments or project crew assignments
- Tablets and headphones/earbuds are not to be used or worn while in hallways or on the phone
- All lights, lamps, and electronics (radio, television, fans) must be turned off when you are not in your room

### **ROOM ASSIGNMENTS/LIVING QUARTERS:**

- A Sergeant will assign you to a room upon your arrival
- You are not permitted to select your own roommate
- You are responsible for any damage and/or contraband in your room.
- Anytime you are assigned a new room, inspect your room as soon as you move in and report damage/contraband to a Sergeant immediately
- You will be held responsible, if you do not report damage and or contraband
- A padlock will be provided for the footlocker if requested
- You will be charged **\$10** for replacement of a lost or damaged padlock
- Window Screens are not to be tampered with or removed at any time. Damaged or tampered with screens will be charged the **cost for replacement or to be fixed.**
- Anytime you are assigned a new room, you are responsible for fully cleaning the room you are vacating before you move. Take all your bedding with you, including sheets, blankets, pillowcases, and towels
- Leave the pillow and mattress
- Inspect your new room as soon as you move in

### **ROOM KEYS**

- You will be issued one key
- No keys are to be left in the doors at any time
- If you lose or break your room key, or leave the center upon release with your room key, you will be charged **\$8.00** for a replacement key
- Inspect your key frequently for damage or cracks
- If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge
- You must turn your key in to the Sergeant, when you leave the center and pick it up upon returning

### **ROOM REGULATIONS:**

- Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the window of your door

- Room/furniture layouts are standardized.
- You may not rearrange the furniture in your room
- Rooms must be kept clean at all times
- Beds must be made when you are not sleeping in them
- Do not place anything in front, behind or near the door that interferes with opening and closing of the door
- The door must be locked at all times, whether you are inside or outside of the room
- Do not leave your key in the door lock at any time
- Do not tamper with the door lock
- Do not put any object in the door to hold it open or keep it from closing completely
- Do not tamper with the smoke detector for any reason
- Covering the smoke detector’s sensors is prohibited
- The bulletin boards in your room are used to hang photos of family and friends, cards, calendar and schedules
- Posters and cutouts from magazines are contraband and will be removed by staff
- Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, bed, footlockers, wall lockers, or blinds, by any method. Television antennae are permitted in windows to facilitate reception
- Cords, string or other material may not be strung across the ceiling, floors, or walls
- Talking to someone outside of your window is not allowed
- Do not place anything on the windowsill

Bed against windows	
	Desk
	Wall Cabinet

**ROOM INSPECTIONS:**

- Room inspections may be conducted at any time
- Following a room inspection, you may be provided with a notice that indicates what needs to be cleaned or corrected

**STORAGE:**

- Shoes are to be stored under the bottom bunk or in the footlocker
- All property, state or personal, must be stored in the wall closet or footlocker other than your radio, alarm clock, fan, and TV
- Locker or closet doors must be closed at all times when not in use
- Footlockers may not be lined with any material (newspaper, towels, etc.).

- Padlocks must be secured to footlockers or drawers at all times

## LAUNDRY

### **CENTER LAUNDRY:**

Center laundry is used for laundering and distribution of State-issued clothing and linens. You must not use the institution laundry for personal use. This includes your work release clothes.

- You are not allowed in the institution laundry room unless the PIOC laundry worker or a staff member is present
- You are responsible for all clothing issued to you
- Damages State-issued clothing and laundry is exchanged on a one-for-one basis. You must turn in an item to receive the same item. Write the Laundry Sergeant
- All knots must be removed prior to turning in your sheets
- Upon your release from the center, you are to return all State-issued clothing and laundry items to the center laundry

### **LAUNDRY EXCHANGE:**

- Dirty laundry is taken to the laundry room in the basement at 6:30am
- Clean laundry bags will be passed out at 10:00am or when announced by the Sergeants
- PIOC's that are on work release that are not here during the day will bring their laundry bags down between 3:00 and 3:30pm
- Clean laundry bags will be picked up by 8:00pm or when announced by the Sergeants

### **PERSONAL LAUNDRY:**

Washers and dryers for personal use are located in the hallway which you reside

### **LAUNDRY INSTRUCTIONS:**

- Loitering is not allowed in the laundry room
- Only laundry detergent is to be used as a cleaning agent in the washers. Use of dish soap, shampoo, or hand soap is not allowed
- Do not add water to the washer for any reason
- Do not dry footwear in the dryer (shoes/boots/slippers)
- All dried clothing must be removed from the dryer immediately
- Make sure equipment is off after use
- Leave the laundry room clean and orderly
- Report all equipment problems to staff

## LIBRARY

PIOC have access to center library and center law library.

- PIOC must have an active or current case to access the law library
- Legal Assistance to Institutionalized Persons (LAIP)/ Remington Center Desk Reference is also available
- List of available legal books is located in the library
- Books may be checked out for use from the control center

- Please review applicable policies regarding the use of USB flash drives and storing legal documents (300.00.15 Development and Use of PIOC Portfolio, 300.00.67 Digital Formatted Legal Materials, and 309.15.01 Law Library)

In accordance with DAI policy 300.00.15

- PIOC may obtain one USB flash drive to store electronic file copies created during your participation in the pre-release curriculum. Policy does not allow you to store any personal documents or legal documents on your flash drive
- DAI policy 300.00.15 permits you to have digital legal materials, but the legal materials must be received and stored on read-only CD's or DVD's. Use of USB flash drives for legal materials is prohibited. USB flash drives will be available for pick up at 8 AM and return by 10 PM

Library materials will be accessible to all PIOC's in accordance with DAI and center guidelines:

- Use of the library/reading room is available to PIOC's from 6:00 a.m. to 11:00 p.m. daily
- Items may be checked out for a period of two weeks
- Loss, damage, or failure to return items may result in disciplinary action, including restitution and/or suspension of library privileges
- A computer or Typewriter may be available for use while at the center

### LIMITED ENGLISH PROFICIENCY

Limited English Proficiency (LEP) population guidelines of the U.S. Department of Justice require translation of written forms, signs, notices and publications to meet the needs of LEP individuals.

- Center staff will request that you identify your primary language at different times while at the center, consistent with DAI 300.00.61 Language assistance for LEP PIOC
- You may request LEP services using one of the following methods (regardless of primary language and/or skills):
  - ✓ Submit form DOC-2592 DAI Request for Assistance in Bilingual, to staff
  - ✓ Request language assistance in writing in your primary language (may require translation to English to facilitate staff processing of request)
  - ✓ Request language assistance verbally in your primary language (may require interpretation into English to facilitate staff processing of request)

### MAIL REGULATIONS

Mail content is subject to Administrative Code Ch. DOC 303 and Administrative Code Ch. DOC 309. If violations are discovered, incoming and outgoing mail will not be delivered as specified by Administrative Code Ch. DOC 309.04(4)(c)

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

- All mail, sent or received, must be processed through **TextBehind**
- Make sure the address on the envelope includes the information below:

PIOC full name (first and last) and DOC #  
 Correctional Facility name (do not abbreviate)  
 P.O Box 189  
 Phoenix, MD 21131

- Centers do not accept “Postage Due” mail
- Please advise correspondents that the correct postage must be on their mail
- You may write and receive correspondence from anyone as long as the person has not been denied and the correspondence does not violate federal, State, DOC or center policies and procedures. There is no limit on the number of letters sent out or received
- You may possess up to 25 personal letters at any given time
- Staff may confiscate any correspondence believed to contain contraband
- If contraband is found or if there is any other violation of rules, disciplinary action may be taken, up to and including suspension of mail privileges and/or referral for prosecution

#### **INCOMING MAIL:**

- Mail is delivered at various times throughout the day, based on your work schedule. PIOC's who have mail will have their names announced to report to Control
- If incoming mail is denied, both you and the sender will be notified
- If you transfer to another institution, mail received at the center will be forwarded to you
- Prior to your release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of your new address
- If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender
- Legal mail is subject to staff inspection in your presence per DOC 309.04.02 Introduction of External PICO paperwork into the facility

#### **OUTGOING/ PIOC to PICO MAIL:**

The return address on the item you are mailing must include your complete incarcerated name, DOC #, center name, street address, city, state and zip code

- If the envelope does not identify the sending PIOC, it will be opened and reviewed by staff to attempt to determine the sender. Items without this information will not be mailed
- Mail addressed to another PIOC may not be sealed. Any other outgoing mail may be sealed
- Staff will read incoming and outgoing PIOC-to-PIOC mail to inspected for contraband
- As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system
- No drawings are allowed on the envelope or package
- Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to SPCC–Postage may be used in conjunction with the stamp for additional postage

- When sending certified, registered, overseas, airmail or other packages, you may submit a DOC-184 for the total amount of postage due
- If you do not have sufficient funds to cover the additional postage, the item will be returned to you
- If outgoing correspondence is denied, you will be notified
- To send a letter by certified mail, attach a DOC-184 payable to SPCC-Postage. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail
- All outgoing mail is to be placed in the center PIOC mail box by control
- Mail with a "Legal Mail" notation on the envelope or its contents, is not excluded from review until staff have verified the claim of legal discussion by reading a portion of the correspondence
- If an envelope labeled "Legal Mail" is submitted sealed, it will be opened by staff in your presence

**PARCELS:**

All packages, parcels, or any items other than correspondence shall be subject to inspection for contraband.

- Out-going packages and parcels will be sent out via the commercial carrier UPS
- Items that are not permissible are contraband and will be processed in accordance with Administrative Code Ch. 303 and Ch. 306

<b>MEALS AND DINING ROOM REGULATIONS</b>
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**BAG LUNCHES:**

If you are working outside the center during a meal time (breakfast, lunch, or dinner), you will be provided a bag meal. You are not entitled to a saved tray as a meal has been provided.

**EARLY MEAL TIMES:**

Early meals are approved by the Superintendent/Captain

**MEAL TIMES:**

Early Breakfast	3:30 a.m.
Breakfast	6:30 a.m.
Lunch	12:00 p.m.
Dinner	5:30 p.m.

**MEAL REGULATIONS:**

- ✓ Do not loiter when lining up for meals
- ✓ You must be in a single file line
- ✓ Do not ask for extra food, the portions are predetermined to meet caloric needs
- ✓ You cannot give away or trade food items while in the serving line
- ✓ If you choose to exchange, it must be done only at your table
- ✓ If you have a complaint, report it to the Sergeant on duty. Do not direct complaints to the PIOC food service workers
- ✓ When finished eating:
  - Push in your chair
  - Place your tray in the dish room access window

- Put your utensils in the bucket provided
- Leave the dining room
- ✓ Nothing is to be taken from the dining area back to your room, except one piece of fruit when it is on the menu (must be eaten the same day)
- ✓ Personal mugs are not allowed in the dining area
- ✓ The following condiments are allowed into the dining area during meal times only: Hot sauce
- ✓ You are not allowed to enter the dining area at any time between meals without permission from staff
- ✓ No food is provided between meals

**MEDICAL DIETS:**

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

**RELIGIOUS DIETS:**

WCCS does not employ chaplains. You may write the captain with your religious questions. To request a religious diet, complete and submit a Religious Diet Request form (DOC-2935) to the captain for processing.

- All sections of the request form must be completed in detail to ensure the request is clear
- You will keep a copy of the approved DOC-2935 for use upon transfer to another facility
- It is your responsibility to contact the captain and submit a new DOC-2935 within five (5) days of transfer to SPCC to ensure your religious dietary needs are met

**SAVED TRAYS:**

Sergeants will determine who is eligible for a saved tray and notify the kitchen as appropriate.

- Staff will assist in obtaining the saved tray
- You may not enter the dining area without staff permission

**PERSONAL HYGIENE AND HAIRDRESSING**

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

**BASIC HYGIENE KIT:**

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

A basic hygiene kit includes:

- Razor
- Comb (small)
- Toothpaste
- Toothbrush
- Deodorant

- Soap

### **CENTER BARBER**

You are entitled to one free haircut per month. Additional haircuts are \$5.00, if barber schedule permits.

- Complete DOC-0643 and send your request to the “Barber”, indicating your work schedule and preferred time
- You must have staff permission to do another PIOC’s hair. Hair Care activities will only be allowed in the Barber and bathroom Area.
- Staff will approve open Barbershop times
- Staff will process your request and notify you of scheduled hair appointment
- Missed appointments will count as your one authorized haircut for the month

### **HAIR RESTRICTIONS:**

If you arrive at the center with an unauthorized haircut, you will be required to cut your hair, to conform with an authorized haircut.

- No Security Threat Group related haircuts
- No sculpting designs, lines, numbers, letters, or symbols
- No dying or bleaching
- No hair extensions
- Shaving of the head must be the total head
- Mohawks, punk or new trend street styles are not allowed.
- Tufts or tails are not permitted
- Braiding of your hair must be from front to back
- The Superintendent/Captain will determine the appropriateness of questionable haircuts

### **SHOWER PERIODS:**

You must shower at least twice per week, unless medically excused.

- You may be required to shower more often based on your work assignment.
- Staff may direct you to shower any time it is determined you are creating a health hazard

## **PIOC ACCOUNTS**

The official record of your PIOC account is maintained at the WCCS Business Office in Madison.

- You are responsible for keeping copies of your disbursement requests and account statements
- Center staff are not responsible for your personal copies
- You will receive a Trust Account Statement every two weeks
- You should review this statement for accuracy.
- If you have a question or concern about your statement, refer to the Chain of Command section of this handbook
- Refer to WCCS 900.30.01 PIOC Spending for specific account guidelines

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

<b>REG</b>	Regular Account
<b>RS</b>	Release Savings
<b>WRS</b>	Work Release Savings
<b>REL</b>	Release Fund
<b>WR</b>	Work Release
<b>SAV</b>	Savings

**BUS TICKETS:**

At least 45 days prior to your scheduled release, complete an interview request and submit to your social worker.

- Indicating your release date and where you need to go

If you are being released to an out of state placement, information will be sent back to you regarding the amount of the ticket and the procedure for submitting a disbursement request

**CHILD SUPPORT:**

If deductions are currently being withheld from your account by WCCS and you gain employment through the Work Release Program, your employer may also receive an order to withhold child support from your work release payroll check.

- Deductions will be taken per the court orders by both the work release employer and WCCS until a termination order is received in the WCCS Business Office
- It is your responsibility to contact the Child Support Agency to have them issue a termination order for the WCCS deduction
- Please have them fax it to: WCCS Business Office at (608) 240-3334
- Ensure they have your full name and DOC # listed on the order

**CLOSING AN INTEREST-BEARING SAVINGS ACCOUNT:**

To close a SAV or WRS account. Complete a disbursement request, DOC 184.

- No envelope is needed for the disbursement request
- Close Account and Transfer Funds from SAV to REG Account
- Close Account and Transfer Funds from WRS to WR Account

**DISBURSEMENT REQUESTS (DOC-184):**

To complete or submit a disbursement request:

- Ensure all information is complete and legible. Any missing information will result in a disbursement return.
- Sign and date the request before submitting
- Make sure that you have the correct postage when an envelope is needed to process your request (non-DOC vendor purchases, money to family, or sending documents to court)
- Attach the envelope to the disbursement request or place the disbursement request inside the envelope

### **AUTHORIZATION/APPROVAL:**

- Disbursement requests are reviewed by designated center staff
- Disbursement requests that are incomplete will be returned to you for the correct information
- Approved disbursement requests by SPCC staff are processed by the WCCS Business Office (Madison)
- Denied disbursement requests by SPCC staff will identify the justification on the form

### **PROCESSING YOUR REQUEST:**

- WCCS Business Office in Madison reviews your request to determine if your request is allowable and if you have sufficient funds for the purchase. This could take up to 10 Days to process
- You will receive the yellow copy of the disbursement request for your records

### **TYPES OF REQUEST:**

#### **❖ Copies**

- The cost for copies is \$0.15 per page
- Submit a Disbursement Request, DOC-184 payable to: SPCC—Copies should be completed in full
- Indicate the number of copies requested and attach the documents to be copied, to the request
- Submit the disbursement request and documents to designated center staff
- Staff will calculate the amount once the copies have been made

#### **❖ Other Types of Disbursement Requests**

- Ask center staff for assistance in completing the form

#### **❖ ID**

- Cost for a lost or damaged replacement ID is **\$ 3.00**
- A Disbursement Request, DOC-184 payable to: SPCC Photo Project should be completed in full

#### **❖ Photos**

- The cost for photographs is \$3.00 per photograph
- A Disbursement Request, DOC-184 payable to: SPCC Photo Project should be completed in full
- Indicate the number of copies requested and attach the photos to be copied, to the request
- Submit the disbursement request and photos to designated center staff
- Staff will calculate the amount once the copies have been made

#### **❖ Support Requests**

- Up to \$25 may be mailed to one close family member once per month
- Make the request payable to the family and include an addressed, stamped envelope
- "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the PIOC's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings
- The Superintendent must approve a request to send more than \$25 to a close family member
- Provide an explanation for the increased amount along with the disbursement request
- If you have any fees, dues, fines, restitution owed, the DOC-184 may be denied until the financial obligation is satisfied or the Superintendent may require you to match the amount of money approved to pay off a court ordered financial obligation.

**FRAUD:**

Any financial transaction performed with the intent to circumvent or avoid payment of any legitimate obligations will be considered a rule violation

**MONEY TRANSACTIONS:**

Must include PIOC name and DOC # on the money order or check (10-day hold)

- Make payable to: Access Secure Deposits
- Mail with the completed Access Money Order Deposit Slip (available online) (black or blue ink only)
- Money orders or personal checks to be deposited in a PIOC's account, must be sent to:

ACCESS CORRECTIONS  
SECURE DEPOSITS-WISCONSIN DOC  
PO BOX 12486  
ST LOUIS MO 63132

Funds may also be deposited into an PIOC's account by:

- Going to AccessCorrections.com
- Calling 1-866-345-1884
- At Cash Walk-In sites
- To find locations, go to CashPayToday.com

Funds are typically deposited into the PIOC's account within three (3) business days.

- Upon receipt in the WCCS Business Office, activity will be posted to your regular account
- A receipt will be mailed to you at the center
- Transaction will be listed on the Trust Account Statement, provided to you by center staff

The WCCS Business Office or facilities do not accept:

- Money Orders
- Western Union
- Cashier Checks

In the event a money order or check is received at the Center:

- You will need to provide a postage-paid envelope
- The money order/check will be sent to the original sender, in the envelope you provide
- Center staff will not forward money orders or checks

**MONTHLY TRANSFER OF FUNDS FOR CANTEEN PURPOSES:**

PIOC who are active on work release, the first day of the current month, are eligible for transfer of funds from their work release account to their regular account.

- Up to the maximum of \$65.00 per week for canteen or regular account spending
- Funds must be available in your work release account at the time of transfer

- If the maximum amount was not available in your work release account, at the time the monthly transfer occurred but funds are now available, submit a Disbursement Request, DOC-184 to center staff, requesting the remaining balance be transferred, within the next two (2) months
- Contact center staff when you think you are eligible for a transfer of funds, but nothing is listed on your Trust Account Statement
- WCCS Business Office staff will review your account and funds will be transferred, if appropriate

**OPENING AN INTEREST-BEARING SAVINGS ACCOUNT:**

If you currently do not have RS, SAV or WRS accounts, please write to the center Financial Specialist requesting a form to open the account.

- When you receive the form, complete the information
- Attach the form to your completed disbursement request
- No envelope is needed for the disbursement
- Interest is posted to your PICO account

**PAYROLL:**

Institution payroll is processed bi-weekly. You will be paid for the number of expected hours of work, for your work assignment

- After payroll has been processed and you receive your weekly Trust Account Statement, verify that your payroll is correct
- If you find any discrepancies, write to the center Financial Specialist, stating what the discrepancy is
- The information will be verified and corrected if necessary

**RELEASE INFORMATION:**

Seven (7) to fourteen (14) work days prior to your release from SPCC, your account will be closed

- Your agent of record determines if you will be released with all of your funds or if your funds will be managed by your agent
- Reasons will be noted on the Offender Release Authorization, DOC 0015
- You will receive further closeout information from the center Financial Specialist, upon the closing of your accounts
- It is your responsibility to notify your community site employer of your new address so they may mail your tax statements to you, at the end of the year
- All checks, including funds while on work release, must be sent to the WCCS Business Office for processing
- WCCS Business Office will hold up to \$100 from your funds available, two (2) weeks prior to your release, to cover purchases not yet received
- On the day of your release, a check will be issued for any remaining funds and mailed to agent
- If on work release, payroll received after your release may take up to six (6) weeks, dependent on when funds are received in the business office from the employer

**ROOM AND BOARD and TRANSPORTATION FEES:**

Room and Board and Transportation fees for PIOC on work release, will be deducted as work release compensation and posted to the PIOC's trust account, by the WCCS Business Office.

- This may occur after you have been released or after you terminated employment
- Deductions are based on the percentages and limits provided in DAI Policy #309.45.02 PIOC Trust System Deductions
- Occasional delays in posting of work release compensation may occur, due to incomplete information submitted by the employer or due to workload in the Business Office
- The date your work release pay is posted to your account by the WCCS Business Office (Madison), is the date used to determine room, board and transportation charges. Not the date in which the money was earned
- If the pay period ends during one month and is not received until the following month, charges apply for the month received in the Business Office
- Due to lay-offs, job changes, etc., you may not be working when your paycheck arrives at the Business Office, you will still be responsible for room, board and transportation charges

### **TRANSFERS BETWEEN ACCOUNTS**

You may request to transfer funds between sub-accounts by submitting a disbursement request.

- No envelope is needed for the transfer of fund requests

The following sub-account transfers may be requested:

- Transfer from REG to REL
- Transfer from REG to SAV
  - ✓ A minimum of \$50 is required to open an account
  - ✓ Monthly transfers of \$20 or more may be requested
- Transfer from WR to WRS
  - ✓ A minimum of \$100 is required to open an account
  - ✓ Monthly transfers of \$100 or more may be requested
- Transfer from REL to RS
  - ✓ A minimum of \$50 is required to open an account
  - ✓ Monthly transfers of \$20 or more may be requested

### **PIOC PHOTO SERVICE**

Based on the availability of an PIOC photographer, Sanger Powers Correctional Center allows you to purchase photos for family, friends or yourself. This service will be closely monitored and regulated by staff.

All center rules and regulations regarding appearance and visitation will be followed. Photo service activity will be under the general supervision of the Visiting Room Sergeant.

Photo Guidelines:

- You must have adequate funds in your regular account to request to purchase photos
- A DOC-184 form, made payable to Sanger Powers Correctional Center Photo Project, must be completed and approved by staff prior to obtaining photos
- The cost of each photo is \$3.00
- Visitors may not pay for photos
- Only the center's digital camera will be used
- Only you and your approved visitors for that day may be in the picture
- Background must be blank
- No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
- Only those photos displaying authorized and acceptable images will be allowed.
- You may stand, sit or kneel for photos.
- Nothing, including sunglasses, may be worn or hung from any part of the body or clothing during photos
- Nothing may be held in the hands, under the arm, etc.
- You may view the photo image and request one retake if the photo image is not acceptable
- The PIOC photographer will delete the rejected photo prior to printing the acceptable photo
- All photographs will be reviewed by staff to make sure they meet these guidelines
- Any photo suspected of being related to a Security Threat Group will be forwarded to the center's Security Threat Group Specialist for review and disposition
- You may give approved photos to your visitor(s) or take them back to your room

**PRISON RAPE ELIMINATION ACT (PREA)**

You have the right to be safe from sexual abuse, sexual harassment and report-related retaliation.

- The Wisconsin Department of Corrections (DOC) values safety – that includes keeping you safe from others while you are serving your sentence
- The DOC has zero tolerance for sexual abuse and sexual harassment within its facilities
- Sexual abuse and sexual harassment among PIOC's and among staff and PIOC's in confinement is against the law. Violators will be disciplined and may be referred to outside law enforcement for prosecution
- The Prison Rape Elimination Act (PREA) was signed into law in 2003 after unanimous support from Congress and years of pressure from advocates and survivors
- PREA extends far beyond the elimination of rape in prison; it is the first federal law to support preventing, detecting and responding to sexual abuse and sexual harassment in all confinement settings
- In response, the Wisconsin Department of Corrections put policies and procedures in place to help keep you safe and to make it possible for you to get help if you've been sexually abused, sexually harassed or experience report-related retaliation
- DOC is committed to investigating all reports, offering support to all victims and pursuing discipline for all perpetrators
- Wisconsin Statute § 940.225(2)(h), Administrative Code Chapter DOC 303 and DOC Executive Directive 72 reflect this commitment
- To report any of the above activities, PIOC's may notify any staff person in person or in writing; dial 777 (internal reporting hotline); dial 888 (external reporting hotline); submit a grievance; tell a family member, friend or support person (they may report on your behalf); call local law enforcement
- An PIOC pin number is not needed when dialing 777 or 888.

- Following an incident of sexual abuse, PIOC may receive ongoing support from internal services such as a medical provider, mental health provider, social worker or chaplain
- PIOC may also receive support from the community's local sexual assault service provider
  - They are trained to provide confidential support after sexual abuse
  - They will listen and provide information and education
  - Their services are free and not connected to WI DOC
  - Please note, local sexual assault service providers do not accept reports of sexual abuse
  - They provide for the victim emotional support at SAFE/SANE exams, at investigations, and at court testimony
  - For telephone support please dial #999 (An PIOC pin number is not needed when dialing)
- Refer to your PREA handbook and postings in the center for more detailed information about sexual abuse, sexual harassment and reporting
- If you have lost or misplaced your PREA handbook please request a new one

## PROPERTY

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

All property items must meet Department of Corrections requirements; inmates are responsible for ensuring their family/friends are aware of these requirements.

- ✓ Property cannot be dropped off by visitors or brought in during visits
- ✓ **All property items must be purchased from approved vendor catalogs and must be shipped directly from retail with a receipt**

### **PROPERTY REGULATIONS:**

- All personal property must be recorded on your property inventory form prior to possession
- You may not exchange, trade, sell, loan, or give away any article of your personal property
- Alteration of State-owned or personal property is not permitted
- All property items must be purchased new and received directly from a DOC-approved vendor with receipt
- You may not purchase property via disbursement and have it sent to another location
- In the event you are transferred from the center to another institution (TLU, Temp Hold), your personal property must comply with the receiving institution's property regulations. Disallowed items may be mailed out at your expense or be destroyed upon your request. Only allowed property items will be transferred to the receiving institution
- The Property Sergeant will process all packages received from the U.S. Mail and UPS
- The Property Sergeant will contact you when your property is ready for pick-up
- PIOC are responsible for any recycling fees associated with disposal (e.g. electronics)

### **DAMAGED OR ALTERED PROPERTY:**

- The Property Sergeant controls all records of personal property

- If you choose to donate, dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237A form
- Lost or stolen property must be reported to staff. Staff will write an incident report and update your property inventory form
- You must wait 90 days from the date the item was reported lost before you will be allowed to receive replacement items
- Refer to DAI Policy 309.20.03 Personal Property and Clothing

**ITEMS RECEIVED THAT ARE NOT APPROVED:**

- Items received at the center for you and not approved will involve one of the following:
  - Must be returned to the vendor at your expense, sent out on a visit
  - Mailed at your expense to a person on your visiting list within 30 days
  - Destroyed
- Hazardous or dangerous items will not be stored by the center and must be disposed of immediately

**MONETARY SPENDING LIMITS:**

The cost of each property item shall not exceed \$150.00, excluding taxes and shipping costs.

With the exception of the following:

- The cost of all individual or combination electronic items may not exceed \$500 each.
- The cost of prescription eyeglass frames and lenses combined shall not exceed \$300.00.
- Claims for lost/damaged rings or eyeglasses shall require documentation of value.
- Compensation shall not exceed \$150.00 for rings

<b>RECREATION</b>
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**HOBBY AND MUSIC:**

- You must register with Property Sergeant to participate in music or hobby
- You can only be registered for two hobbies at one time
- Volume of musical instruments must not be heard in the hallway
- Approved hobby items excluding musical instruments shall not exceed \$100 per calendar month (combined total, including PIOC and friend/family purchases). Taxes, shipping and handling are not included in this limit.
- Hobby and music are not allowed in the dayrooms or inside the center common area

**INSIDE RECREATION – RECREATION/TV ROOM/LIBRARY:**

- Lights must remain on at all times
- Day room, weight room, and common areas close at midnight
- Sleeping is not allowed
- You are not allowed to put your feet on furniture or walls
- Eating or drinking is not allowed
- Do not lie or sit on tables
- Do not slap dominos unless you have a towel or sheet to absorb the noise

- You may use the equipment, subject to any medical restrictions you may have
- Weight room equipment may only be used as it was intended

**OUTDOOR RECREATION**

**CLOTHING:**

- You must wear the proper attire while participating in outdoor recreation (Shirt, Tank top, Pants, Shorts)
- You must wear shoes
- Being shirtless is not permitted and may result in disciplinary actions

**RULES FOR OUTSIDE RECREATION:**

- Outside recreation will be permitted only when weather allows and staffing permits
- Outside area is closed when the outside lights are on
- Outside recreation is restricted to certain areas of the grounds, limited signs are posted
- Recreation may be limited to personal medical restrictions
- When using the track, you must keep moving forward at all times; there is no loitering on the track
- You must stay on the paved track; there is no “cutting across” the track
- You shall not have contact with civilians while outside for recreation.
- If you are seen talking, motioning, or communicating with non SPCC staff in any manner, you will be subject to disciplinary action
- No sitting or loitering on the basketball court
- You must be playing basketball while on court
- Beverage are allowed to promote hydration
- Food containers items are not allowed

**REENTRY**

**Reentry Vision Statement**

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

- The public is best served if you are not only held accountable for their actions, but also have the opportunity to become law abiding and successful members of the community
- By improving reentry, our goal is crime reduction, fewer new crime victims, reduced state and local criminal justice costs, and most importantly, safer families and communities  
To accomplish these goals, reentry programs at the centers are made available to you for participation, such as, but not limited to pre-release curriculum modules, obtaining ID and vital documents, establishing portfolios, parole planning, and DWD Job Lab searches
- The Department’s reentry initiative means that we engage offenders, as early as possible and challenge them, motivate them, and encourage them to change
- Effective offender reentry also includes quality risk assessment and strong supervision practices proportionate to the level of risk to the public safety

- We also focus on key factors that help offenders succeed and become law abiding citizens- including employment, alcohol and drug treatment, housing, and positive support from families and organizations

## RELEASE PROCEDURES

The Social Worker will coordinate your release planning with you and your Division of Community Corrections Agent

Prior to your release the following will occur:

- ✓ You must provide your release plan information to your Social Worker
- ✓ You must sign your Rules of Supervision
- ✓ You will be informed of the date of your release
- ✓ Your account will be closed about 14 days prior to your release
- ✓ You must order canteen or release clothing before the account is closed
- ✓ If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on the morning of your release. (This must be approved by the Captain/Superintendent)
- ✓ If you are taking a bus home, you are only allowed to bring one box with you on the bus
- ✓ You must mail out your remaining property before your account is closed
  - Sergeants will help you pack and mail your property
  - Sergeants will pack your remaining property before your release
- ✓ Your picture will be taken before you are released
- ✓ You will be asked to provide a forwarding address
- ✓ On the day of your release, you will be given your release check if one is available, otherwise you can expect funds through your agent (if on Extended Supervision) or it will be sent directly to the address the Business Office has on file
- ✓ You will also be given your personal property (ID, driver's license, birth certificate)
- ✓ You will be given a ride to the bus/airport on the day of release, see your social worker

## RELIGIOUS PROGRAMMING

Religious practices must comply with DAI 309.61.01 Religious Beliefs and Practices.

- WCCS does not employ Chaplains.
- You may contact the Captain with your questions
- Volunteers assist with a variety of services and studies
- You are not allowed to lead or conduct a religious service or study group

## SECURITY MONITORING

### SURVEILLANCE OF PIOC ACTIVITIES:

DAI 306.00.01 Electronic Monitoring Surveillance establishes guidelines for the electronic monitoring and recording of PIOC activities without your awareness.

The policy does not apply to staff observations, exposed cameras, intercoms, or other monitoring systems of which PIOC should be reasonably aware.

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

#### **SEARCHES:**

##### **Strip Searches**

- A full strip search of your person can be conducted at any time, either randomly or for cause in accordance with DAI Policy 306.17.02 Search of PIOC
- A strip search is done for the security of the center, not to embarrass or ridicule you

##### **Pat Searches**

- Pat search may be conducted at any time, either randomly or for cause
- Work release / off-grounds / project crew workers will be subject to a pat search upon return to the center

##### **Room Searches**

- Room search may be conducted at any time, either randomly or for cause
- Any contraband found will be removed from your room
- You will receive written notification of any confiscated items. DOC Policy 306.00.16 Contraband

#### **URINALYSIS (UA) / BREATHALYZER:**

- Urine and breath tests will be conducted at any time, on a random or for-cause basis in accordance with DAI Policy 306.17.01 PIOC Drug Testing
- If you are unable to submit a urine sample, you will be provided a set amount of water and a limited amount of time to produce a urine sample
- You will be required to wait in a designated area during this time
- You may request a confirmation test if UA results are positive

### **SECURITY THREAT GROUPS**

Security Threat Group activity in any form is prohibited.

- If you are found to be in possession of, wearing, manufacturing, or distributing any gang-related materials or participating in gang-related activities, you will be issued a conduct report

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

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

## **SMOKING / USE OF TOBACCO PRODUCTS**

All WCCS centers are smoke-free and tobacco-free facilities and recognize tobacco products and smoking materials, in any form, as contraband.

- The possession and/or use of tobacco products and smoking materials are not allowed while on center grounds or at any off-grounds activities in accordance with the DOC 303 guidelines and is a Class I felony

## **SOCIAL MEDIA ACCOUNTS**

In accordance with DAI Policy #300.00.82, PIOC Use of Social Media:

- PIOC shall not create, maintain, update or develop any type of web-based social networking, social media or internet-based website directly or indirectly, including but not limited to; Facebook, Twitter, Myspace, YouTube, etc.
- This includes using third parties to assist and may result in disciplinary action

## **TELEPHONE PROCEDURES**

You may only communicate using approved methods.

- Use or possession of a cellular phone or unauthorized telecommunication device in a state prison is a felony
- Using any communication device located at a worksite is strictly prohibited and will result in termination
- A Social Worker or Supervisor may authorize special or emergency calls for PIOC in the center

**PIOC telephones/Tablets are provided for your use and are subject to the following rules:**

- All telephone calls, except approved properly placed attorney calls, may be monitored and recorded
- Collect calls are charged to the party you contact
- ICSolutions administers the pre-paid accounts for family and friends for the telephone service provider
- You may request to add funds to your calling account with ICSolutions after you are enrolled
- Funds will be available to you after the business office processes your request
- The phone system allows you to have one open funding request at a time
- Requests to add more funds than are available in your WICS account, will be reduced to the nearest whole dollar amount
- The phone system will provide you with your current balance

### **ADDING FUNDS**

- Press 5 for Commissary and Debit Time Purchases
- Enter your PIN (PIOC number + 4-digit passcode you chose during enrollment) followed by the # sign
- Press 2 to purchase debit calling time in whole dollar amounts
- Enter the amount in whole dollars followed by the # sign
- The system will repeat what you entered, press 1 to confirm or 2 to re-enter

### **ATTORNEY CALLS**

- Attorney telephone calls may be coordinated through your social worker and scheduled by the offender records associate
- Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded.
- All attorney calls not placed through the collect call system must be coordinated through your Social Worker

### **FAMILY AND FRIENDS FUNDING**

Family and friends can establish a pre-paid account that allows them to accept calls

- This can be accomplished online at <https://ICSolutions.com>, via phone at 1-888-506-8407 or by sending a cashier's check or money order to:

CENTERLINK/ICSOLUTIONS  
ATTN: CUSTOMER SERVICE  
2200 DANBURY ST  
SAN ANTONIO TX 78217

### **ICSOLUTIONS REFUNDS**

- Refunds will only be processed by the vendor upon release
- You will be provided the vendor's contact information and you should expect 2-3 weeks for processing
- You will deal directly with ICSolutions

### **RESTRICTIONS**

- You are not allowed to make three-way telephone calls
- You are not allowed to make calls during mealtimes
- You are not allowed to make harassing or nuisance calls
- You are not allowed to use other inmates phone account to complete phone calls
- Call length is limited to 20 minutes each
- After a completed call you will have to wait 20 minutes to place another call
- You are not allowed to use other inmates phone account to complete phone calls

### **EMERGENCY MESSAGES:**

- Telephone messages will be taken for family related emergencies only

### **TELEPHONE PROBLEMS:**

If your friend or family member is experiencing problems receiving phone calls from you, please have them contact ICSolutions online at [www.ICSolutions.com](http://www.ICSolutions.com) or over the phone at 1-888-506-8407

## **VISITING REGULATIONS**

The DOC encourages visitation of an PIOC's family and loved ones to maintain close and constructive family and personal relationships and support. Research shows maintaining strong family ties can have a positive impact on PIOC's success in completing treatment and other programs during incarceration, as well as their chances for success after they are released.

- Visiting list and visiting procedures are regulated by the Administrative Code 309.12 and DAI 309.06.01 Visiting

**VISITING INFO:**

- All visits must be prescheduled through ICSolutions
- Directions are available on the ICS website at [www.icsolutions.com](http://www.icsolutions.com)
- Visitors must schedule in person or video visits at least 48 hours in advance and no more than fourteen (14) days in advance
- You are eligible for two (2) in person visits each week
- A week is defined as Monday through Sunday
- Each in person visit will be scheduled for a maximum of three (3) hours in length
- Visitors may arrive anytime during their scheduled 3-hour block
- Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours
- Each visit is limited to (7) Visitors
- Loitering in the parking lots is prohibited. Any person accompanying a visitor who is not visiting a PIOC must leave facility property while waiting for the visitor
- Waiting in the parking lot or vehicle is prohibited
- Animals may not be left unattended in vehicles

Saturday/Holidays:	8:15 a.m. - 11:15 a.m.	1:15 p.m. - 4:15 p.m.
Sunday:	1:15 p.m. - 4:15 p.m.	
Wednesday:	6:15 p.m. - 9:15 p.m.	

**HOLIDAY VISITS:**

WCCS recognizes the following holidays for visiting purposes. If a holiday falls on a Wednesday there will be no evening visits:

- |                          |                             |
|--------------------------|-----------------------------|
| • New Year’s Day         | January 1 <sup>st</sup>     |
| • Martin Luther King Day | Third Monday in January     |
| • Memorial Day           | Last Monday in May          |
| • Independence Day       | July 4 <sup>th</sup>        |
| • Labor Day              | First Monday in September   |
| • Thanksgiving Day       | Fourth Thursday in November |
| • Christmas Eve          | December 24 <sup>th</sup>   |
| • Christmas Day          | December 25 <sup>th</sup>   |
| • New Year’s Eve         | December 31 <sup>st</sup>   |

**VISITING REQUESTS AND RESERVATIONS:**

- In order for an ICS account to be created for in person/video visits, visitors will need to establish/register an ICS account found at [WWW.icsolutions.com](http://WWW.icsolutions.com) and be on the approved visitor list for the person to visit
- The information and Party ID used to register for visitation at [www.icsolutions.com](http://www.icsolutions.com) must match exactly to the information entered on the WI DOC visitor application
- PIOC must provide friends and family with the unique Party ID listed next to the visitor’s name on the approved visiting list

- Please direct any issues with creating an account setting up a visit to the ICS customer service website noted above
- PIOC must provide each proposed visitor with a current copy of the Visitor Questionnaire, DOC-0021AA
- Proof of Guardianship must accompany Visitor Questionnaires, for all minors
- All visitors age sixteen (16) and older must provide identification
  - ✓ Acceptable forms of identification include:
    - A current state ID or state driver's license, with photo
    - A current Department of Transportation ID card, with photo
    - A current passport or VISA
    - A Military ID
    - A Driver's license and photo ID will be accepted for visitors from out-of-state
- School ID's are not an acceptable form of identification
- An expired form of ID will not be accepted
- Amish visitors who do not possess photo identification, as a requirement of their religion shall
  - ✓ Provide the institution with a signed and notarized affidavit from their Bishop
  - ✓ The affidavit must include the physical description of each proposed visitor
  - ✓ The institution will retain the original affidavit
  - ✓ A copy will be placed in the respective PIOC Visitor Information file
  - ✓ Visitor(s) shall retain a copy of the affidavit and produce it upon arrival to the center, as a means of identification
- An adult must accompany any visitor under the age of 18
- Parents are responsible for supervising their children during visits
- You are required to keep the children under control at all times.
- If staff feels that you are not keeping minor children under control, your visit will be terminated and/or those children may be temporarily suspended from visiting

#### **SPECIAL VISITS:**

- Intended as a one-time visit only
- Individuals that will visit regularly must be added to your visitor list
- Requests for special visit must be submitted on DOC-1115 Special/Extended Visit form to the Social Worker at least 10 working days in advance of the visiting day
- Specify the exact date of the visit
- Exceptions may be approved by the Warden/Superintendent
- Out of State visitors must send a copy of their driver license with Visitor Questionnaire

#### **VISITING RULES:**

- All visits must be prescheduled on ICSolutions and successfully clear through the metal detector before being allowed access into the center
- You are not permitted to pass or receive items during a visit without authorization
- You will be allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit
- You are required to sit directly across the table from your wife, girlfriend, fiancé or significant other
- You and your visitor(s) must keep both hands above the table at all times. Holding hands is allowed

- Visitors leaving the visiting areas are not allowed to re-enter the building on that given day
- You are not allowed to go back to your room
- No personal mugs, cups or bowls are allowed on a visit
- Visiting with another PIOC's visitor is not allowed
- Visitors are required to use the designated bathroom facilities. PIOC's are not to enter those bathrooms for any reason
- You must use designated PIOC bathrooms with permission of staff
- Dropping off packages, paperwork and containers will not be allowed during visit
- Purses and diaper bags are not permitted inside the center. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a paper or plastic bag
- No property items for PIOC's may be brought in on visit
- No money orders or certified checks are to be brought in on visits
- Visitors are not allowed to bring in any food, beverages or smoking materials.
- All food items from the vending machine must be purchased by your visitor and consumed during the visit as it is not to be brought back to your room. You are not allowed to handle money or go up to vending machine
- No personal property (including cellular phones, PDA's, electronic devices or cameras) are allowed in the center except for baby supplies and a maximum of \$20 in cash (for the vending machines)
- Changing of infant diapers is only allowed in the designated visitor bathroom
- You are responsible for cleaning off your table and disposing of your garbage after your visit ends
- The use of offensive, loud, or vulgar language will result in the termination of your visit

**OUTSIDE VISITS:**

- Outside visits are held during the summer months between Memorial Day and Labor Day, weather permitting, as determined by staff
- Outside visits are conducted on weekends and holidays
- You and your visitors must sit on the picnic benches provided in the outside visiting area
  - Do not straddle the benches
  - Do not sit on top of the tables
  - Do not move the tables

**VIDEO VISITS:**

- Calls are available at the cost of \$2.50 per visit. 25 mins in length
- Each visitor on the call must have an ICS account and be listed on the visit reservation. Each visitor will be required to show ID at the beginning of the call and anytime during the call when asked by staff

**VIDEO VISITING HOURS:**

**Monday- Sunday:**

- 6:30AM-7:50AM
- 10:15AM-11:30AM
- 1:00PM-1:55PM
- 2:30PM-3:50PM
- 4:30PM-5:50PM
- 6:30PM-7:50PM
- 8:20PM-8:45PM

9:20PM-9:45PM

10:20PM-10:45PM

**DIRECTIONS TO THE CENTER:**

The Center is located on Cty Hwy U (County Line Road) approximately 3 miles from Hwy 29 and approximately 3 miles north of the town of Oneida (Hwy 54)

**VOLUNTARY PROGRAMS**

Only center-approved volunteers may facilitate groups, meetings or services. Participation in religious and therapeutic activities is voluntary

**WORK RELEASE**

The primary goal of the Wisconsin Correctional Center System is to prepare you for release to the community. The objective for centers with work release is to help you obtain employment that will allow you to develop good work habits, pay your obligations, and save money for release.

- A monitoring period is required prior to obtaining approval for work release as well as any other requirements according to DAI 324.00.01. This allows us to monitor your work habits and make an evaluation when placing you on work release
- Work release is a privilege, it is not a right
- A Negative work evaluation or receiving a Conduct Report, may result in additional monitoring time
- Amongst other criteria, the center staff evaluate your risk for placement in the community by considering the following:
  - ✓ Your offense history
  - ✓ Risk assessment
  - ✓ Conduct history
  - ✓ Length of sentence
  - ✓ Victim concerns
- Other factors, such as the local job market, your individual work skills, and your willingness to work, also play a vital role in your placement on work release
- PIOC in the Wisconsin Correctional Center System may be required to complete the Cognitive Behavioral Interventions-Employability Adult (CBI-EA) if their Overall COMPAS risk level is:
  - ✓ Medium
  - ✓ Medium with Override Considerations
  - ✓ High
- Center system CBI-EA is 12 sessions

- Refusal to participate in the mandatory program CBI-EA will render you ineligible for work release and placed into a 90-days voluntary unassigned status

### **WORK RELEASE AGREEMENT:**

To participate in work, release the work release coordinator will require you to sign the following: Work Release Agreement form, DOC 372 to indicate your agreement with the rules, regulations

### **WORK RELEASE GUIDELINES:**

- You must have a community custody classification to be eligible for work release
- The Superintendent must grant final approval for participation unless your case requires Warden approval
- You may not terminate your employment (quit your job), without the prior approval of the Work Release Coordinator
- You must sign and obey all work rules of the employer
- Being approved for the work release program does not guarantee you a work release job
- To the degree possible, the Work Release Coordinator will attempt to match your skills to available job
- The Work Release Coordinator will assist you in arranging job interviews; you may not make appointments without the consent of the Work Release Coordinator
- Going off grounds for interviews is subject to center staff and transportation availability
- You must sign in and out whenever leaving for or returning from work
- Any items given from worksites other than clothing/uniforms, needs to be approved by the work release coordinator and left at your work site
- You are not allowed to utilize outside break areas at any time
- Meal must be consumed while at work. No food or drink items will be brought back to the center

### **REQUIRED IDENTIFICATION FOR WORK:**

- Two forms of identification are required by federal law and may include the following:
  - Birth Certificate
  - Driver's License
  - State ID
  - Social Security Card
- If needed, the Work Release Coordinator or the Employment Support Specialist will assist you in obtaining vital documents

### **WORK RELEASE CLOTHING/EQUIPMENT:**

- You must provide your own clothing for work release
- The work release coordinator may assist you in ordering clothing
- Property items for off-site work are only allowed to be ordered at the time you are hired, and while you are currently employed at an off-site work assignment
- Allowable property items for off-site work are allowed to be used immediately prior to your assigned departure time for your work assignment
- You have (60) days from the date you start working to order work-related clothing

- State-issued clothing, jackets, and boots are not authorized for work release, once you are given the opportunity to purchase clothing
- Work Release Clothing is not permitted to be worn in center unless going to and from work
- Equipment purchased for work release must be kept at your job site
- If you are no longer in a work release position you must send out work release specific clothing or it will be deemed contraband.
- The Work Release Sergeant will approve specific allowable items for certain worksites as needed

## DAI HANDBOOK REFERENCES – GENERAL POPULATION

Accounts (funds) 28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]  
 38 USC 5301 – No assignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)  
 Wisconsin Statutes s. 301.30 – PIOC wages, allowances, and release payments  
 Wisconsin Statutes s. 301.31 – Wages to prisoners  
 Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers  
 Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners  
 Wisconsin Statutes s. 302.13 – Preservation of property an PIOC brings to prison  
 Wisconsin Statutes s. 303.065(5) – Work Release Deductions  
 Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision  
 Wisconsin Statutes Ch. 767 – Actions Affecting the Family  
 Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act  
 Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges  
 Wisconsin Statutes s. 973.042 – Child Pornography Surcharge  
 Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge  
 Wisconsin Statutes s. 973.045 – Crime Victim Witness  
 Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge  
 Wisconsin Statutes s. 973.05 – Fines  
 Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments  
 Wisconsin Statutes s. 973.06 – Costs  
 Wisconsin Statutes s. 973.20 – Restitution  
 1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)  
 Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard  
 Wisconsin Administrative Code Ch. DOC 303 – Discipline  
 Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC  
 Wisconsin Administrative Code s. DOC 309.45 – PIOC funds and canteen purpose.  
 Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge  
 Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds  
 Wisconsin Administrative Code s. DOC 309.48- Procedure for PIOC requests for disbursements of PIOC account funds  
 Wisconsin Administrative Code Ch. DOC 310 – PIOC Complaints

	<p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p> <p>Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee</p>
2017 WI Act 89 Requests	<p>Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for PIOC's in the Department of Corrections Contracted facilities.</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions</p>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Sub Ch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)</p> <p>Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services</p>
Canteen	<p>Wisconsin Statutes s. 301.27(2) – Vending Stands</p> <p>Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients</p> <p>Wisconsin Administrative Code s. 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. 309.45 – PIOC Funds and Canteen – Purpose</p> <p>Wisconsin Administrative Code s. 309.52 – Canteen</p> <p>Wisconsin Administrative Code s. 316.04 – Copayment</p>
Classification	<p>Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty</p> <p>Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions</p>
Compensation (I/M)	<p>Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal</p> <p>Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use</p> <p>Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement</p> <p>Wisconsin Administrative Code s. DOC 309.55 – Compensation</p> <p>Wisconsin Administrative Code Ch. DOC 313 – Prison Industries</p>
Complaints (I/M)	<p>WI Administrative Code 303 – Discipline</p> <p>WI Administrative Code 310 – Complaint Procedures</p>

Contraband	Wisconsin Administrative Code Ch. DOC 303 - Discipline
Count	Wisconsin Administrative Code Ch. DOC 306.06 – PIOC Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – PIOC Secure Work Program
DNA Collection	Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014
HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Hygiene/Hair	Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	Wisconsin Administrative Code s. DOC 309.55 – Compensation

Wisconsin Administrative Code Ch. DOC 316 – Copayment

LEP Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency  
Federal Title VI, 42 U.S.C. s. 2000d, et seq  
28 C.F.R. s.42.104

Law Library Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix)  
Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties  
Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties  
Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying  
Wisconsin Administrative Code s. DOC 309.155 – Legal Services

Legal Loans Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers  
Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners  
Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)  
Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports)  
Wisconsin Statutes s. 809.62 – Rule (Petition for review)  
Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents  
Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages  
Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect  
Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment)  
Wisconsin Statutes s. 974.06 – Postconviction Procedure  
Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence)  
Wisconsin Administrative Code s. DOC 309.04(3) – PIOC Mail  
Wisconsin Administrative Code s. DOC 309.155 – Legal Services  
Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds  
Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying  
Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

Library American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336  
American Library Association (ALA) – Library Bill of Rights  
American Library Association (ALA) – Freedom to Read Statement

American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)

Wisconsin Administrative Code s. DOC 309.02 – Definitions

Wisconsin Administrative Code s. DOC 309.04 – PIOC mail

Wisconsin Administrative Code s. DOC 309.05 – Publications

Mail	<p>Wis. Stat. §19.31</p> <p>Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband</p> <p>Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail</p> <p>Wisconsin Administrative Code s. DOC 303.72 – Major penalties</p> <p>Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition</p> <p>Wisconsin Administrative Code s. DOC 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. DOC 309.04 – PIOC mail</p> <p>Wisconsin Administrative Code s. DOC 309.05 – Publications</p> <p>Wisconsin Administrative Code s. DOC 309.45 – PIOC funds and canteen – purpose</p> <p>Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying</p>
Marriages	<p>Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministrations</p> <p>Wisconsin Statutes Ch. 765 – Marriage</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Administrative Code s. DOC 309.06 – Visitation</p> <p>Wisconsin Administrative Code s. DOC 309.08 – Visiting List</p> <p>Wisconsin Administrative Code s. DOC 309.10 – Special Visits</p> <p>Wisconsin Administrative Code s. DOC 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices</p>
Meals	<p>Wisconsin Administrative Code s. DOC 309.23 – Food</p> <p>Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids</p>
Medications	<p>66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140</p> <p>Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training</p> <p>Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02</p>
Name Changes (I/M)	<p>Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles</p>
Notary Services	<p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Statutes s. 20.919 – Notary public</p> <p>Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property</p>

Wisconsin Statutes s. 706.07 – Uniform law on notarial acts  
Wisconsin Statutes s. 782.04 – Petition; contents  
Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages

Observation Placements Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act  
Wisconsin Administrative Code Ch. DOC 311 – Observation Status

Phone Calls Wisconsin Administrative Code s. DOC 309.39 – PIOC Telephone Calls  
Incl. Atty and International Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys  
Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval

PREA 34 U.S.C. §30301 Prison Rape Elimination Act of 2003.  
28 C.F.R § Part 115, *et seq.* National Standards to Prevent, Detect and Respond to Prison Rape

Programming Wisconsin State Statutes s. 301.03 General Corrections authority  
Wisconsin Administrative Code s. 302.13 - Program Need Assignment  
Wisconsin Administrative Code s. 302.14 – Program Enrollment

Property Wisconsin Administrative Code s. DOC 309.02(16) – Pornography  
Wisconsin Administrative Code s. DOC 309.04 – PIOC Mail  
Wisconsin Administrative Code s. DOC 309.05 – Publications  
Wisconsin Administrative Code s. DOC 309.20 – Personal Property  
Wisconsin Administrative Code s. DOC 309.40 – Clothing  
Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying

PSU Access Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation

Religious Practices, Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized Property and Diet persons  
Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers  
Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations  
Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction  
Wisconsin Administrative Code Ch. DOC 303 – Discipline  
Wisconsin Administrative Code s. DOC 303.35 – False names and titles  
Wisconsin Administrative Code s. DOC 309.02 – Definitions  
Wisconsin Administrative Code s. DOC 309.04 – PIOC Mail  
Wisconsin Administrative Code s. DOC 309.05 – Publications  
Wisconsin Administrative Code s. DOC 309.10 – Special Visits  
Wisconsin Administrative Code s. DOC 309.20 – Personal Property

Wisconsin Administrative Code s. DOC 309.23 – Food  
Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice  
Wisconsin Administrative Code s. DOC 309.23 – Food

Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches	Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution Wisconsin Administrative Code s. 306.17 – Search of PIOC Wisconsin Administrative Code s. 309.20 – Personal Property <u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Sex Offender Notification	Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law
Social Media Use (I/M)	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Urinalysis Testing	Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs Criminal Justice Drug Testing Act May 1990 Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of PIOC Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings
Work Assignments	Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Visiting	Wisconsin Statutes s. 302.095(2) – Delivering Articles to PIOC Wisconsin Administrative Code s. 306.18 – Search of Visitors Wisconsin Administrative Code s. 309.02 – Definitions Wisconsin Administrative Code s. 309.06 – Visitation Wisconsin Administrative Code s. 309.07 – Conduct During Visits Wisconsin Administrative Code s. 309.08 – Visiting List Wisconsin Administrative Code s. 309.09 – Regulation of Visits for PIOC Wisconsin Administrative Code s. 309.10 – Special Visits Wisconsin Administrative Code s. 309.11 – No-Contact Visiting Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges

Voting  
 Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors  
 Wisconsin State Statute 301.03(3a) – General Corrections Authority  
 Wisconsin State Statute 973.09(4m) - Probation  
 Wisconsin State Statute 973.176(2) - Voting  
 2005 Wisconsin Act 451 – Relating to Administration of Elections

**DAI Handbook References – Additional References for Minimum Security Facilities**

Community Service  
 Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

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

Project Crew  
 Wisconsin Administrative Code Ch. DOC 302 – PIOC Classification, Sentence and Release Provisions  
 Wisconsin Administrative Code Ch. DOC 309 – Resources for PIOC  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

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

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

Controlled Separation  
 Wisconsin Administrative Code s. 303.72 – Controlled separation

Disciplinary Separation  
 Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation

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