



**Division of Adult Institutions (DAI)  
Racine Correctional Institution (RCI)**

**STURTEVANT TRANSITIONAL FACILITY (STF)**

**INMATE HANDBOOK – 2015**

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

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

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## **ORIENTATION TO STF**

STF has a standardized orientation/intake process that encompasses facility expectations and the code of conduct for inmates. Orientation will be held in accordance with RCI/STF Policy 900.300.007. You must attend the first scheduled comprehensive session after your arrival.

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

### **YOU ARE EXPECTED TO:**

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

### **ADDRESS**

**Sturtevant Transitional Facility  
9351 Rayne Road  
Sturtevant, WI 53177-1829**

**(262) 884-2410**

## **RCI/STF ADMINISTRATIVE STAFF**

### **RACINE CORRECTIONAL INSTITUTION (RCI)**

#### **WARDEN**

**Mr. Paul S. Kemper**

#### **DEPUTY WARDEN**

**Mr. Ronald Malone**

### **STURTEVANT TRANSITIONAL FACILITY (STF)**

#### **SUPERINTENDENT**

**Ms. Lisa Avila**

#### **CAPTAIN**

**Gegare**

#### **CORRECTIONS FOOD SERVICE LEADER**

**Write to "STF Food Service"**

#### **EDUCATION**

**Write to "STF Education"**

#### **EMPLOYMENT SERVICES SPECIALIST**

**Write to "Employee Specialist"**

#### **FACILITIES MAINTENANCE SPECIALIST**

**Write to "STF Maintenance"**

#### **HEALTH SERVICES**

**Write to "STF HSU"**

#### **OFFICE SUPPORT**

**Write to "Office Staff"**

#### **PSYCHOLOGICAL SERVICES**

**Write to "STF PSU"**

#### **SOCIAL WORKERS**

**Mr. Burman**

**Mr. Mollberg**

#### **WORK RELEASE COORDINATOR**

**Write to "WR Sergeant"**

## INTRODUCTION

Welcome to the Sturtevant Transitional Facility (STF). 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. STF 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 STF.

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 STF and upon your release into the community. You are expected to respect yourself and those in authority, as well as other inmates and their property. You are expected to work hard.

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.

This handbook will be maintained in the STF library along with policies and procedures you are allowed to view. 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 facility.

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

## ACA COMPLIANCE

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

## ADA COMPLIANCE

In accordance with Department of Adult Institutions (DAI) Policy 300.00.35 – Americans with Disabilities Act (ADA), DAI will ensure fair and equitable treatment of inmates and members of the public with disabilities who seek access to DAI services, programs or activities. The Americans with Disabilities Act (ADA) Coordinators are listed on the Contact List which is posted in your unit. To request consideration for accommodation under the Americans with Disabilities Act, please complete the top portion of the DOC-643 Interview/Information Request form and forward your request to an ADA Coordinator (RCI Program Coordinator).

## ADMINISTRATIVE STAFF DUTIES

### **SUPERINTENDENT**

The Superintendent has overall responsibility for the institution and directly supervises the following staff:

Captains	Lieutenants	Social Workers
Work Release Coordinator	Employment Support Specialist	Food Service Leaders
Facilities Maintenance Specialists	Office Support Staff	Nurse

### **CAPTAIN**

The Captain is responsible for the facility in the absence of the Superintendent and has the following duties:

- Overall security issues including the physical plant
- Supervision of uniform and non-uniform staff

### **THE SUPERINTENDENT AND CAPTAIN:**

- Review and decide disbursement requests
- Review requests for special accommodations
- Review and decide special visits (out-of-state or emergency)
- Review and decide requests for funeral and death bed visits
- Serve as due process hearing officer
- Serve as Reclassification Hearing participant

### **SERGEANTS & OFFICERS**

Facility Sergeants are responsible for the following duties:

- Sergeants & Officers are responsible for the secure operation of the facility
- Monitoring inmate activities inside and outside the institution
- Searches, including your person or room, randomly or for just cause
- Conducting urinalysis and Breathalyzer tests
- Job checks, supervising your institution work, and evaluating your work
- Writing conduct reports for violation of rules documenting your behavior, and providing you with direction

### **WORK RELEASE COORDINATOR**

The Work Release Coordinator will assist you in work-related activities, including:

- Obtaining employment
- Securing proper identification documents (social security, birth certificate, driver's license)
- Transportation to and from the work site
- Obtain clothing/tools necessary for employment

### **EMPLOYMENT SERVICES SPECIALIST**

The Employment Services Specialist will assist you in work-related activities, including:

- Facilitate completion of the Employability Skills Module of the Pre-Release Curriculum
- Securing proper identification documents (social security, birth certificate, driver's license)
- Transportation to and from the work site
- Obtain clothing/tools necessary for employment
- Establish a financial plan

### **SOCIAL WORKERS**

Social workers will assist you in the following activities:

- Visiting lists-updates
- Coordinating parole planning
- Interstate Compact
- Preparation of Reclassification Hearing recommendations
- Facilitating inmate assessments/programs/activities/off-site reviews
- Release Planning

### **EDUCATION**

The teacher will assist you in the following :

- Offer educational services to meet the needs of the community, the department and other mandates.
- Ensure HSED/GED services are offered.
- Liaison with other educational opportunities.

### **OFFICE SUPPORT STAFF**

Facility office support staff are responsible for the following duties:

- Various business office duties
- Notary Services
- Library Supervision

### **CORRECTIONAL FOOD SERVICE LEADER**

Facility food service staff are responsible for the following duties:

- Responsibilities include the kitchen, dining, and food storage areas
- Training and supervision of inmate kitchen workers

### **MAINTENANCE STAFF**

Facility maintenance staff are responsible for the following duties:

- Overall maintenance of the facility
- Supervise inmate maintenance work crews

### **HEALTH SERVICES STAFF**

Facility health service staff are responsible for the following duties:

- Review and coordinate health services and dental requests
- Provide health care
- Psychological services referrals

## **CANTEEN**

*Reference DAI Policy 309.52.01 Inmate Canteen.*

You cannot purchase any item from another source if it is available through institution canteen or one of the approved property vendors.

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

STF canteen orders are filled bi-weekly. Each inmate will be issued one canteen price list that they must keep. Notification of changes in the price list will be made by the Canteen Committee. Extra copies will

be issued by staff with a disbursement in the amount of .15 cents per printed side to the RCI Business Office. Limits on the number of items you may have in your possession at any time are listed on the canteen order form. Any items in excess of these limits will be considered contraband and you may be subject to disciplinary action. Forms are available on the unit. Only one form per inmate can be submitted. You must submit your order form to staff every other Sunday. You are limited to \$84 worth of items bi-weekly. When ordering canteen items, remember that your account statement is accurate at the time it was printed. Additional funds may have been deducted between the time your statement was printed and the time canteen staff fill your order. Significantly overspending your account may result in a conduct report or denied orders for purchases in excess of available funds. Read the back of your order form for additional information.

Distribution of canteen-To receive canteen, you must show your identification card. You must remain quiet and orderly until canteen distribution is completed. Disruptive conduct may result in not receiving your canteen order and a conduct report.

1. Canteen will be delivered to STF on the delivery day. All orders will be in sealed clear plastic bags with two copies of the receipt of items ordered/issued inside the bag. If items ordered were not fulfilled, an explanation will appear on the receipts.
2. Prior to opening the bag, each inmate must:
  - a) Check the contents of the bag against the receipt to ensure they have received the items they were charged for. If there is no discrepancy, the inmate signs a list that acknowledges he received his canteen.
  - b) If there is a discrepancy, staff must be notified and staff must unseal the bag, and verify the discrepancy, record this information on a copy of the receipt (both staff and inmate sign) and place incorrect or damaged items in canteen cart.
  - c) If the bag is opened before staff is notified, there will be no adjustments made. No exceptions.

#### **Problems with orders-**

1. Shortage/Damage:
  - a) When an inmate and unit officers identify an error with a canteen bag, the staff member will take one copy of the receipt, note the error on the receipt under "list shortages and/or damage", listing the number of items, and the name/description of the item.
  - b) Staff and inmate must legibly sign and date, and return the receipt to the cart.
  - c) Items must be returned immediately upon delivery and inspection to receive a refund.
  - d) Adjustment to an inmate's account will be made by canteen staff. Adjustments will need to be done once a week to facilitate reconciling the Keefe invoice to the orders placed and refunded.
  - e) The canteen staff will contact Keefe regarding all damaged goods and discard the damaged items.
2. Spoilage:
  - a) If an inmate receives an item that is spoiled, it must be noted on the canteen receipt form with a legible signature of both the inmate and staff involved.
  - b) The spoiled item and sheet with the signatures must be returned to the canteen.
  - c) Items must be returned immediately upon delivery and inspection to receive a refund.
  - d) Adjustment to an inmate's account will be made by canteen staff. Inmate may not be able to tell if spoiled by inspection through the bag.
3. Refusal: Inmates may not refuse an order. If an inmate refuses to accept an order for reasons other than damage/spoilage, no credit will be issued. Refused canteen will be destroyed.

Canteen for inmates that have transferred, are OWO/OCO or on Loss of Canteen will be returned to Canteen for hold, adjustment or return.

With the exception of greeting cards, purchased canteen items are for your individual use and consumption. All consumable items must be used up within sixty days of purchase, or the items will be considered contraband. Upon transfer from another institution the 60-day time limit to consume/use items still applies. *Consumable items are defined as edible and non-edible items.*



## CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, you will find request forms available next to the Officer's Station. You must state exactly why you need to see the staff person or state your question exactly. Your request will be answered as soon as time permits.

Do not send the same request to more than one staff member at any one time. Wait for your reply. Follow the chain of command. Do not write to the Superintendent or Captain unless you have attempted to resolve your issue with the appropriate staff. Do not stop and confront staff about your issues. We encourage you to ask questions of our staff, but do so in an appropriate manner via an interview request form. Simply fold your interview request form, do not staple, clip, tape or adhere the form in any way.

CONCERN	1 <sup>ST</sup> LEVEL	2 <sup>ND</sup> LEVEL	3 <sup>RD</sup> LEVEL
Accounts	Operations Office Associate	Captain	RCI Inmate Accounts
Americans with Disabilities Act	RCI Program Supervisor	Captain	Superintendent
AODA & Other Programs	Social Worker	Captain	Superintendent
Canteen	RCI Canteen	Captain	RCI Financial Program Supervisor
Dental	Nurse	Captain	Superintendent
Emergency Contact Forms	Social Worker	Captain	Superintendent
Education	Teacher	Education Director	Superintendent
Food Services	Food Service Leader	Captain	Superintendent
Health Services	Nurse	Assistant HSU Manager	HSU Manager
Hobbies	Hobby/Recreation	Captain	Superintendent
Housing Unit Issues	Sergeant	Captain	Superintendent
Interstate Compact	Social Worker	Captain	Superintendent
Jobs – (Facility)	Work Site Supervisor	Captain	Superintendent
Laundry	2nd Shift Officer	Captain	Superintendent
Legal Loans	Superintendent	RCI Correctional Management Services Director	
Library	Operations Office Associate	Captain	Superintendent
Mail	Mailroom	Sergeant	Captain
Medical Co-Pay	Nurse	Captain/Superintendent	HSU Manager
Notary Services	Office Program Assistant	Captain	Superintendent
Open Records Request	Superintendent		
Parole	Social Worker	Captain	Superintendent
Program Review Committee	Social Worker	Captain	Superintendent
Property / UPS	Property Officer	Captain	Superintendent
Psychological Services	Psychologist	Superintendent	PSU Supervisor
Records	Records	Superintendent	Records Supervisor
Recreation	Recreation Leader	Program Supervisor	Superintendent
Reentry	Social Worker	Captain	Superintendent
Religious Issues	RCI Chaplain	Program Supervisor	Superintendent
Sentencing Information	Social Worker	RCI Records Office	
Social Security Card	Work Release Coordinator/Employment Services Specialist/Social Worker	Captain	Superintendent
Veterans Affairs	Social Worker	Captain	Superintendent

Visiting Information	Visiting Clerk	Social Worker	Superintendent
Work Release	Work Release Coordinator	Captain	Superintendent

## COMMUNITY SERVICE

STF community service projects are a way for you to help the community. *Reference DAI Policy 325.00.10 Community Services.*

- Community agency requests are approved by the Captain or Superintendent.
- STF community service projects are voluntary and you will sign up with facility staff.
- You may receive community service hours for your participation in STF community service projects such as, folding papers, collating documents, creating label ribbons, and others.
- STF staff may assist you in documenting the hours completed.
- You are responsible to contact the court for recognition of the hours you completed.
- You may not participate in STF community service projects that conflict with your education, program or work release schedules.

## COMPLAINT PROCEDURE

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

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

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

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

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

Section 801.02(7), Stats., requires that you exhaust the complaint process prior to filing suit in state court against the DOC or a DOC employee. The Institution Complaint Examiner (ICE) will make an impartial investigation of the complaint using whatever sources are deemed appropriate. The investigator makes a detailed report to the Appropriate Reviewing Authority along with a recommendation. The Reviewing Authority reviews the recommendation of the ICE and makes a final decision at the institution level. You will receive a copy of the Reviewing Authority's decision and information regarding the steps taken by the ICE. The Reviewing Authorities based on subject matter are as follows: Medical/Psychiatry/Mental Health – Regional Nursing Coordinator; HIPAA Issues – Privacy Officer; Bureau of Correctional Enterprises – BCE Director; and all other subject matters are decided by the RCI Warden, or his/her designee.

If you disagree with the ICE decision, you may file an appeal with the Corrections Complaint Examiner (CCE). The directions to file an appeal are on the Request for Review form, available in the officer station or from the ICE.

## CONTRABAND

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

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

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

## COUNTS

### **FORMAL COUNTS:**

A Formal Count is a count taken at specific times during each 24-hour period. Standing counts require inmates to stand in a pre-designated area at a specified time. STF has 4 standing counts throughout the day. The following are the listed times of the mandatory counts:

<b>7:30 am</b>	<b>12:30 pm</b>	<b>4:40 pm</b>	<b>9:15 pm</b>
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Everyone is expected to report for count on time. The only exception for missing count is if you are on work release and return to the facility between 12:00 am and 8:00 am and are asleep. Work Release inmates are expected to attend counts if they have been in the facility for 8 hours. You must stand for counts if you elect to stay awake after returning from a 3<sup>rd</sup> shift job.

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". You must wear their ID properly during counts. This includes if you are working on institution grounds unless otherwise directed by a supervisor or a Sergeant.

### **CENSUS COUNT:**

Census Counts are taken during hours of darkness from 10:00 pm – 6:00 am. You are expected to follow staff direction and stay in your current location when the count is announced.

### **EMERGENCY COUNTS:**

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

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

## DRESS CODE

### **GENERAL REGULATIONS:**

You must wear your inmate identification in accordance with *DAI Policy 306.00.06 Inmate Digital Photo Identification System*.

1. You are responsible for the cost of replacing lost, stolen, or damaged cards or cords. You are issued one card at no cost.
2. All clothing items must be worn in the manner in which they are designed to be worn.

3. You will not be allowed to order or receive any shirts or pants which are larger than necessary. Sizing will be determined using the guidelines listed below.
4. Properly sized clothing is to be worn. Pants at or above the waist, shirts tucked in and shoes tied.
5. You will be fully dressed (shirt, pants, underwear, shoes and socks) when leaving your room and going to other areas in the facility. The only exception is when going to or from the shower, robes and shower shoes will be permitted.
6. Hats, caps, scarves, bags, visors, or other headgear or sunglasses are NOT to be worn anywhere inside the facility, except for the following:
  - a. Do-rags are only worn when in your room, with the exception of to/from the bathroom during nighttime sleep hours.
  - b. Curlers and plastic bags are only permitted in your room.

**ADMINISTRATION, DINING ROOM, VISITING AND GROUP ACTIVITIES:**

You shall be properly dressed when entering the Administration, Dining Room and Visiting areas. Proper attire includes your inmate ID, a short-sleeve t-shirt or green shirt, tucked in to your pants; sweatshirt, underwear, State-issued green pants or blue jeans, socks, and 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, DENTAL, AND COURT:**

You must wear your inmate ID, State-issued greens (shirt and pants), as well as boots, when at these locations.

**DUTY TO REPORT ILLEGAL ACTIVITY**

STF 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 may receive a Conduct Report and/or be referred for prosecution.

**EDUCATIONAL SERVICES-STF BELLE VENTURE SCHOOL**

The classroom is assigned to room #142. **STF** Belle Venture School offers you the opportunity to increase reading and mathematics abilities, to learn the English language, to obtain your High School Equivalency Diploma, and to develop job-seeking and independent living skills for reentry purposes upon release. Academic classes are offered year-round, during the day and in the evening. You may go to school full-time or part-time and have a part-time job.

Special interest classes may also be offered during the year including a *school to work skills program* that focuses on skills correlated with *the Department of Labor SCANS 2000 guidelines*, Math and Language for Manufacturing, and refresher courses designed to complete an individual educational goal or to update an academic skill.

**ENROLLMENT:**

Belle Venture School enrolls inmates in classes based program needs and available class space. Any **STF** inmate interested in education will forward an Interview/Information request to the STF Teacher. All inmates wishing to enroll in school or any programs must have a current **TABE** test on file or must take a **TABE** test before programming can be offered. Testing and programming is scheduled through the STF Teacher.

**ATTENDANCE AND EXPECTATIONS:**

A student/tutor who is late for class may be required to make up his missed time at the discretion of the teacher. Profanity is not permitted.

**ABSENCES AND NEGATIVE REMOVAL:**

The school schedule serves as a direct order to attend school; attendance is required. Although we expect mature behavior, please note that unexcused absences, inadequate progress, or disruptive behavior can result in negative removal from school.

Attendance for special activities such as TABE and GED testing is required. Activities such as haircuts must be scheduled during non-class times. If a situation arises where a staff member schedules an appointment during your scheduled class hours, you are instructed to request that the appointment be scheduled to not disrupt your school schedule. If the appointment cannot be changed, request that the school be notified and an excused absence will be recorded by your teacher or school staff. If you are called to programming or other scheduling conflicts, please inform staff of the conflict so that you remain in good standing.

**ACCESS TO TEACHER:**

Making appointments with the STF teacher is recommended. Weekly classroom schedules are updated and posted near the classroom—please see the schedule for when student advising is scheduled.

**STF BELLE VENTURE SCHOOL SCHEDULE:**

The school schedule will be posted outside of the classroom.

Please note that you will receive a written/notification when scheduled to participate in testing sessions for HSED and TABE tests.

**EMERGENCY CONTACTS**

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

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

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

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

**EMERGENCY PROCEDURES**

**FIRE ALARMS:**

1. If the fire alarm goes off, you are to immediately leave the building by the nearest exit.
2. Exit locations are posted throughout the facility.
3. You are to assemble outside as follows:
  - a) Report to the fenced-in recreation area
  - b) Remain in this area until you receive further instructions from staff
  - c) Keep noise levels to a minimum so that everyone can hear staff instructions
4. Follow all staff instructions.
5. An emergency count will be taken.
6. Do NOT go back into the building until directed to do so by staff.

**POWER FAILURE:**

1. In the case of a power failure, some operations will continue.
2. During nighttime hours, report to your room and remain there until you receive direction from staff.

**TORNADO PROCEDURE:**

- **Tornado Watch:** Issued when weather conditions are conducive to the formation of tornadoes.
  - **Tornado Warning:** Issued when a tornado has actually been spotted.
1. When a tornado warning is announced by staff, IMMEDIATELY report to their cells. Inmates will take shelter in their rooms with mattresses covering themselves.
  2. When a tornado warning is issued while driving/riding in a facility vehicle, take immediate cover. The driver should attempt to contact the facility with the assigned cell phone.
  3. If you are at work release, follow the directions of your worksite's emergency procedures.

**OTHER EMERGENCIES:**

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

**DRILLS:**

Drills will be held to familiarize you with emergency procedures and reporting locations. All drills should be taken seriously and directions followed as if it is a real event.

**ESCAPE PRECAUTIONS**

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

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

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

**FACILITY JOB ASSIGNMENTS**

*Reference DAI Policy 309.00.01 Inmate Work Placement with RCI/STF Facility Procedure.* Facility jobs are necessary to maintain facility operations. Facility staff determine, hire and schedule inmates for job assignments.

1. All inmates, including those on work release, may be assigned to a facility job assignment. All inmates are expected to contribute to the work detail program at STF.
2. If you refuse a work assignment you will be placed in voluntary unassigned status. Only the Captain can approve the change in status.
3. Work is supervised and inspected by staff.
4. Be sure to read the job description and ask staff if you have any questions.
5. Work commitments will be honored by inmates, you will not be released from your work commitment early.

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

### Access to Medical, Mental Health and Dental Services

#### **EMERGENCIES:**

Notify any staff member immediately.

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

#### **ROUTINE CONCERNS:**

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

#### **COPAYMENT:**

A copayment of \$7.50 will be charged for routine requests that result in a face-to-face contact initiated by you (patient) when a copayment is required. You will not be refused health care for inability to pay a copayment.

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

#### **INMATE-INITIATED REQUESTS INCLUDE:**

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

#### **NURSING SERVICES:**

Nursing services at STF are available Monday-Friday 7:00 am-10:00 pm; holidays and weekend services are determined by the supervisor on duty.

#### **HEALTH PROFESSIONAL REFERRAL:**

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

#### **MEDICATION and REFILL PROCESS:**

1. All medication must be kept in the original container and locked in your footlocker, drawer or cabinet.
2. Medications may never be sold, loaned traded or given to another inmate.
3. To request a refill of your medication complete a DOC-3035C Medication/Medical Supply Refill Request form. Place the form in the HSU mailbox. You will receive notice of the status of your refill request.
4. Allow seven days for all medication refill requests to be reviewed.

5. Over the counter (OTC) medications must be purchased from canteen.

**ACCESS TO MEDICAL RECORDS:**

To view your medical records or receive photocopies of medical records, you must submit a DOC-3035 Health Services Request and Copayment Disbursement Authorization Form to the nurse. You must note on the request form if you want to view your medical record or receive copies. A fee of \$.15 per page will be assessed for copies of your medical records. You will be required to complete a DOC-1163A Authorization for Use and Disclosure of Protected Health Information form before you can receive copies of your medical record.

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

**SICK CELL/LAY-IN**

All staff and Inmates will follow *DAI Policy #309.55.02 "Lay-in and Sick Cell Status"* and *DAI Policy #309.55.01 "Inmate Compensation Plan"*.

**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.

**LIVING QUARTERS:**

1. A Sergeant will assign you to a room upon your arrival. You are not permitted to select your own roommate.
2. You are responsible for any damage and/or contraband in your room. Therefore, anytime you are assigned a new room, inspect your room as soon as you move in and report damage/contraband to a Sergeant immediately. If you do not report it, you will be held responsible.
3. One locker will be provided to you. A padlock, if requested, will be provided for the footlocker. You will be charged \$10 for replacement of a lost or damaged padlock.
4. Room Key
  - a) You will be issued one key.
  - b) If you lose or break your room key, or leave the center upon release with your room key, you will be charged \$10.00 for a replacement key.
  - c) Inspect your key frequently for damage or cracks.
  - d) If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge.
  - e) You must turn your key in to the Sergeants when you leave the center and pick it up upon returning.
5. Anytime you are assigned a new room, you are responsible for fully cleaning the room you are vacating before you move. You must take all your bedding with you, including sheets, blankets, pillowcases, and towels. Leave the pillow and mattress.

After 45 days of being at STF you are allowed to submit a request for room change or trade. This should be made to the 1<sup>st</sup> shift Sergeant utilizing a room change request form. Room changes are completed on Fridays.

**STORAGE:**

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



### **OFFICER STATION CLOSURE TIMES:**

The officer station is closed 15 minutes before and after each shift change (6:30 a.m., 2:30 p.m., and 10:30 p.m.), 15 minutes before and after each meal service, and during counts.

### **INSIDE THE FACILITY:**

1. Inside the Officer Station is off limits to inmates.
2. Only staff may identify persons and authorize entry into the building.
3. Do NOT loiter in front of the station or in the hallways for any reason.
4. Do NOT remain in/enter the dining room, visiting room, or kitchen at any time without permission.
5. You may only enter the hallway of your assigned room.
6. Do NOT prop open any door without staff permission.
7. All socializing is to be done in the dayrooms and courtyard.
8. No personal cups, mugs or bowls are allowed in the dining room, kitchen, during visiting or bathrooms..
9. Running in the facility is not allowed. You are expected to walk at a normal pace.
10. Notify staff of any items that are broken or in need of repair.
11. You may request a clothes iron from the Sergeant or Officer.
12. The bench in B-Wing is to be used for the following: waiting to use the phone, waiting to speak to a staff member for an appointment, or to leave for an off-site work assignment. It is not to be utilized for socializing.

### **FACILITY GROUNDS:**

1. There is absolutely NO contact with the public; this includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object.
2. You must wear a shirt/tank top and pants or shorts during recreation. The waist line of pants and shorts will be worn at or above your waist.
3. Inmates are NOT to approach (or be near) the fence or cross facility limits for any reason. Talking to visitors/inmates outside the fence is prohibited.
4. You are to 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.
5. Do NOT hang anything on the fence.
6. Do NOT leave the facility grounds for any reason without permission.

### **BULLETIN BOARDS:**

1. Information such as rule changes, schedules, announcements, appointments, and facility information will be posted. You should look for and read new postings daily. You are responsible for knowing this information.
2. Bulletin boards are located at the following locations: Outside Administration and in the hallway next to the classroom.
3. You may not post, remove or alter any material on the bulletin boards.

### **ROOM REGULATIONS:**

1. 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.
2. Room/furniture layouts are standardized. You may not rearrange the furniture in your room.
3. Rooms are to be kept clean at all times.
4. Beds must be made when you are not sleeping in them.
5. Do NOT place anything in front, behind or near the door that would interfere with opening and closing of the door.
6. The room door must be locked at all times, whether you are inside or outside of the room.
7. You may not tamper with the door lock. Do NOT put any object in the door to hold it open or keep it from closing completely.
8. Do NOT tamper with the smoke detector for any reason. Covering the smoke detector's sensors is prohibited.

9. The bulletin boards in your room are used to hang photos of family and friends, cards, calendar and schedules.
10. Posters and cutouts from magazines are contraband and will be removed by staff.
11. Do NOT attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, bed, footlockers, or wall lockers, by any method.
12. Cords, string or other material may not be strung across the ceiling, floors, or walls.
13. Talking to someone outside of your window is not allowed.
14. Do NOT place anything on the windowsill.
15. Cell doors must remain closed at all times unless cleaning or coming in and out of the cell. Door visiting is not allowed.

**ROOM INSPECTIONS:**

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

**CLEANING SUPPLIES:**

1. Cleaning supplies may be obtained from any staff member.
2. Cleaning supplies may not be kept in your room.

**PERSONAL ELECTRONICS:**

1. Headphones or ear buds are to 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. You are subject to disciplinary action if you fail to follow this order.
2. All electronic equipment must remain in your room.  
All lights, lamps, and electronics (radio, television, fans), must be turned off when you are not in your room.

**NOTARY SERVICES:**

1. Refer to *DAI Policy 300.00.56 "Notary Services to Inmates"*.

**INMATE ACCOUNTS**

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

The following abbreviations are used to reference the different accounts types that may be on your account statements.

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

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

You must have a social security card on file at the institution to be eligible to open a savings account. If you would like to open a new RS, SAV or WRS account(s), please write to the Office Support Staff requesting a form to open the type of account. When you receive the form, complete the information and attach the form to your completed disbursement request. No envelope is needed for the disbursement request. The savings account will be opened in your name at US Bank; however, the Department of Corrections is the caretaker of these accounts. All correspondence and transactions must be routed through the RCI Business Office. Direct contact or contact from persons outside the facility is not permitted. These savings accounts must be closed prior to your release. Interest is posted to your inmate account on a quarterly basis. Watch your bi-weekly statements for interest transactions..

### **TRANSFERRING BETWEEN ACCOUNTS:**

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

1. Transfer from REG to REL. Funds must remain in REL thereafter.
2. Transfer from REG to SAV or SAV to REG.
  - a) A minimum of \$50 is required to open an account
  - b) You may request transactions once a month thereafter with a \$20 minimum.
3. Transfer from WR to WRS or WRS to WR.
  - a) A minimum of \$50 is required to open an account
  - b) You may request transactions once a month thereafter with a \$20 minimum
4. Transfer from REL to RS or RS to REL.
  - a) A minimum of \$50 is required to open an account
  - b) You may request transactions once a month thereafter with a \$20 minimum

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

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

Close Account and Transfer Funds from RS to REL Account

Close Account and Transfer Funds from SAV to REG Account

Close Account and Transfer Funds from WRS to WR Account

### **CHILD SUPPORT:**

If you are approved for work release, you must complete a DOC-371 Offender's Statement of Financial Obligations form to verify you understand your obligations. If deductions are currently being withheld from your account by STF 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 STF until a termination order is received in the RCI Business Office. It is your responsibility to contact the Child Support Agency to have them issue a termination order for the STF deduction. Please have them fax it to the RCI Business Office at 262-886-3514. Make sure they have your name and DOC# listed on the order.

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

To complete or submit a disbursement request:

1. Be sure all information on the disbursement request is complete and legible.
2. Sign and date the request before submitting.
3. 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).
4. Attach the envelope to the disbursement request or place the disbursement request inside the envelope.

Authorization/Approval:

1. Disbursement requests are reviewed by designated facility staff.
2. Generally, disbursement requests will be reviewed by facility staff within seven days of receipt.
3. Disbursement requests that are denied by facility staff will be returned to you.
4. Approved disbursement requests are sent to the RCI Business Office for processing.

Processing Your Request:

1. The RCI Business Office reviews your request to determine if your request is allowable and if you have sufficient funds for the purchase.
2. You will receive the yellow copy of the disbursement request for your records.

Types of Requests:

1. 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 means the inmate's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings. The Superintendent/designee 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 approved, the Superintendent/designee may require you to match the amount of money approved to pay off a court ordered financial obligation.
2. Copies: Copies are \$0.15 per page. Submit a disbursement request to designated facility staff. On the request, state how many copies are needed and attach the documents to be copied to the request. Staff will complete the disbursement request amount once copies have been made. An envelope is not needed.
3. Photos: Photographs are \$1.50 each. Make the request payable to the Photo Project.
4. For any other types of disbursement request, ask facility staff for assistance in completion.

**MONEY ORDERS/ WESTERN UNION:**

Money orders are NOT accepted at the facility during visits. Please notify your family and friends that they must mail the money orders to the address below.

1. Only money orders are accepted. No checks (including automated bill pay checks), cash, traveler's checks or foreign currency.
2. Money orders must be made payable to you and must include your DOC # and STF.
3. The sender's complete name and return address must be included on the upper left-hand corner of the envelope.
4. Correspondence may not be included; all correspondence is to be mailed directly to STF  
Sturtevant Transitional Facility  
Inmate Name & DOC Number  
PO Box 903  
Sturtevant, WI 53177-0903.
5. Money orders must be mailed to:  
Racine Correctional Institution  
Inmate Name & DOC Number  
PO Box 909  
Sturtevant, WI 53177-0909

Incomplete money orders will be returned to the sender.

6. Upon receipt in the RCI Business Office, accepted money orders will be posted to your regular account and a receipt sent to you at STF. The transaction will also be listed on the Trust Account Statement provided to you.

Family and friends may also now send funds via Western Union. Information on how to send funds is posted on unit bulletin boards and on the institution channel. Be aware that sending funds via Western Union can be costly for your family and friends.

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

If you are in Work Release status and actively employed on the first day of the month, up to \$150.00 (or \$75.00 per canteen delivery scheduled for that month) will be automatically transferred from your WR account to your REG canteen spending account. If your WR account has a balance of less than \$150.00 at the time of the transfer, the amount available will be transferred. You may submit one disbursement request during that month for the balance to be transferred to bring your total monthly transfer to \$150.00.

If you qualified for the automatic canteen transfer on the first of the month but it was not posted, contact the RCI Business Office staff for a correction. Your account will be reviewed and if the correction is appropriate it will be processed.

**PAYROLL:**

Institution payroll is processed BI-WEEKLY. You will be paid for the number of hours of work for your work assignment, up to the normal hours per pay period as listed on the Bi-weekly Pay Period Schedule. After payroll has been processed and you receive your biweekly Trust Account Statement, verify that your payroll is correct. If you find any discrepancies, write to the Office Support Staff stating what the discrepancy is. The information will be verified and corrected if needed.

**ROOM AND BOARD:**

Room, Board and Transportation fees will be set up as monthly obligations on your account when you enter a Work Release job for the first time. These obligations will show up on your account thereafter. Deductions will be taken ONLY when a Work Release check is posted to your account, up to the monthly maximum amount listed for the obligation. If the monthly maximum amount is deducted during the month, deductions will stop until the first of the next month.

**RELEASE INFORMATION:**

Your account may be closed up to 3 working days prior to your release from STF. Your agent controls the amount of money you receive when you leave. You will also receive further closeout information from the Office Support Staff upon the closing of your accounts.

It is your responsibility to notify your employer of your new address so that they may mail your tax statements to you at the end of the year. All payroll checks and direct deposits that include funds earned while on work release must be sent to the RCI Business Office for processing.

**BUS TICKETS:**

At least 45 days prior to your scheduled release, submit an interview request and submit to your social worker, stating when your release date is 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.

You may also review *DAI Policy #309.55.01 "Inmate Compensation Plan"* and *DAI Policy #309.45.02 Inmate Trust System Deductions* for more information.

**INMATE PHOTO SERVICE**

STF allows you to purchase photos for family, friends or yourselves. This service will be closely monitored and regulated by staff. All facility rules and regulations regarding appearance and visitation will be followed.

You may have digital photographs taken during visits in the visiting room or areas of the facility if determined appropriate by the Superintendent.

Photo service activity will be under the general supervision of the Visiting Room Staff.

**PHOTO GUIDELINES:**

1. You must have adequate funds in your regular account to request to purchase photos.
2. A DOC-184, made payable to STF Photo Project, must be completed and approved by staff prior to obtaining photos.
3. The cost of each photo is \$1.50. The cost of this is subject to change without advance notice.
4. Visitors may not pay for photos.
5. Only the facility's digital camera will be used.
6. Only you and your approved visitors for that day may be in the picture.
7. No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
8. Only those photos displaying authorized and acceptable images will be allowed.
9. You may stand, sit or kneel for photos.

10. Nothing, including sunglasses, may be worn or hung from any part of the body or clothing during photos.
11. Nothing may be held in the hands, under the arm, etc.
12. You may view the photo image and request one retake if the photo image is not acceptable. The inmate photographer will delete the rejected photo prior to printing the acceptable photo.
13. All photographs will be reviewed by staff to make sure they meet these guidelines.
14. Any photo suspected of being related to a Security Threat Group will be forwarded to the facility's Security Threat Group Specialist for review and disposition.
15. You may give approved photos to your visitors or take them back to your rooms.

**"SATURDAY NIGHT" INMATE PHOTO SERVICE GUIDELINES:**

1. You shall dress in a clean, neat appearance, wearing clothing in an appropriate manner. All clothing, state issued and personal clothing, must fit properly and be the correct size.
2. Those in "work release" status may wear clothing to include personal blue jeans, personal shirt/sweatshirt/sweater. No hats, scarfs, jackets, gloves, sun glasses, shower shoes, flip flops.
3. You may wear sweatshirts/sweatpants but NO TANK TOPS. Underwear and socks must be worn.
4. NO group photos. No other inmates can be in your photo.
5. No suggestive/inappropriate stances, gang signs, hand gestures, hairstyles, are to be made in photo.
6. Photos are \$1.50 each (at this time) and accounts will be checked before the properly filled out disbursement is approved.
7. Photos will only be taken under staff supervision.

**LAUNDRY**

**INSTITUTION LAUNDRY:**

Reference *STF Policy 900.100.003 Clothing and Linen*

1. The institution laundry is used for laundering and distribution of state issued clothing and linens.
2. You are not allowed to use the institution laundry for personal use.
3. You are not allowed in the institution laundry room unless a staff member is present.
4. You are responsible for all clothing issued to you.
5. State-issued clothing and laundry is exchanged on a one-for-one basis. You must turn in an item to receive the same item with your laundry ticket.
6. All knots must be removed prior to turning in your sheets
7. Upon your release from the facility, you are to return all state issued clothing and laundry items to the institution laundry.

**WASHERS & DRYERS FOR PERSONAL USE:**

Room #135 is assigned as the laundry room. Washers and dryers are available for the laundering of personal clothing. The machines are free to use, you provide your own laundry soap.

**LAUNDRY INSTRUCTIONS:**

1. Washers & Dryers may not be left unattended when in use.
2. Loitering is NOT allowed in the laundry room.
3. Personal radios/electronics are not allowed in the laundry room.
4. 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.
5. Do NOT add water to the washer for any reason.
6. Do NOT dry footwear in the dryer (shoes/boots/slippers).
7. All dried clothing must be removed from the dryer immediately.
8. Make sure equipment is off after use.
9. Leave the laundry room clean and orderly; clean up after yourself.

10. Report all equipment problems to security staff.
11. A limit of 3 inmates may be in a laundry room at one time.

## **LIBRARY**

The library is available to you in room #140. You have access to an electronic law library. A Legal Assistance to Institutionalized Persons (LAIP)/ Remington Center Desk Reference is also available.

Library materials will be accessible to you from 9:00 am-11:00 am; 1:00 pm-4:00 pm and 6:00 pm-9:00 pm. No items may be checked out or removed from the library. A computer and/or typewriter may be available for use while in the library.

No food, beverage or game playing is allowed in the library.

A maximum of 7 inmates may use the library at a time, time is limited to 60 minutes.

*Reference: 300.00.15 Development and Use of Inmate Portfolio, 300.00.67 Digital Formatted Legal Materials, and 309.15.01 Institution Law Library*

## **LIMITED ENGLISH PROFICIENCY**

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

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

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

## **MAIL REGULATIONS**

All mail, sent or received, must be processed through the institution mailroom. STF does not accept "Postage Due" mail. Please advise correspondents the correct postage must be on their mail. A completed DOC-238 Consent to Receive Mail must be on file to receive mail. You may write and receive correspondence from anyone as long as the person has not been denied and the correspondence does not violate Federal, State, DOC or facility 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.

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

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

**INCOMING MAIL:**

1. To avoid delays in the delivery and processing of incoming mail, all correspondence you receive should include your complete incarcerated name and DOC number as part of your address. Inform those who write you to include this information when addressing any correspondence to you.
2. Mail will be delivered at 5:00 pm during dinner.
3. If incoming mail is denied, you and the sender will be notified.
4. If you transfer to another institution, mail received at the facility will be forwarded to you.
5. 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.
6. If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.
7. Legal mail is subject to staff inspection in your presence.

**OUTGOING MAIL:**

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

**INCOMING OR OUTGOING MAIL WILL NOT BE DELIVERED IF IT DOES ANY OF THE FOLLOWING:**

1. Threatens criminal activity or harm to any person.
2. Threatens blackmail or extortion.
3. Concerns sending contraband in or out of the facility.
4. Concerns plans to escape.
5. Concerns activity that, if completed, would violate the laws of Wisconsin or the United States, or DOC Administrative rules.
6. Is written in code (which includes nicknames).
7. Solicits gifts from a person other than a family member or a person on the visiting list.
8. Is "injurious", meaning material that:
  - a) Is, in whole or in part, pornography.
  - b) Poses a threat to the security, orderly operation, or safety of the facility.
  - c) Is inconsistent with or poses a threat to the safety or rehabilitative goals of an inmate.
  - d) Facilitates criminal activity.
9. Contains information that, if communicated, would create a clear danger of physical or mental harm to any person.
10. Teaches or advocates illegal activity, disruption, or behavior consistent with a gang or a violent ritualistic group.



11. Determined by the Warden, on a case-by-case basis, to interfere with an inmate's penological interests, goals, or needs.
12. Is determined by the Warden, for reasons other than those listed in this paragraph, to be inappropriate for distribution throughout the institution.

#### **INMATE-TO-INMATE MAIL:**

1. Inmate-to-inmate mail must be submitted unsealed.
2. Staff will read incoming and outgoing inmate-to-inmate mail.
3. 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.
4. If an envelope labeled "Legal Mail" is submitted sealed, it will be opened by staff in your presence.
5. In order to properly identify inmate-to-inmate mail, the return address on the envelope must contain your completed incarcerated name, DOC#, name of the facility, street address, and city, state and zip code. Envelopes without this information will be returned to you.
6. If the envelope does not identify the sending inmate, it will be opened and reviewed by staff to attempt to identify the sender.

#### **PARCELS:**

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

## **MEALS & DINING ROOM REGULATIONS**

#### **MEAL TIMES:**

Early Breakfast	6:00 a.m.
Breakfast	6:30 a.m.
Lunch	11:15 am
Dinner	5:00 p.m. (4:50 p.m. on visiting nights)

#### **MEAL REGULATIONS:**

1. You must be in a single file line.
2. Do NOT ask for extra food.
3. 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**.
4. If you have a complaint, report it to the officer or CFSL. Do not direct complaints to the inmate food service workers.
5. When finished eating, push in your chair, place your tray in the dish room access window, put your utensils in the bucket provided, and leave the dining room.
6. 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).
7. You are not to enter the dining area at any time between meals without permission from staff.
8. No food is provided between meals.
9. Only one condiment, no other canteen items, is allowed per inmate during meals.

#### **RELIGIOUS DIETS:**

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

#### **MEDICAL DIETS:**

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

**EARLY MEAL TIMES:**

Early meals are approved by the Superintendent or Captain.

**SAVED TRAYS:**

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

**BAG LUNCHES:**

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

**PERSONAL HYGIENE AND HAIRDRESSING**

You are expected to maintain your personal hygiene. This includes personal cleanliness, grooming, and regular exchange of state-issued clothing, bedding, and the 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 facility, if you do not have basic hygiene items **and** you do not have sufficient funds in your account, you may obtain a basic hygiene kit from the Sergeant.

A basic hygiene kit includes:

Deodorant	Shampoo	Soap	Toothbrush	Toothpaste
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**SHOWER PERIODS:**

1. You must shower at least once per week, unless medically excused.
2. Staff may direct you to shower any time it is determined you are creating a health hazard or are offensive to others.

**HAIR RESTRICTIONS:**

The following standards apply to haircuts/hairstyles:

1. Mohawks, punk, Security Threat Group cuts, or other bizarre unusual haircuts are not permitted.
2. Fades are permitted if gradually tapered without any noticeable distinct lines.
3. Dying or bleaching of hair is not permitted.
4. If a part of the head is to be shaved, the entire head must be shaved.
5. Cornrows, plaits and braids are permitted in straight lines only, with the lines running from the front to the back of the head. Cornrows, plaits, braids, etc. must be removed prior to any off-grounds transportation and for all strip searches.
6. Beards may be braided into one braid only.
7. No tufts, "rat tails" or hair extensions are permitted.
8. New identification photographs will be required of any inmate whose physical appearance is altered as a result of a change in hairstyle, including either length of hair or growth/removal of facial hair.
9. No recognizable patterns or designs (lines or parts which conform to suspected Security Threat Group affiliation), letters, numbers and/or symbols, zigzags, lightning bolts and/or other discernible designs can be cut, shaved, styled, or braided into the hair.
10. Any haircut/style associated with an unauthorized group/group activity or one that is counterproductive to the security and safety of the institution is not allowed. The security director will determine if haircuts/styles are inappropriate and if there is a need for a change.
11. Cases involving health and safety (men working around machinery, in the servery, or in food service) can require a specific type of haircut and/or the wearing of protective headgear or hairnets.

12. The Superintendent/Captain will determine the appropriateness of questionable haircuts.

**INMATE-TO-INMATE HAIR CARE:**

1. You must have staff permission to do another inmates hair. Only an approved inmate barber will be allowed to cut another inmate’s hair as scheduled by staff.
2. Hairdressing will only be allowed in the inmate bathrooms.
3. No hair cutting in the bathrooms or getting a “lining”. Haircuts must be completed by the barbers in the barbershop.

**BARBERSHOP HOURS:**

Wednesday	Saturday
8:30 am-10:30 am	8:30 am-10:30 am
5:30 pm-8:30 pm	5:30 pm-8:30 pm

1. You are allowed 1 (one) free haircut every month for a total of 12 per year..
2. STF does allow for additional haircuts and “linings” or shaves for a fee. The fee is \$2.00 for a lining or shave and \$5.00 for a haircut. Disbursements must be made out to STF.

**PREA**

**You have the right to be safe from sexual harassment or violence**

The Prison Rape Elimination Act of 2003 (PREA) was enacted to address the problem of sexual assault of persons in the custody of U.S. correctional agencies. To be in compliance with PREA, the DOC must assure that all applicable state and federal laws and policies on sexual assault of adult and juvenile offenders are enforced.

The DOC has a zero-tolerance standard regarding sexual contact, sexual assault and sexual harassment of adult and juvenile offenders. Federal law, State law, the DOC and sound correctional practice prohibit:

- Adult and juvenile offenders from engaging in any type of sexual behavior with each other while in custody.
- Corrections employees from engaging in any sexual behavior with inmates or offenders while under the custody and control of the DOC [WI DOC Executive Directive 16-A: Staff Sexual Assault of Offenders and Wisconsin Statute 940.225(2) (h)].

Report any assaults or misconduct that are sexual in nature to any staff member and/or call 777 immediately for assistance. Please also refer to your PREA handbook and any postings in the center for additional assistance if needed. 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 Inmate Personal Property and Clothing, and RCI/STF 900.400.001 Release Clothing* available in the library, for further content and size limitations.

**PROPERTY REGULATIONS:**

1. All personal property must be recorded on your property inventory form prior to possession.
2. You may not exchange, trade, sell, loan, or give away any article of your personal property.
3. Alteration of state-owned or personal property is not permitted.
4. All property items must be purchased from a DOC approved vendor.
5. Clothing or property cannot be dropped off by family/friends, except for release clothing.

6. You may not purchase property via disbursement and have it sent to another location.
7. In the event you are transferred from the facility to another institution your personal property must be in compliance 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.
8. The Property Officer will process all packages received from the US Mail and UPS.
9. The Property Officer will contact you when your property is ready for pick-up.

**ITEMS RECEIVED THAT ARE NOT APPROVED:**

1. Items received at the facility for you and not approved must be returned to the retail outlet at your expense, mailed at your expense to a person on your visiting list within 30 days, or destroyed. Only electronic items may be sent out on a visit.
2. Hazardous or dangerous items will not be stored by the facility and must be disposed of immediately.
3. Any property to be sent out on a visit must be given to the property officer at least 7 days prior to the visit date.

**DAMAGED OR ALTERED PROPERTY:**

1. The Property Officer controls all records of personal property.
2. If you choose to dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237.
3. Lost or stolen property must be reported to staff. Staff will write an incident report and update your property inventory form.
4. You must wait 90 days from the date the item was reported lost or stolen before being allowed to receive replacement items. *Reference DAI Policy 308.20.03*

**MONETARY SPENDING LIMITS:**

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

<b>RECREATION</b>
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The dayroom and common areas of the facility will be open during the following times:  
**4:30 am - 7:10 am; after 7:30 count clears - 11:00 am; after 12:30 pm count clears - 4:20 pm;  
 6:00 pm – 8:55 pm; after 9:15 pm count clears - 11:40 pm.**

**INSIDE RECREATION - RECREATION/GAME ROOM/TV ROOM**

Inside room assignments and rules:

**Room #119**-Used as a multi-purpose room. This room is a dayroom and also a programming room. While programming is in progress, dayroom activities will not be allowed. The dayroom can be used for watching TV, reading, socializing and lounging. Sleeping is NOT allowed. You are NOT allowed to put your feet or lay on furniture or walls. Feet must be on the floor while seated.

**Room #121**-Used as the food prep and clean-up area. There is also an ice machine for use. Inmates may prepare and cook food in this area and are expected to clean-up after. No chairs are permitted in this area. Headwear, kerchiefs (as sweatbands), hairnets, photographs, food and/or drink containers are not permitted.

**Room #137**-Used as a game room. This room is for playing cards, board games or other piece type games. Do NOT slap dominos cards or any other game pieces. This room is limited to 4 tables and 16 chairs. There is no standing in this room to watch game playing or any other form of spectating. If you are in this area you are expected to be seated. Sleeping is NOT allowed. You are NOT allowed to put your feet or lay on furniture or walls. Feet must be on the floor while seated.

**Room #139**-Used as an exercise room. There is a TV with DVD player in the room. We offer exercise videos for use in this room only. They can be checked out with the staff and can be used. You may use the equipment, subject to any medical restrictions you may have.

Abuse of recreation equipment may result in a conduct report and restitution for damages. Horseplay, sparring, shadow boxing, wrestling, practicing martial arts and the use of profane, disrespectful or abusive language is not permitted.

**DINING ROOM:**

When utilizing the dining room all inmates will follow the rules set forth in the above section (inside recreation).

1. Musical instruments, hobby items and food/drink will be permitted in the dining room. Food preparation is not allowed in the dining room of any type. You are personally responsible for all items brought into the dining room and for clean-up.
2. Dining room schedule is as follows:
  - a) Monday, Wednesday Friday, Saturday and Sunday from 6:00 pm – 9:00 pm
3. Friday-Sunday movies will be shown and all other activities are not allowed.

**OUTDOOR RECREATION:**

**CLOTHING:**

You must wear the proper attire while participating in outdoor recreation. You must wear a shirt or tank top shirt, and pants or shorts. Being shirtless is not permitted and pants/shorts must be worn properly.

**RULES:**

1. Outside recreation will be permitted only when weather allows and staffing levels permit.
2. Outside recreation is restricted to the fenced in area.
3. Recreation may be limited by personal medical restrictions you have.
4. When using the track, you must keep moving forward at all times; there is no loitering on the track.
5. You must stay on the paved track, there is no “cutting across” the track.
6. You shall not have contact with civilians while outside for recreation. If you are seen talking, motioning, or communicating with civilians in any manner, you will be subject to disciplinary action.
7. You must be playing basketball while on the court; there is no sitting or loitering on the court.

**HOBBY:**

Review *DAI 309.36.01 Leisure Time Activities*.

**RECYCLING**

STF promotes recycling. Empty cans, newspapers, and plastics can be left in designated recycling bins in the housing units. Money received from recycling is used to provide goods and/or services for inmates and their families.

**REENTRY**

**Reentry Vision Statement:**

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

The public is best served if you are not only held accountable for your actions, but also have the opportunity to become a law abiding and successful member of the community when released. The goals of reentry are crime reduction, fewer new crime victims, reduced state and local criminal justice costs, and safer families and communities. To accomplish these goals, reentry programs at the centers

are made available to you for participation, such as, but not limited to pre-release curriculum modules, obtaining an ID and vital documents, establishing portfolios, parole planning, and JobNet searching.

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

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

Prior to your release the following will occur:

1. You will need to provide release plan information to your Social Worker.
2. You must sign your Rules of Supervision.
3. You will be informed of the date of your release.
4. Your account will be closed about 3 days prior to your release.
5. If you want to order canteen or release clothing, you must order before the account is closed.
6. Release clothing must be purchased at least 30 days before your release.
7. If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on the morning of your release. This must be approved by the Superintendent or Captain.
8. If you are taking a bus home you are only allowed to bring one box with you on the bus.
9. You will need to mail out your remaining property before your account is closed.
  - a. Staff will help you pack and mail your property.
  - b. Staff will pack your remaining property the night before your release.
10. Your picture will be taken before you are released.
11. You will be asked to provide a forwarding address by your social worker.
12. On the day of release they will give you your release check and your personal property (ID, driver's license, birth certificate) if you have any.
13. You will be given a ride to the bus on the day of release (if needed).
14. Releases will begin at 9:00 am

## RELIGIOUS PROGRAMMING

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

RCI Chaplains May be contacted via Interview/Information Request forms. You may contact the Captain or Superintendent with any questions. Volunteers assist with a variety of services and studies. Check the facility bulletin boards for religious services and times.

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

## SANCTIONS

The following are descriptions of sanctions that may be given for conduct reports. To serve a sanction you must be in General Population status.

Privileges may be suspended without a conduct report or due process.

**ROOM CONFINEMENT:**

1. During the hours of confinement, the inmate may not leave the inmate's assigned living area without specific permission from the unit sergeant. During the hours of confinement you must remain in your room or the building. All personal business such as, request forms, mail, showers, and laundry, must be conducted prior to the beginning of the confinement or with specific approval from the Unit Sergeant. Phone calls must be approved by the Captain.
2. You may continue to perform your facility job duties, work release assignment or program as assigned.
3. No recreation is permitted.
4. You may not participate in off grounds activities.
5. You must notify staff prior to using the bathroom.
6. Inmates may attend authorized visits, religious services and group activities on grounds.
7. Obtaining anything through someone other than a staff member is prohibited.

**LOSS OF CANTEEN:**

You may not order/purchase any items from canteen for a specific period of time. One (1) bi-weekly canteen order = 14 days Loss of Canteen, two (2) bi-weekly canteen orders = 30 days Loss of Canteen, etc.

**HOURS ASSIGNMENT WITHOUT PAY (EXTRA DUTY):**

You will be given a specific number of hours of "extra duty", to be completed as needed by unit staff. Hearing officers or unit staff determine the specific tasks. You have 2 weeks to complete and "extra duty" sanction.

**LOSS OF OFF-SITE PRIVILEGE:**

You will be given a specific number of days, typically in increments of 30. During this time you will lose all off-site privileges and not be allowed to conduct any activity such as work/school release, project/community service crew and DOC Worksite. Reinstatement is not automatic, you will need a new off-site review completed upon completion of the sanction.

**SECURITY MONITORING**

**SURVEILLANCE OF INMATE ACTIVITIES:**

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

Through this form of surveillance, the institution will gather information on inmate 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 facility, or law enforcement authorities, to include but not limited to, administrative action, due process, program review, parole hearings and criminal prosecution.

**SEARCHES:**

1. Strip Searches
  - a) 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
  - b) A strip search is done for the security of the facility, NOT to embarrass or ridicule you.
2. Pat Searches
  - a) A pat search may be conducted at any time, either randomly or for cause.
3. Room Searches
  - a) A room search may be conducted at any time, either randomly or for cause.
  - b) Any contraband found will be removed from your room.

- c) You will receive written notification of any confiscated items.

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

1. Urine and breath tests will be conducted at any time, on a random or for cause basis in accordance with DAI Policy 306.17.01
2. 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.
3. You may request a confirmation test if UA results are positive.

## **SECURITY THREAT GROUPS**

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

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

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

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

STF is a smoke-free and tobacco-free facility and recognizes 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 facility grounds or at any off grounds activities in accordance with the DOC 303 guidelines.

## **SUICIDE PREVENTION**

### **Suicide Rates in the Community**

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

### **Suicide Rates in Prison**

Suicide in prison occurs at a higher rate than in the community. Overall, it is the third leading cause of death in prison, behind natural causes and AIDS. Over the past eight years, Wisconsin prisons have experienced a high rate of completed suicides, averaging six per year.

Yet suicides are only part of the problem. For every suicide in prison, there are many more attempts that do not result in death. These attempts have considerable cost in terms of psychological distress to those who make the attempt or witness it, physical injury, the need for medical care, and disruption of a housing unit.

### **When do Inmates Attempt Suicide in Prison?**

The times of highest risk for an inmate to attempt suicide are:



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

### **Warning signs of Suicide**

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

- talking or writing about death, dying, or suicide;
- making indirect references to suicide (“I won’t be here when you wake up”);
- giving away possessions or writing a will;
- saying goodbye or making unexpected apologies;
- saving or stockpiling medication;
- becoming isolated or withdrawn.

### **Why is Suicide Preventable?**

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

### **What Do You Say?**

If there is another inmate whom you suspect is suicidal, here are some tips on how to respond.

- If you know the other inmate, make a friendly inquiry about how he is doing.
- Be direct. Talk in a matter-of-fact manner about suicide if the topic comes up. Don’t act shocked.
- Be willing to listen. Don’t debate whether suicide is right or wrong, or lecture on the value of life.
- Don’t dare him or her to do it.
- Don’t be sworn to secrecy.
- Contact staff at the earliest possible moment. If you believe an attempt is coming soon, contact staff right away, because even a few moments can make a big difference.

### **About Contacting Staff Members**

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

### **How Many Lives are Affected?**

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

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## **TELEPHONE PROCEDURES**

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

A Social Worker may authorize special or emergency calls. A flat fee of \$5 per call will be charged to you based on the specific circumstances.

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

1. All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
2. All calls are collect calls charged to the party you contact.
3. Call length is limited to 15 minutes each.

### **RESTRICTIONS:**

1. You are NOT allowed to make three-way phone calls.
2. You are NOT allowed to make calls during mealtimes.
3. You are NOT allowed to make harassing or nuisance calls.
4. You are NOT allowed to have a calling card or to have calling card numbers in your possession.

### **MESSAGES:**

Phone messages will be taken for family related emergencies.

### **ATTORNEY TELEPHONE CALLS**

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

All attorney calls not placed through the collect call system must be coordinated through your Social Worker.

### **TELEPHONE PROBLEMS:**

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

### **CORRECTIONAL BILLING SERVICES:**

Correctional Billing Services administers the pre-paid accounts of family and friends for the inmate telephone service provider SECURUS. This is the procedure to be followed.

1. Inmates are not authorized to open an account with Correctional Billing Services or SECURUS.
2. Family or friends must have an established account to apply funds sent by an inmate.
3. A check can only be applied to a single account. Requests to apply a single check to multiple accounts will not be processed by Correctional Billing Services.
4. Correspondence must be enclosed with account information the funds will be applied to and include:
  - a. Name of the person the account has been established in.
  - b. Indicate the account number or telephone number of the account the funds will be applied to.
5. Disbursement Requests should be made out to:
  - a. Correctional Billing Services or SECURUS  
PO Box 650757  
Dallas, TX 75265-0757
6. Disbursements that do not meet requirements will not be processed by Correctional Billing Services and will be returned.
7. A pre-addressed stamped envelope must be provided for mailing funds.
8. Institution business offices will process disbursement requests submitted and are not responsible for incomplete or inaccurate information provided.

## VISITING REGULATIONS

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

Visitors may bring in your confidential documents such as a Driver's License or employment applications to be routed to the Work Release Office.

**VISITING HOURS:** STF has visits on Tuesday and Thursday from 6:00 pm to 8:00 pm; Saturday, Sunday and Holidays 1:00 pm – 4:00 pm.

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

### **HOLIDAY VISITS:**

1. You will be allowed visitors on recognized holidays.
2. Due to limited space, should the visiting room fill up, the first visit started will also be the first visit terminated.
3. If a holiday falls on a Tuesday or Thursday there will not be any evening visits.
4. STF recognizes the following holidays for visiting purposes:

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

### **VISITING RULES:**

1. All visitors must complete the DOC-176 Request to Visit Offender form and successfully clear through the metal detector before being allowed access into the visiting area. Visitors are given 3 attempts to clear.
2. You are not permitted to pass or receive items during a visit without authorization from staff.
3. You will be allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit.
4. You are required to sit directly across the table from your wife, girlfriend, fiancé or significant other.
5. You and your visitor(s) must keep both hands above the table at all times. Holding hands is allowed.
6. Visitors leaving the visiting area are not allowed to re-enter on that given day.
7. You are not allowed to leave and return to your visit, it will be terminated..
8. No personal mugs, cups or bowls are allowed on a visit.
9. Parents are responsible for supervising their children during visits. If you have children or your family brings children, you are required to keep the children under control at all times. If staff feels that you are not keeping minor children under control, your visit will be terminated and/or those children may be temporarily suspended from visiting again.
10. An adult must accompany any visitor under the age of 18.
11. Visiting with another inmate's visitor is not allowed.
12. Packages, paperwork and containers will not be allowed during visits without prior authorization from the Captain/Superintendent and, when authorized, will be inspected by security staff. It is approved for a visitor to bring in any of the following in a clearly labeled envelope: State ID or Driver's License, Birth Certificate or Social Security Card.
13. 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.
14. No property items for inmates may be brought in on visits.
15. No money orders or certified checks are to be brought in on visits.

16. Visitors are not allowed to bring in any food, beverages, smoking materials or anything else deemed contraband by the facility.
17. 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.
18. No personal property (including cellular phones, pagers, PDA's, electronic devices or cameras) are allowed in the facility except for baby supplies and a maximum of \$15 in cash (for the vending machines).
19. Changing of infant diapers is only allowed in the designated visitor bathroom.
20. You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
21. The use of offensive, loud, or vulgar language will result in the termination of your visit.
22. Watches are not allowed to be worn inside the facility visiting room by visitors or inmates.

**OUTSIDE VISITS:**

1. Outside visiting is held during the summer months between Memorial Day and Labor Day, weather permitting, as determined by staff.
2. You and your visitors must sit on the picnic benches provided in the outside visiting area.
  - a) Do NOT straddle the benches
  - b) Do NOT stand, sit or lay on top of the tables.
  - c) Do NOT move the tables

**SPECIAL VISITS:**

1. Intended as a one-time visit only.
2. Individuals that will visit regularly must be added to your visitor list.
3. Requests for special visits must be submitted on the DOC-1115 Special / Extended Visit to the Social Worker at least 3 working days in advance of the visiting day and specify the exact date of the visit. Exceptions may be approved by the Warden/Superintendent.

**DIRECTIONS TO THE FACILITY:**

View visit pamphlet, DOC Website or call institution.

**VOLUNTARY PROGRAMS**

1. Only center-approved volunteers may facilitate groups, meetings or services.
2. Participation in religious and therapeutic activities is voluntary.
3. Eight consecutive center bible studies are required before you become eligible to participate in off ground meetings.
4. Four center NA/AA meetings are required prior to becoming eligible for off-ground meetings.
5. Off-ground requests must be directed to the Captain or Superintendent.
6. You are not to engage in any contact with family or friends during these activities.
7. You are not allowed to make any phone calls at these activities.
8. You may not request to add a person that you meet at these activities to your visiting list.
9. You must be seated together with the other inmates attending.
10. If you are pending approval for off grounds activities you are expected to continue to participate in the center meetings. If you do not, you will not receive approval for off-ground activities.

**WORK RELEASE**

The primary goal of the STF is to prepare you for release to the community. The objective for facility's 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 Policy 324.00.01. This allows us to monitor your work habits and make an evaluation when placing you on work release. **Remember, work release is a privilege.** Amongst other criteria, the facility staff evaluate your risk for

placement in the community by considering the following: your offense history, risk assessment, conduct history, length of sentence, and 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.

**WORK RELEASE AGREEMENT:**

To participate in work release the work release coordinator will require you to sign the following:

1. A DOC-372 Work Release Agreement form to indicate your agreement with the rules, regulations and provisions listed.
2. A DOC-371 Offender's Statement of Financial Obligations.

**WORK RELEASE GUIDELINES:**

1. You must have a community custody classification, High School Diploma/equivalent, Module 3-Employability Module, DOC ID 12 months or newer and 2 forms of mandated identification to be eligible for work release.
2. The Superintendent must grant final approval for participation unless your case requires Warden approval.
3. You may not terminate your employment (quit your job), without the prior approval of the Work Release Coordinator.
4. You must sign and obey all work rules of the employer.
5. Being approved for the work release program does not guarantee you a work release job.
6. To the degree possible, the Work Release Coordinator will attempt to match your skills to available jobs.
7. The Work Release Coordinator will assist you in arranging job interviews; you may not make appointments without the consent of the Work Release Coordinator.
8. Going off grounds for interviews is subject to facility staff and transportation availability
9. You must sign in and out with the unit sergeant whenever leaving for work or returning from it.

**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
- DOC ID 12 months or newer

If needed, the Work Release Coordinator or the Employment Support Specialist will assist you in obtaining these.

**WORK RELEASE CLOTHING/EQUIPMENT:**

1. You must provide your own clothing for work release.
2. The work release coordinator may assist you in ordering clothing.
3. You may order work release clothing as soon as you are given the privilege.
4. State issued clothing, jackets, and boots are not authorized for work release once you are given the opportunity to purchase clothing.
5. Equipment purchased for work release must be kept at your job site.

