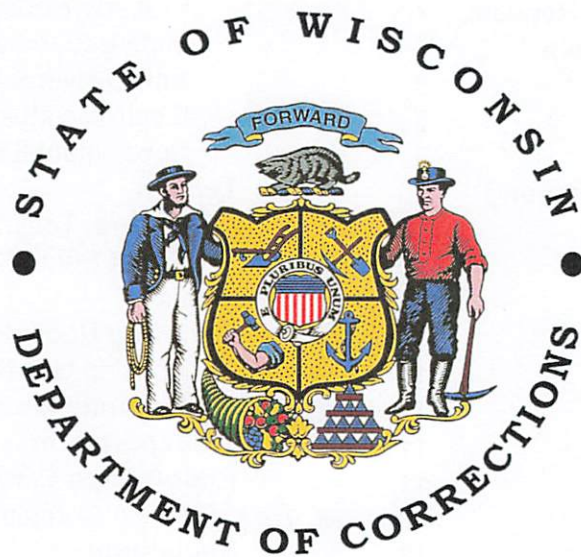


TAYCHEEDAH CORRECTIONAL INSTITUTION



HANDBOOK

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

Una versión española del manual está disponible a petición para proveer de personal.

SIGNED:

Michael Gierach, Warden WWCS

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LIMITED ENGLISH PROFICIENCY (LEP)*(DAI Policy 300.00.61 Limited English Proficiency)*

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to you. The DOC shall not retaliate against any LEP offender for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

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

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o supervisión, acceso a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ni por política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

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

INTRODUCTION

This handbook serves as a guide to Taycheedah Correctional Institution (TCI). It provides information concerning programs, services, staff and other resources available to you. Of equal importance, it outlines rules of acceptable behavior and rules for daily living. If questions arise about its content, please contact a staff member or refer to the Administrative Code, Division of Adult Institution (DAI) Policies and TCI/MWCS Procedures. These are available to view in the Library in Simpson. This information is subject to change, updates regarding specifications, policies and procedures will be posted as it becomes available. This booklet has been issued to you to provide a clear understanding of rules and regulations to be followed within TCI. 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.

When you leave TCI, this handbook must be turned into staff in the same condition in which it was received. **YOU ARE NOT ALLOWED TO WRITE IN THIS HANDBOOK. IT WILL BE TURNED IN UPON TRANSFER, RELEASE, OR WHEN YOU RECEIVE A TABLET.** If lost, altered or damaged, a fee may be imposed for replacement. We encourage you to use your time at TCI in a constructive and beneficial manner.

You are required to follow all rules of the Department of Corrections, including Administrative Codes, DAI Policies, TCI/WWCS procedures, handbooks and rules specific to TCI. Administrative Code, DAI Policies, and non-restricted TCI/WWCS procedures are available in the library. Please note, there will be unit specific handbooks. You are responsible for reading and following all handbooks, housing unit rules, and program expectations.

Any staff member can give directions. Follow Chain of Command Contact for Problem Solving listed at the end of this handbook.

AMERICANS WITH DISABILITIES ACT (ADA)

*(DAI Policy 300.00.35 Americans with Disabilities Act and
DAI 300.00.36 Hearing Disabilities: Identification, Documentation and Provision of Accommodations)*

The Wisconsin Department of Corrections complies with the Americans with Disabilities Act and the Rehabilitation Act. If you have documented *medical issues/disability* you can send an Interview/Information Request (DOC-643) to the area supervisor for accommodation consideration. The ADA Coordinator may be contacted in writing to request a Reasonable Modification Accommodation Request (DOC-2530).

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

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

TCI facility ADA Coordinator is CMSD/designee position and DOC ADA Compliance Director is in Madison.

BUSINESS OFFICE FUNCTIONS

Persons in our Care Accounts

The official record of your account is maintained in the WWCS Business Office. You are responsible for keeping copies of your disbursement requests and account statements. You will receive a Trust Account Statement monthly. You should review this statement for accuracy. If you have a question or concern about your statement, refer to Chain of Command for Problem Solving. The following abbreviations may be listed in the Account Activity section of your Trust Account Statement.

REG-Regular Account
REL-Release Account
WR-Work Release

SAV-Regular Savings
RS-Release Savings
WRS-Work Release Savings

Disbursements from Regular Account (*WWCS Procedure 900.10.07 Disbursement of General Account Funds*)

- To complete or submit a Disbursement Request (DOC-184):
 - Be sure all information on the disbursement request is complete and legible. Sign and date the request before submitting. The offender ID verified section needs to be signed by staff. When submitting a DOC-184 for non-DOC vendor purchases, money to family, or sending documents to court, you also need to attach an embossed addressed envelope for the request to be processed.
- Route DOC-184 to social worker for approval except for purchases from approved property vendor, savings account set up, or savings account transfers. Attach the envelope to DOC-184 or place the disbursement request inside the envelope and keep the envelope unsealed.

Release Accounts (*DAI Policy 309.45.02 Inmate Trust System Deductions and DAI 309.45.02 Attachment A – Release Funds Allowable Uses*)

A release account shall be established for each person. The money from the Release Account is used for specific costs related to release, such as buying bus tickets or clothes.

Once you are classified as general population (GP), you may also make deposits to your own Release Account. Submit requests on DOC-184 directly to the business office.

Work Release Account (*DAI Policy 324.0.01 Work and Study Release*)

Work/Study release funds may only be accessed while on active work/study release.

Interest Bearing Accounts (*DAI Policy 309.46.01 Interest Bearing Accounts*)

If you wish to open a savings account, please submit a completed DOC-184 to the Business Office requesting a form to open the account. When you receive the form, complete the information and attach the form to your completed DOC-184. No envelope is needed for the DOC-184. Interest is posted to your account quarterly.

Transferring Between Accounts:

- Transfer from REG to REL
- Transfer from REG to SAV
 - A minimum of \$50 is required to open an account.
 - One monthly transfer of \$20 or more may be requested.
- Transfer From REG to RS
 - A Minimum of \$50 is required to open an account
 - One monthly transfer of \$20 or more may be requested
- Transfer from REL to RS
 - A minimum of \$50 is required to open an account.
 - One monthly transfer of \$20 or more may be requested.

Closing an Interest-Bearing Savings Account:

- To close your SAV, complete a DOC-184. No envelope is needed for the DOC-184.
- RS and WRS shall only be closed at the time of release.

Trust Account Withholdings (DAI Policy 309.45.02 Inmate Trust System Deductions)

If your trust account has any withholdings charged against it, such as: Court Costs, Restitution, Victim Witness Surcharge, Child Support, DNA Surcharges, Institution Restitution, Loans, etc., these will be deducted from your incoming money and state payroll. While in intake status, no court obligations will be taken. Questions about court ordered obligations should be directed to the issuing court.

Payroll (DAI Policy 309.00.01 PIOC Work Placement & 309.55.01 Inmate Compensation Plan)

Facility payroll is processed bi-weekly. You will be paid for the number of expected hours of work for your work assignment. If you find any discrepancies after reviewing the trust account statement, write to your work area supervisor. The information will be verified and corrected if deemed necessary.

Canteen (DAI Policy 309.52.01 Canteen)

General population shall use the commissary phone ordering system/tablet to place a weekly canteen order.

- Canteen ordering period starts at 8 AM every Friday morning and orders clear from the system every Thursday evening at 11 PM.
- Bubble sheets will not be accepted from general population. If a bubble sheet is submitted, the order will not be processed for that week.
- Commissary can be ordered using the app on the tablet.
- To order commissary on the phones, you will be required to enter a secure 4-digit PIN code (birthdate-MM/DD) to access your commissary accounts within the commissary phone ordering system.
- See Phone Tree Diagram for system prompts and instructions posted near the phones.
- Individuals housed in RH and individuals who have a documented ADA need as identified in WICS shall be issued a bubble sheet for the canteen ordering period.
- Bubble sheet shall be handed out by unit staff and bubble sheet is due back to unit staff by 9 PM Sunday evening.
- If you do not submit a bubble sheet by the designated due date, you will not receive an order.
- Duplicate submissions will result in no order being filled.
- If the order form is not completed correctly, the order will not be filled.
 - Your signature is required on the bubble sheet.
 - Quantity of products must be listed.
 - Bubbles should be filled in accurately and fully to ensure accuracy when scanned.

Canteen will be delivered to each housing unit weekly. **Do not open the plastic canteen bag until you have verified the order.** If order is accurate, sign the receipt attached to the outside of the bag verifying the order is correct and retain the copy of the receipt that is inside the bag for your records. If you cannot verify the order, send canteen bag along with a DOC-643 to canteen for further investigation. If the bag is opened, there will be no refunds.

Canteen is included in the allowable property limits, and we reserve the right to limit individual item quantities. You must save all the canteen receipts until the products are used. The storage time limit for consumable (food & hygiene) items is 2 months or 60 days from the date received, or by expiration

date whichever is sooner. If you are in possession of canteen items and do not have a canteen receipt for those items, you may be subject to disciplinary action.

In the event where commissary phone ordering would be unavailable, canteen staff will determine if bubble sheets will be used to place the orders for that canteen period.

Legal Loan Funds *(DAI Policy 309.51.01 Legal Loans)*

The DAI shall loan those without sufficient funds in their regular account up to \$100 annually to access the courts. Legal loan can be used for correspondence to courts, Attorney General for Notice of Claims, attorneys, parties in litigation, inmate complaint review system under Ch. 310 or parole commission related to themselves. Legal loans may not be used to pay for legal services, open records requests, federal or state filing fees, or personal use.

Prior to submitting any requests to use legal loan funds, you must first apply for a legal loan using a Loan Application and Repayment Agreement (DOC-1290) form. A DOC-643 shall be sent to the Business Office requesting a DOC-1290. When applying for a legal loan, you shall fully complete and submit a DOC-1290 to the Business Office/designee for each matter a loan is requested. One DOC-1290 for each case shall be submitted. You will be informed in writing if you have been approved or denied for a legal loan. You shall reapply for each legal loan at the beginning of each calendar year and if transferred to another facility.

If you have been approved for a legal loan, you may submit a DOC-184 for postage, photocopying, or supplies, to the Business Office/designee. The DOC-184 shall be filled out completely and clearly specify it is for legal purposes, including case number of the approved legal loan.

Legal Loan Supplies

- Requests for legal loan supplies should be sent to the Business Office/designee using a DOC-184 listing the month and items requested on the disbursement. Requests for supplies may be submitted twice per month. Supplies may be delivered twice a month. Additional cases do not increase the quantity of supplies.
- You may not use legal loan supplies for any other type of correspondence other than for approved legal purposes. You may be subject to disciplinary action for misuse of legal loan supplies.
- Legal loan supplies shall only be used for your own legal work.

Legal Loan Postage or Copy Request

- Complete a DOC-184.
- Attach the item to be mailed.
- Send it to the Business Office/designee.

CERTIFIED PEER SPECIALIST PROGRAM

(DAI 309.70.01 Certified Peer Specialist)

The Certified Peer Specialist (CPS) program at TCI pairs CPS with persons in our care to work on goals you have identified. The program is overseen by the Oversight Committee which is comprised of both security and non-security staff at TCI who meet regularly with the CPS.

A CPS is a person who has their own lived experience of mental health and/or substance use challenges and has completed formal training and certification in the peer specialist model of mental health and substance use-oriented peer support. CPSs are guided by and expected to work in accordance to a list of Core Competencies, a clearly defined Scope of Practice, and a Code of Ethics.

CPSs provide a safe, non-judgmental space for anyone. They provide support, encourage personal growth, and promote pro-social behavior and interactions in many areas.

CPS services are provided free of charge and are confidential. If you are interested in positive change or just need support in your life, complete a DOC-2874 Certified Peer Specialist Participation Application. This form is available through PSU, Social Workers, unit staff, or a Certified Peer Specialist. Please return application to the CPS Committee in the Treatment Building.

CLASSIFICATION

(Administrative Code DOC 302)

The purpose of the classification hearing is to determine custody, placement and program decisions as specified in chapter 302 of the Wisconsin Administrative Code. You are encouraged to attend this hearing and provide comments/requests as to your custody, placement and program assignment.

At least once every twelve (12) months, you will be scheduled for a classification hearing at which time you will be reviewed by re-classification committee. Your assigned social worker will assist you in preparing for this review.

The hearing results with the above-mentioned recommendations will be returned to you. You may contact the classification specialist for an Administrative Review of Classification Decision (DOC-1292). You must file within 10 days of receiving the written decision. A response will be returned to you within a reasonable period of time after review by the BOCM Director.

COMPLAINT PROCEDURE

(Administrative Code DOC 310 and DAI 310.00.01 Inmate Complaints Regarding Staff Misconduct)

The Inmate Complaint Review System (ICRS) gives persons housed in an adult institution a process by which significant issues may be raised, investigated, and decided. Complaints are picked up on the housing units multiple times throughout the week. Please contact the ICE office using DOC-643 if you have any questions about this process, or if your complaint issue has been resolved after being accepted.

Per Admin Code DOC 310, the specified process is you are expected to follow the chain of command. Prior to filing a complaint, you shall attempt to resolve issues informally. DOC-643 shall be used to correspond with staff, **NOT** department messaging. Refer to Chain of Command Contact for Problem Solving. If you choose to file an Inmate Complaint (DOC-400 and DOC-400B if second page is needed), it must be done in accordance with the established time limits pursuant to DOC 310.07(2), which requires the complaint to be filed **within 14 days** after the occurrence giving rise to the complaint.

Be sure you are using the most current version of all complaint forms available in the housing unit by staff. These forms shall be placed directly by you either in the "ICE" box on the housing units or sealed in the confidential "ICE" envelope provided only on Phillips/MSMU/RH by staff. There is no need to use your personal envelopes to file a complaint. Please do not use highlighter, marker, staple, or tape on the complaint forms. If you do not feel comfortable using English to file a complaint, you may file in your native language. Include all relevant supporting documentation, which may be accepted at the discretion of the ICE. This will be copied and returned. The ICE will return, accept, or reject the complaint.

There are complaints that will not be accepted and will be **returned** to you in accordance with Administrative Code. If a complaint is returned, follow the directions in the ICE return letter for specific reason(s). You are given **one opportunity** to correct and resubmit a returned complaint **within 10 days** of the issuance of the ICE Return Letter. This is a free redo! Failure to follow directions in the return letter may result in the complaint submission not being processed.

The ICE will make an impartial investigation of the accepted complaint using whatever sources are deemed important. The ICE makes a detailed report to the Reviewing Authority, along with a recommendation. The Reviewing Authority will review the recommendation of the ICE and make a decision (affirm or dismiss the complaint in whole or in part). You will receive a copy of the ICE Recommendation and Reviewing Authority decision in the mail. Please review Admin. Code 310 for additional timelines on this process.

Please read decision paperwork carefully, and if you are not satisfied with the decision resulting from ICRS, file appropriate appeal form available in the housing unit as follows:

- Complete Request for Review of Rejected Complaint (DOC-2182 & DOC-400B if second page is needed) for Reviewing Authority review **within 10 days** of the ICE rejection decision. Place in the "ICE" box on the housing units or seal in the confidential "ICE" envelope provided only on RH/MSMU/Phillips by staff.
- Complete Inmate Complaint Appeal (DOC-405 & DOC-400B if second page is needed) to the Corrections Complaint Examiner in Madison **within 14 days** after the date of the complaint decision. You will need to mail it directly to the address listed on the appeal form.

You will receive copies of final appeal decisions in the mail. Please review Admin. Code 310 for additional timelines on each appeal process.

COUNT PROCEDURES

TCI has six (6) counts daily.

Formal standing counts are as follows:

6:10 AM * 12:30 PM * 5:45 PM * 9:00 PM

Expectations for formal standing count:

Count will be announced and you shall stand by your bunk/door, both feet on the floor, properly dressed with your overhead lights on and visible to staff. There will be no talking during count.

Those who are not in their housing units for count due to designated work assignments or visits will remain in the designated count area until count clears.

Do not leave your cell/bunk. Staff will announce when count is clear.

Those in RH/MSMU Wing 1 **WILL** be required to stand for formal standing counts.

Emergency Count may be conducted at any time and are considered formal standing counts.

Census counts are as follows:

12:00 AM (Midnight) * 3:00 AM

Expectations for census count:

Census count is not announced.

Staff must be able to see flesh and the rise and fall of chest for census counts, standing is not required.

EDUCATIONAL/VOCATIONAL PROGRAMMING

(DAI Policy 300.00.25 Primary Program Status, DAI Policy 300.00.26 Non-DOC Postsecondary, DAI Policy 309.55.03 Adult Basic Education, DAI Policy 309.55.05 Postsecondary Education Opportunities for PIOC)

Services Include

- Adult Basic Education (ABE)
- General Education Diploma (GED) / High School Equivalency Diploma (HSED)
- English as a Second Language (ESL)
- Special Education (SPED)
- Title 1 (Special assistance for those less than 22 years of age)
- Vocational related classes
- Non-DOC and Postsecondary Opportunities
- Higher Education Courses

Refer to Ridgewood Education Student Handbook for additional information.

EMERGENCY PROCEDURES

You must follow all staff directives when an announcement is made.

During periods of inclement weather, (e.g. fog alerts, snow alerts, etc.) outdoor unit activities/outdoor recreation will be canceled.

Tornados *(TCI Facility Procedure 900.10.12 Tornados)*

Those residing in a housing unit with regular cells, you will remain in cell with door closed, away from outside walls and windows, covering self with mattress.

Those residing in the Barracks/Dorm will remain in the assigned bunk area, as directed by staff.

If you are outside at the time of a Tornado Warning, follow staff instructions.

You are to be quiet and remain in designated area until all clear is given.

Fire *(TCI Facility Procedure 900.10.25 Fire Evacuation)*

Tampering with the fire alarm system is prohibited.

When directed by staff to evacuate, you are to exit the unit or area quickly, quietly, and orderly. Evacuation routes are posted.

When exiting the area or housing unit during evacuation, all property will remain in assigned area/cell/bunk.

Assemble in the outside designated area. You will be required to line up in rows of two, for count, during all emergencies, including drills.

Medical

If a medical emergency is taking place, the areas within the institution may be shut down temporarily (i.e., dayroom, movement) so staff and medical personnel can respond and treat the individual in a timely and safe manner.

When the immediate area is shut down, please be respectful, quietly and quickly leave the area as directed by staff. The area may be re-opened when emergency is cleared.

Limited Visibility

If the facility is operating under limited visibility, all movement shall be under direct escort. Before leaving your housing unit, check out with unit staff to ensure proper procedures are being followed.

Once the limited visibility has been lifted, an emergency count will take place to ensure all of the population are accounted for before the facility resumes normal operations.

Weather Advisory *(DAI Policy 300.00.03 Heat and Cold Weather Advisory)*

Cold weather advisory may be issued if the weather conditions are 25 degrees or below.

Heat advisory may be issued if the temperature is 91 degrees or higher.

GENERAL RULES

Movement

You shall be provided with a movement slip to be kept on person to attend all scheduled movement.

You are required to appear at scheduled movement locations. Refusals must be completed at the scheduled locations.

Check in and out with staff member.

Photo identification must be worn properly around the neck with appropriate lanyard and visible on the outermost layer of clothing. No personal property or canteen is allowed off the unit.

You are permitted a maximum of seven (7) minutes to move between any two locations of the institution. You must walk at a normal pace and are responsible for being on time for all activities. No running or loitering permitted.

All movement on the institution grounds will be on the sidewalks. Movement on the roadway must be done within the colored lines. No more than two people walking side by side, keeping to the right on both the sidewalks and roadway.

No yelling between units, courtyards or walkways.

You are not permitted behind any building, unless escorted by staff.

Movement for Ridgewood Education, Classification, Cosmetology, and Records/Social Services use Simpson Hall through the education breezeway.

The stairwell between AB and Treatment Buildings is for those residing in AB only.

You must yield to moving vehicles on roadway or sidewalks.

Grooming and Attire (DAI Policy 306. 00.06 PIOC Digital Photo ID System, 309.20.03 PIOC Personal Property & Clothing, 309.24.01 Personal Hygiene and Hairdressing, 900.20.37 Issuance of Work Clothing)

You must be properly dressed, fully clothed with shirt and pants/shorts with undergarments, when in cell/bunk area. Undergarments only are **not** considered proper attire. Undergarments are identified as underwear (any style) and bra (any style).

Clothing must fit properly and be worn as intended, not ill-fitted, too small, baggy, sagging, or rolled.

For example:

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

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

Grey T-shirts may only be worn during recreation and/or while on your assigned housing unit.

State issued clothing must be worn to work assignments unless provided designated work assignment clothing.

State green smock must be worn for all movement, except Recreation (grey or green t-shirts) and Prescott meals (green smock or green t-shirt).

A-shirts/muscle shirts/tank tops shall be worn in cell/bunk area, for outside recreation, inside recreation (rec equipment) on unit, and off unit recreation only. A-shirt/muscle shirt/tank tops shall NOT be worn to and from off unit recreation. T-shirt, sweatshirt, green top, etc. shall be worn to and from off unit recreation over tank top. A-shirt/muscle shirt/tank tops shall not be worn for any other activity other than recreation. For example, physical therapy is not considered recreation. A-shirts/muscle shirts/tank tops

shall be worn in the manner for which they were designed and intended. Form fitting, overly tight, or oversized clothing shall not be permitted. Undergarments shall not be exposed.

When meeting with any staff member on or off unit, you shall wear state issued attire with ID.

All buttons of your shirt must be buttoned except for the very top button.

You must be fully clothed, including undergarments, when outside of your cell/bunk.

No pajamas, robes or slippers/crocs outside of your cell/bunk.

Gang insignias, colors, or materials and paraphernalia identified as gang related are prohibited.

Hair combs and picks are not to be worn in hair.

Shower caps, curlers, and du-rags may **ONLY** be worn in cell/bunk area.

Shower shoes are to be worn to and from the shower only.

Footwear must be worn in the manner it was intended to be worn (example: tied, Velcro) when outside of cell. Shoelaces in shoes must be matching in color.

Winter long underwear may only be worn under pants and shirts. Coats, mittens, gloves, hats, caps and scarves must be removed when entering any building and not allowed to be worn inside the building.

Hair Braiding (*DAI Policy 309.24.01 Personal Hygiene and Hairdressing*)

Hair braiding shall only be allowed during dayroom/courtyard time. Braiding shall not be allowed during groups, programs, services, work, recreation, or class.

You must have unit staff permission to braid hair during your dayroom time, you must ask before dayroom begins.

Staff permission is required on each shift and completed by the end of the shift.

Staff will designate one table in the inside dayroom and outside courtyard.

There shall be only two individuals at the designated hair braiding table while braiding is being done, one braider and one having braids placed.

Braids will follow guidelines in DAI Policy 309.24.01, no braid designs, braiding must be in straight lines only front to back or side. Upon completion of the braiding, individuals must verify with the approving staff that the braids fall within policy. Conduct Report will be issued if this is not followed.

No other personal property is allowed during hair braiding. All hair braiding items must be carried by hand to the area. No trips are allowed to return to the cell to retrieve additional items for the hair braiding.

All braids must be taken down and rubber bands removed for off grounds appointments and after visits. Security staff will inspect your hair if needed.

Hair Care (*WWCS Procedure 900.30.15 Cosmetology Services*)

Cosmetology appointments provide individuals with the opportunity to receive free haircuts and paid services. WWCS Cosmetology Services Requests are available on the housing units.

Showers and Hygiene

Soap, toilet tissue, dental and feminine hygiene items are made available and highly encouraged to be used daily.

Showers will be available during your scheduled dayroom time.

If assigned to program/work assignments (e.g., kitchen, maintenance/store, and building services, etc.) you may be given an opportunity to shower at the end of your scheduled assignment. Showers will be limited to a maximum of one per day for 15 minutes in length from the time you leave cell/bunk.

Only one person is permitted in a shower stall at one time.

State issued liquid soap is available in the housing units and is not to be taken back to your cell/bunk. Towels worn on head between shower and cell/bunk are prohibited.

Fingernail length will not exceed the tip of the finger.

Feminine Hygiene Items

Feminine hygiene items and sanitary bags are available in each housing unit.

****Sanitary bags and sanitary products are to be placed in waste containers only.**

****Tampons or sanitary products shall not to be flushed down the toilets. You may be subject to disciplinary action for flushing these items.**

Only human waste and a reasonable amount of toilet tissue are to be flushed down the toilets.

Cells/Bunks

Housing unit and cell/bunk assignments will be based on the needs of the institution. Any housing unit concerns should be addressed to the Unit Staff.

It is your responsibility to inspect cell/bunk prior to unpacking personal items; report any existing damage or contraband to the unit staff immediately. You have accepted responsibility if not reported in a timely manner.

You are expected to always maintain proper sanitary conditions in cell/bunk. Listed below are the tasks which must be completed to the satisfaction of the unit staff:

- Making bed daily.
- Dust mop and damp mop floor weekly.

- Empty wastebaskets/recycle bin during your scheduled dayroom.
- Clothing must be hung up properly or folded neatly.
- Drawers/shelves must be organized.
- Door jam and vents cleaned weekly.
- Wash cell walls every 3 months as scheduled.
- Clean toilet and sink area daily and disinfect weekly.
- Desktop, tabletop, wardrobe top, and radiator must be dusted weekly.

See unit schedule for designated cleaning times.

You are required to close cell door, turn off the lights and other electronics whenever you leave the cell. Door latches shall not to be taped and doors shall not to be propped open at any time.

Property must be properly stored and kept secured in assigned locker when not in use. All property in your cell/bunk area will be used in the manner for which it was designed and intended.

Units with privacy curtains are to be hung around the toilet when in use to provide a separation between the individual using the toilet and the other individual in the cell.

Blankets shall be exchanged quarterly. See unit schedule for designated blanket exchange.

Weather permitting, you may open your window, and it may be left open overnight. If window is left open, causing windows to break, pipes or radiators to freeze and burst, you may be subject to disciplinary action and be held liable for any damages, cleaning, or repair costs. Yelling/talking out the window is prohibited.

Attaching any item to any surface in the cell/bunk area other than the designated areas is prohibited.

The institution is not responsible for damage to items taped/attached to cell walls.

Writing on cell/bunk surfaces is prohibited. Restitution may be charged for any damages to your cell/bunk area.

No property is allowed on windowsills, between windows or on radiators.

You shall not cover the door or cell exterior windows at any time.

Nothing is to be placed on lamps or light fixtures in your cell/bunk.

Towels and linens are to be used for intended purposes only and are not to be used as curtains, door drafts, stoppers, etc.

Furniture in cells shall not be re-arranged. Mattress will remain on the bunk.

Doors shall not be blocked.

Talking is not permitted across hallways, from cell to cell, through open windows or vents.

You are permitted to use personal typewriter from 9:00 AM until 9:00 PM.

Headphones or earbuds must be used with all electronic equipment (TV's, radios or combination units, tablets, musical instruments).

Unit Dayroom/Courtyard Areas

All unit and courtyard furniture will be used in the manner for which it was built and intended.

Sitting on or moving the tables are not permitted.

Feet shall not be placed on tables or chairs.

You are responsible for cleaning the area after use.

Reading, writing, studying, cards, and board games, will be allowed in the inside dayroom area. The following property items are allowed inside dayroom and outside courtyard in all general population housing units.

- 1 beverage
- 1 small snack
- Deck of Playing cards
- Crochet/knitting items/pencil drawing
- Writing utensil (1 pen or 1 pencil)
- Writing paper/crossword puzzles, word searches, etc.
- 3 Envelopes
- Address/phone book
- School book (if currently enrolled in school)
- Tablet with headphones or earbuds
- Musical instruments (in cell or outside courtyard only); Keyboards with headphones or earbuds

You must be able to carry all your own items.

Sharing or passing of personal property is prohibited. You are responsible for your own property items if lost, stolen, or damaged.

The unit staff will control the TV volume in the dayroom area. Television programs will be chosen with the majority.

Any misuse of this privilege may result in disciplinary action and the loss of such privilege.

Personal Laundry

Institution will provide one (1) soap packet and two tokens weekly for laundry.

The institution is not responsible for any lost, stolen, or damaged clothing/items.

You are responsible for any damage to the equipment.

Property (DAI Policy 306.00.16 Contraband; DAI Policy 309.20.03 PIOC Personal Property and Clothing and Attachments A, B, & C addresses property and hobby information and guidelines that apply at WWCS).

You are responsible for ensuring that you remain within allowable limits for personal property/clothing and any state issued property as listed in DAI policy/attachments and WWCS procedure. Each facility will periodically conduct volume checks of your property. Property which exceeds the specifications and number allowed will be confiscated and may result in disciplinary action. If you need to dispose of excess property, it is your responsibility to notify the property department.

You are responsible for safeguarding, maintaining and securing your personal property. When not housed in a single cell/bunk:

1. Property shall be clearly separated, allowing staff to easily identify the owner.
2. A locker/drawer and a padlock shall be provided to store property.
3. Staff shall not be responsible for misplaced, lost, damaged, or stolen property.
4. Notify unit staff immediately of any items which are lost, missing or stolen.

If you are in intake status at TCI, you are allowed to order all property consistent with those in GP status, except for hobby items. When you are classified as GP status, hobby items may be ordered:

- Submit a DOC-661 Hobby Enrollment Request to Hobby/Property Department for approval/denial.
- Hobby items may only be ordered AFTER receiving approval.

Shower shoes shall be issued upon admission for all in intake status. It is your responsibility to order personal shower shoes as a priority prior to classification. Once classified as GP, you will **NOT** be allowed to possess shower shoes and are expected to return them to intake staff.

If in "temp hold" status, you will be limited to basic needs, refer to DOC-1128E.

ATR status at TCI will be allowed the same property items as if in permanent status, except for, enrolling or ordering hobby/property.

You are not permitted to sell, lend, loan, exchange, or give away to another individual any state or personal property/clothing, hobby or canteen items.

Keep all receipts for property, hobby, and canteen to verify ownership until products are used or disposed.

All personal property and clothing items may be purchased/exchanged a maximum of two times per year (January-December) except for underwear, bras, and socks. Property item received will count as one purchase regardless if it was ordered by you or family/friend.

All property items accepted by you shall be properly identified (with DOC number and/or your name) prior to leaving the Property Department.

Any item that can be engraved shall be engraved with your DOC number and name, space permitting.

If personal property/clothing are not properly identified (DOC number and/or your name), or has become faded, you shall submit a DOC-643 to the Property Department to request that the item be properly marked. You will be required to prove ownership of items prior to the Property Department remarking property. Items not properly identified or faded will be confiscated for identification and accountability purposes and may result in disciplinary action.

Inform staff of any property item that is lost, missing or stolen and request a DOC-237B be completed to document this information. The unit staff shall complete and forward a DOC-237B to the Property Department upon verifying that you do not have an alleged lost, missing or stolen item in your possession at your request.

If staff damage or misplace your personal property, contact unit staff immediately. The 90-day waiting period for refund may be waived at the discretion of the Property Supervisor/designee.

Personal property items that are contaminated with glass, blood or incapacitating agent may be considered contraband and disposed of according to DAI Policy 306.00.16. If contaminated personal property items pose a serious health or safety threat, items shall be disposed of immediately.

Items damaged due to your actions shall be disposed of without refund or replacement.

Unauthorized property that is denied shall be held for ICE review and you may submit an inmate complaint per DOC 310.07(2) to contest the denial. Property awaiting outcome of the inmate complaint shall not be disposed of until the Reviewing Authority's decision is made. It shall be your responsibility to notify Property/Hobby of your intent to appeal the Reviewing Authority's decision within 10 days of the decision. Property appealed to CCE/OOS shall not be disposed of prior to verifying the outcome of the complaint appeal.

State Clothing *(TCI Procedure 900.20.31 Inmate State Clothing)*

- You will be issued state clothing and will take all issued state clothing with you upon transfer to minimum centers.
- You must retain possession of 1 state pair of green pants, 1 green shirt, 1 pair of underwear, 1 bra, 1 pair of socks, and 1 pair of shoes.
- State issued clothing is counted in the total allowable clothing limits.
- Items may be exchanged if they are worn or a size change is needed.
- You are responsible for state issued items and may not alter or damage them.
- State issued items will be turned in to the Property Department when the same personal item is received.
- You are responsible for state items until it is documented by Property Department that state items have been turned in for personal items purchased.

Work Clothing *(TCI Procedure 900.20.37 Issuance of Work Clothing and DAI Policy 309.00.01 PIOC Work Placement)*

May be worn to and from work and while at work. (Including meals and appointments during work hours).

HEALTH SERVICES UNIT (HSU)

(DAI Policy 316.00.01 Copayment for Health Services & Attachment A Copayment Table)

You will not be denied medical treatment due to insufficient funds.

Contact HSU management to dispute any medical, dental or optical copay charges by using DOC-643 or DOC-3035.

Procedure to obtain medical, optical, psychiatric, psychological, or dental care:

(DAI Policy 500.30.11 Daily Handling of Non-Emergency Requests for Health Care)

Complete the appropriate form for type of medical concern:

- DOC-3035, (Blue) Health Services Request (HSR) can be used for any questions or concerns related to Medical, Hearing, Optical, and Psychiatric (medication) services
- DOC-3035B, (Green) Psychological Services Request (PSR) for Psychological (non-medication) services
- DOC-3392, (Yellow) Dental Services Request (DSR) for Dental services

Place the completed request form in the mailbox marked HSU on each housing unit.

Appointments are set up according to a priority of health needs. Do not send in multiple request slips for the same issue.

DOC requires all who want to review their health care information to complete authorization section on form DOC-3035. You may obtain the form from housing unit or health services.

If you have an emergency medical concern and request to see HSU, contact any available staff member. Staff will contact HSU. The medical concern will be triaged by a RN; this can be done in person or via a portable phone on the housing unit. A Registered Nurse will triage your emergent medical request and determine next plan of care. Nurse will determine if you need to be seen immediately, or if the medical concern can wait for a routine RN appointment. *(DAI Policy 500.10.08 Access to Care)*

Medications *(Prescribed medication will be provided by HSU in accordance with DAI Policy 500.80.08 Medication Delivery and Training – Security and DAI Policy 500.80.09 Medication Delivery, Administration and Training – Health Staff).*

DOC-3732: Rules for Taking Restricted Medications is a document signed at intake and acknowledges the following:

You must report for medication administration at scheduled medication pass times when called for. You are expected to be properly dressed, have a clear cup with at least 4oz of water and your identification tag. Staff will make a visual inspection of the inside of your open mouth to determine that medication has been swallowed. You may be required to remove dental equipment. Refusal to take controlled/prescribed medication will be documented.

The following are approximate medication administration times. These times are subject to change based on institutional needs:

- Early AM: 0415-0500. Early morning medications are administered to accommodate person in our care workers.
- AM – 0615-0830. Morning medications may begin when count clears or when called, around breakfast meal.
- NOON: 1030-1230. Noon medication pass is around lunch meal.
- PM: 1530-1730. PM medication pass is around supper meal.
- HS: 1930-2130. HS medication pass is the last medication pass of the day.

DOC-3731: Rules for Carriable Medications is a document signed at intake and acknowledges the following: Carriable and over the counter medication may be kept in your cell/bunk area on units where permitted and taken as directed. All medications must be secured when not being used.

Over the counter medications may be purchased through canteen. Please label this medication with your name and DOC number upon receiving it.

Submit a DOC-3035C, (White) Medication Medical Refill Request to HSU listing the medications needing to be refilled when you have a 7-day supply remaining in the blister pack. Place in mailbox marked HSU on each housing unit.

Medical Equipment

Medical equipment issued for use during incarceration (i.e., c-pap machines, oxygen concentrators, etc.) will transfer with you to other facilities.

Medical Release of Information

If you wish to allow others (family, spouse, lawyers, community social worker or agents) to have access to your medical information, you must complete an Authorization for Use and Disclosure of Protected Health Information (PHI) DOC-1163A to authorize the release of this information. HSU will not release this information without this form being completed. Obtain this form from HSU.

HSU Programs (subject to staff availability)

- Chronic clinics are held for asthma, diabetes, cardiac/hypertension, seizure disorders, HIV & Hepatitis C
- Women's Health Week in May offers a variety of medical education topics.

Psychological Services *(DAI Policy 500.70.20 Organization and Priorities of Psychological Services)*

Psychological Services Unit (PSU) includes:

- Mental Health Intakes
- Program/Placement referrals - PSU staff do not determine medication or cell/bunk changes.
- Routine clinical monitoring and/or therapy sessions
- Individual or group counseling
- Crisis Intervention
- Sex Offender Treatment (SOT)

You may request PSU services by submitting a DOC-3035B. Place the completed request form in the mailbox marked HSU on your housing unit. There is no copayment charge for psychological services.

To review your psychological services record, complete a DOC-3035B to request a file review or photocopies from this record.

If you have an immediate mental health concern and request to see PSU, contact the closest available staff member.

INTERVIEW/INFORMATION REQUESTS (DOC-643)

(DAI 300.00.73 Correspondence Tracking Database and WWCS 900.30.18 Correspondence Response by Staff)

To contact staff, submit a complete DOC-643 stating the specific reason for the request, **including name, DOC number, housing unit, and cell/bunk**. The forms are available in every housing unit. Please follow chain of command and wait for a response within 5 days before sending out another request. Refer to Chain of Command Contact for Problem Solving. This form should not be used for medical purposes outside of contacting management.

LIBRARY

(DAI Policy 309.05.01 Selection of Library Materials)

Housing Units are scheduled specific Library hours, see posting for scheduled times.

Materials include:

- Fiction/non-fiction
- Newspapers/Magazines/Telephone Books
- Employment/Educational
- Re-entry
- Legal
- Reference

Services include:

- Typewriters
- Photocopying
- Word processor
- Electronic law library system
- Notary

Law Library *(DAI Policy 309.15.01 Law Library)*

Law materials are available to those housed in general population during regular library hours.

All requests for law library time shall be submitted to the librarian using DOC-643.

If you have a verifiable emergency or pending legal issue, you may request additional Law Library hours. Submit DOC-643 to the librarian and include reasons why you need additional time, including proof of deadline.

If on room confinement, you must request to use the law library through the librarian.

An electronic law library computer is available in RH.

Simpson Library Rules

- Sign in on the DOC-2757 Library Attendance Log at the library counter upon arriving. Discussing legal work with another must be approved by the librarian at the beginning of the hour and is limited to designated "LAW" tables.
- Library materials may not be removed from the library without checking them out.
- You may check out four books at a time.
- If there are overdue items, you will not be permitted to check out books.
- The books you have checked out are your responsibility. Do not transfer the books to another individual. You may be charged restitution for books that are lost and not returned.
- Failure to return materials by due date, damaging materials, or repeated overdue violations may result in disciplinary action.
- Legal materials may not be removed from the library.
- Follow all designated rules posted in the library area or you may be subject to removal or disciplinary action.

Photocopying (Personal/legal) (*WWCS Procedure 900.40.03 Photocopy Services*)

Photocopy services are available in the library for certain items.

Typewriters

- First come first serve basis, law library will have priority.
- Bring your own paper, limit to 10 sheets.

Word Processing

- Priority reserved for those with pending legal cases with deadline dates.
- Next priority is given to those preparing documents for correspondence courses.
- Standard rates apply for all printouts per page.

MAIL, PACKAGES, SEND OUT, ELECTRONIC MESSAGING

(DAI 306.00.16 Contraband, Administrative Code 309, DAI Policy 309.04.01 PIOC Mail and DAI Policy 309.04.02 Introduction of External PIOC Paperwork into the Facility)

Mail content is subject to Administrative Code Ch. DOC 303 and Administrative Code Ch. DOC 309. If violations are discovered, incoming and outgoing mail will NOT be delivered as specified by Administrative Code Ch. DOC 309.04(4)(c). With the exception of the parties listed in Administrative Code Ch. DOC 309, staff may open and inspect all mail received at the facility.

All mail, sent or received, must be processed through the facility mailroom. Facilities do not accept "Postage Due" mail. Please advise correspondents that the correct postage must be on their mail. You may write and receive correspondence from anyone as long as the person has not been denied and

the correspondence does not violate federal, State, DOC or 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.

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.

All packages, parcels, or correspondences shall be subject to inspection for contraband.

All original paperwork that enters the facility, when the recipient is a person in our care, shall be photocopied and the original will be shredded. This procedure includes the following:

- Documents received from senders identified in Wis. Administrative Code 309.04(3)a-j. (legal mail).
- Documents entering the facilities upon intake or return from an off-ground trip (court/hospital/etc.).
- Documents received from a non-DOC professional visitor.
- Documents received by a department for distribution to a person in our care, exclude PREA and ICRS when delivery occurs without going through the postal system.

Incoming Mail

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 to you to include this information when addressing any correspondence to you. Mail is sent to a vendor for photocopying then sent to the facility.

Mailing address for cards, letters and correspondence are posted on each unit. TextBehind vendor will provide a photocopy of all incoming mail, including envelopes. Family and friends must include their legal/legible name and a valid return address for TextBehind to process the mail. Information is available on the WI DOC website for family and friends to refer to the process guidelines.

All non- privileged (personal, non-legal) mail from family and friends shall be addressed in the following manner and sent to:

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

TextBehind may place up to 8 photos on a piece of paper. This would count as 1 photo, regardless of how many photos are on the piece of paper. Persons in our care are still only permitted to have 50 total photo/pages in their possession. TextBehind offers an app service to be used by family/friends for quicker service and additional services can be found on their website.

At this time, periodicals, books, magazines, subscriptions, catalogs, newspapers, privileged mail i.e., Legal, Medical, PREA and other identified state agency mail will continue to be received and processed at the institution.

The mailing address for magazines, newspapers, and legal and privileged mail is:

Taycheedah Correctional Institution

(Person in our care DOC recognized name and DOC number)

P.O. Box 3100

Fond du Lac, WI 54936-3100

Packages must be sent to:

Taycheedah Correctional Institution

(Person in our care DOC recognized name and DOC number)

751 County Road K

Fond du Lac, WI 54937

UPS will not deliver to a P.O. Box.

Mail will be delivered Monday through Friday with the exception of legal holidays.

The institution is not responsible for lost or damaged packages or letters.

Items inappropriately mailed in or delivered to the institution (Cash on Delivery (COD), Postage due) will not be accepted and will be returned to the sender.

Items that are not permissible are contraband and will be processed in accordance with Administrative Code Ch. 303 and Ch. 306.

If incoming mail is denied, both you and the sender will be notified using DOC-243.

If you transfer to another facility, mail received at the facility will be forwarded to you for 30 days. It is your responsibility to inform individuals in the community of your change of address.

Prior to your release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of your new address. If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.

Legal Mail

You will be called down to the mailroom to have legal mail opened and photocopied in your presence and DOC-2919 completed.

For legal documents which arrive via USPS or another carrier service:

- The opening, photocopying, and shredding process will be conducted in the presence of the individual the mailing is addressed to.
- The process will also be conducted in an area under camera surveillance.
- Specific copying devices are used that have enhanced security settings and have been configured in a manner disabling the ability to store data with the internal hard drive or an external storage device.

- Before legal documents are photocopied and shredded, the process will be explained by a staff member.
- Individuals may bring an empty file folder or envelope (new or used) if they wish to have a means to carry their copied documents back to their housing units.
- Mailings that require a signature on an original document and/or if the original document needs to be sent back to the court/attorney: individual will report to the Mailroom and sign the documents that need a signature and then copies will be made. Staff will place the original signed documents into the envelope that is included with their documents and staff will seal the envelope with tape and send it out.
- All DFLM will be sent to the library.

For legal documents which arrive through other means, (i.e. in-person professional visits)

- The same process above will be followed except DOC-2919 is not needed.
- After the visit, the individual (with the documents) will be escorted to the location where the photocopying will occur.
- If the individual refuses to agree to having the paperwork photocopied and shredded, it will be handled as contraband in accordance with DAI Policy 306.00.16.

RH Legal Mail

- When legal mail is received in RH from the mailroom, RH staff will complete the DOC-2919.
- The individual will be removed from their cell and taken to the designated legal mail copy area.
- Before legal documents are photocopied and shredded, the process will be explained by a staff member.
- The letter will be opened in the presence of the individual and the envelope and contents will be photocopied.
- The photocopies will then be given to them, and the originals will be shredded in front of the individual.
- Mailings that require a signature on an original document and/or if the original document needs to be sent back to the court/attorney: Person in our care will sign the documents that needs a signature and then copies will be made for the individual. Staff will place the original signed documents into the envelope that is included with their documents and staff will seal the envelope with tape and send it out.

Non-Legal Mail

For all other documents, paperwork and/or mailings that are not considered legal mail per administrative code:

- The front of the envelope and its contents shall be copied.
- This does not need to occur in the presence of the person in our care, similar to the third-party vendor process.
- Original mailing contents and the envelope will be retained for 30 days, then shred if not appealed.
- ICE staff shall inform the mailroom if there is a complaint and/or appeal regarding the copied mail, so it can be saved for the complaint/appeal process.

Outgoing Mail

When individuals are sending out legal mail, they will continue to use the P.O. Box 3100 return address. Outgoing person in our care, non-privileged (non-legal) mail shall use the P.O. Box 189, Phoenix, MD 21131 as the FROM/Return address and not the facility's address. Items without the below return address will be returned to you.

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

Mail addressed to another incarcerated individual shall not be sealed. Any other outgoing mail may be sealed.

Outgoing mail may be opened and inspected for contraband.

As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin State Prison System.

No drawings or other markings are allowed on the envelope or package.

Embossed envelopes are sold in canteen/vendor catalogs.

Attach DOC-184 to manila envelopes to be used for legal mail, excess cards, letters, photos, and magazines to comply with volume limits.

Paperwork upon Intake or Returning from Off-Grounds:

In accordance with guidelines in DAI Policy 309.04.02, copies of all external paperwork arriving at TCI with individual shall be made by Intake staff and then be disposed. Person in our care shall be provided with copies of their external paperwork.

Property/Hobby Send Out Procedure

Send a DOC-643 with a completed DOC-184 attached to Hobby/Property Department as follows:

- "Pay to Name" on the DOC-184 is the institution/center (TCI, REECC, MWCC)
- Check the box Shipping/Freight and Reg. Account
- Write the shipping address in "Reason for Request" area
- Write exact items you are sending out in "Individual Items" area
- Sign/Date. Unit Staff will need to Initial ID Verified area

Once Hobby/Property Staff approve request you will be placed on Property Movement to send out contraband or completed hobby/drawing projects.

Outgoing mail must have correct postage on each item.

When sending certified, registered, overseas, airmail or other packages, you shall submit DOC-184 for the total amount of postage due. You should anticipate additional processing time when sending out certified mail.

If you do not have sufficient funds to cover the additional postage, the item will be returned to you.

If outgoing correspondence is denied, you will be notified using DOC-243.

Property items will be sent out via designated commercial carrier for tracking and insurance purposes. You shall write to Property staff to facilitate shipping of a package.

There is no tracking or insurance for items sent out by USPS. You are responsible for items sent out via USPS.

Only items of nominal value may be sent through the USPS including, but not limited to:

- Photographs
- Magazines
- Excess cards and letters that fit in a standard #10 envelope
- Manila envelope purchased in canteen/vendor catalogs

Prepaid postage envelopes from canteen must be purchased in order to mail greeting cards. Greeting cards may also be placed into embossed envelope for mailing.

All outgoing mail is to be placed in the housing unit mailbox.

Inmate-to-Inmate Mail

Mail must be submitted unsealed. Staff will scan incoming and outgoing mail.

Inmate-to-Inmate mail, regardless of content, is to be sent to TextBehind for processing. This includes the sending of documents that involve legal matters. Per DAI Policy 309.04.01 – Legal Mail is defined as ‘Correspondence to or from court and court staff, attorneys and established groups of attorneys involved in the representation of inmates in judicial proceedings.’

In order to properly identify inmate-to-inmate mail, the return address on the envelope must contain:

Person in our care full name (first and last) and DOC #

Correctional Facility name (do not abbreviate)

P.O Box 189

Phoenix, MD 21131

Envelopes without this information will be returned to you. If the envelope does not identify the sender, it will be opened and reviewed by staff to attempt to determine the sender.

Mail with a “Legal Mail” notation on the envelope or its contents, is not excluded from review until staff have verified the claim of legal discussion by reading a portion of the correspondence. If family/friends are sending in “Legal Mail” from their home address, it would not be considered legal mail. Legal mail has to come from the courts or attorney directly.

If an envelope labeled “Legal Mail” is submitted sealed, it will be opened by staff in your presence.

Non-Deliverable Mail

Reason for non-delivery of incoming and outgoing mail or electronic messaging will be sent to you in writing using DOC-243.

To avoid unnecessary delays, please inform those who write to you to avoid the following common mistakes when sending letters and greeting cards:

- Contains stains on the letter, card or envelope.
- No return address or non-complete address, missing name or DOC number.
- Contains stickers, glued pages, or excessive glitter.
- Contains stamps, instant cash cards, phone cards or debit/credit cards.
- Contains items that pose a safety or sanitation hazard, including lipstick or other foreign substance and/or has an odor which includes perfume/aftershave.
- Constructed in a manner which prohibits inspection.
- Blank paper.
- Altered or cut photographs.
- Newspaper or magazine clippings are not allowed; however, 8½" x 11" reproduced articles are allowed.
- Inconsistent with or poses a threat to the safety, treatment or rehabilitative goals.
- Facilitates criminal activity.

Electronic Messaging

The DOC may authorize eligible persons in our care to exchange electronic messages with subscribers.

Access to electronic messages shall be in accordance with DAI 309.04.01 and contingent upon the payment of a fee to a third-party vendor for messages purchased by the subscribers.

Subscribers shall register and maintain an account with the third-party vendor.

There is no cost to maintain an account. A fee is assessed for each message.

You are only allowed to message subscribers who are registered to correspond with you.

Electronic messages shall not be used to correspond with other persons in our care.

DOC does not retain electronic messages transcribed between you and subscriber.

Department Electronic Messaging

Department electronic messaging is a feature that is available for use on the tablets. This feature allows the population to send an electronic message to designated department mailboxes within TCI. Department electronic messaging is not meant to be a replacement for the current process of submitting a DOC-643 or the chain of command. This method of communication should be used as an alternative method to contact various designated departments with straight forward questions or inquiries, which in turn, will hopefully allow staff the opportunity to provide a timelier response.

Should you choose to send a department electronic message, the following criteria will apply:

- 2 total messages allowed to be sent per day per department.
- 250-character count limit will be allowed for each message.
- Sent or received messages will NOT be printed. If you wish to retain a hard copy of your correspondence, you should submit a DOC-643 instead of sending an electronic message, especially when using the ICRS.

Department electronic messaging should **NOT** be used for the following:

- Confidential topics or concerns
- Emergency purposes
- HSU
- ICRS

- Legal Concerns
- Medical
- PREA
- PSU
- Safety Concerns
- Staff Concerns

If a message is received pertaining to the above stated topics, you will be sent a reply informing you that this type of inquiry will not be addressed using electronic messaging system. Submit a DOC-643 following the chain of command.

TABLETS

(DAI Policy 309.56.01 Technology Devices and Services)

General Tablet Information

- You will be assigned a tablet within a reasonable timeframe of admission. You will be put on movement, and these will be issued at Intake.
- Assigned tablet is supplied with (1) charger and (1) earbud. There are no replacement items provided. Replacement charger and/or earbuds must be purchased by the individual through an approved vendor.
- Tablets may be used in cell, dayroom, and courtyard. **Tablets are NOT to be used during medication pass.**
- If your tablet is found in another person in our care's possession, a conduct report with sanctions consistent with DOC 303.85 may be issued.
- Damaged tablets may result in restitution of \$250.00.
- Tablets may be searched by staff at any time.
- When receiving digital pictures on the new tablets from friends or family, reasons for denial will include but are not limited to: Security Threat Group - related items or gestures, nudity, violence, multiple photos, thumbnails, the use of emojis, and screenshots. No photo collages are allowed.
- Tablets stay at TCI and do not accompany the individual upon transfer or release.
- Please see additional information in the library regarding tablets.

Tablet Photo Printing Procedure

Person in our care views photos approved by uniform staff member on the tablet and selects those photos they want to be printed. You are charged when you move the photos into the "print que". The cost of the photo(s) will be deducted directly from the individual's tablet balance.

Photo print requests from the tablet will be reviewed and completed as staffing allows. Printed photos will be dispersed to housing units and handed out with the unit mail by unit staff.

MEALS

Meals are optional and are served at Prescott Hall. If choosing to attend meals, you must remain at Prescott to eat the meal. Meal movement will be announced by unit staff. Some housing units will have meals served on the unit based on institution needs and operations.

Enter and exit through designated doors only.

You will be directed by staff to fill a row of chairs/tables in the dining area and once the row is full, begin to fill the next row in succession. Entire row at table must be filled before exiting Prescott.

You are allowed a maximum of 15 minutes to eat and need to leave immediately when you have finished eating.

There is no loitering at the table.

If you have a medical or religious diet, your tray will be on the counter in the serving line with your name on the tray. You must take the tray that is made specifically for you.

You may bring personal salt and pepper (1 each) to Prescott for use. These condiments brought to Prescott are not to be shared and are only approved for personal use during meals.

Dining Room Procedures

- Hats must be removed upon entering Prescott.
- Upon entering Prescott there will be no talking permitted in line.
- Quiet talking is allowed between individuals seated at the same table.
- No skipping or trading places in line.
- You must take one tray and appropriate eating utensil.
- You may exchange served meal items at your table only.
- All food must be eaten at tables, no eating in line.
- When finished eating, place meal tray in the tray rack.
- Only one piece of whole fruit per person can be taken from the dining room back to your cell/bunk to be consumed by you that day.
- Meals start at approximately the following times:

Breakfast	6:20 AM
Lunch	11:00 AM
Dinner	4:00 PM

Housing Unit Meal Procedures

Trays will either be delivered to cell/bunk or placed in designated area for pick up and return as directed by unit staff as referenced in the housing unit handbook.

OFF GROUNDS MOVEMENT AND TRANSPORTATION

You shall be dressed in state issued green top and bottom, or orange top and bottom if in a restrictive status, (no t-shirt or thermal), state bra, underwear, socks and shoes, state coat and hat as needed. No personal clothing allowed.

All braids must be taken down and rubber bands removed. Security staff will inspect your hair if needed.

A strip search will be completed by staff prior to leaving and on return.

You shall be placed in restraints and staff will escort hands on.

You may be allowed a comb, small hair pick, ring and glasses. All property shall be inspected by staff prior to departure. You shall be advised that certain items may not be permitted to re-enter the facility upon return.

If the trip is of a legal nature, legal materials may be authorized and will be subject to inspection when going off-grounds and upon re-entering.

PRISON RAPE ELIMINATION ACT (PREA)

(Executive Directive 72 Sexual Abuse and Sexual Harassment in Confinement (PREA), DAI Policy 410.20.01 PIOC PREA Education and DAI Policy 310.00.01 Inmate Complaints Regarding Staff Misconduct, PREA (Red) booklet and Postings throughout multiple areas of the institution)

The Prison Rape Elimination Act (PREA) was passed by Congress in 2003 to address the problem of sexual abuse of persons in the custody of prisons and jails across the country.

All correctional agencies in the nation, including Wisconsin, must adhere to the provisions of this federal law.

Wisconsin Statute 940.225 establishes that sexual assault is a crime. The provisions of the law state that it is illegal for a person to have sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor (person) is a correctional staff member. The law also states that it is illegal to have sexual contact or sexual intercourse with an individual who is on probation, parole or extended supervision if the actor (person) is probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate.

Sexual abuse and sexual harassment of person in our care by staff, volunteers, contractors and other persons in our care is simply unacceptable. To be clear, sexual abuse by another person in our care is sexual activity that is not wanted or agreed to. It is never appropriate for a staff member to make sexual advances or comments, or to engage in sexual contact with a person in our care. The Wisconsin DOC has zero tolerance for sexual abuse, sexual harassment, and retaliation for reporting in its facilities.

To ensure your safety, the DOC provides multiple ways for you to safely, and if you wish –anonymously, report any knowledge, suspicion or information of sexual abuse and sexual harassment. Please report abuse as soon as safely possible. There is no time limit to report sexual abuse, however, sooner is better. You do not need to have evidence. If you experience, witness or suspect sexual abuse or sexual harassment you can report in any of these ways:

1. Tell any staff person verbally or in writing. Verbal communication is the quickest way to address concerns.
2. Those who feel unsafe reporting to a staff member should:
 - a. Call #777. However, the #777 is a message line and is only monitored during business hours. For example, if a message is left on a Friday afternoon, the message line will not be checked until Monday morning. By choosing not to tell a staff member, there will be a delay in responding to your immediate needs. All hotline reports are sent back to the facility for review and action; a staff member from your facility will contact you to collect more information. Your individual pin

- number is not needed to make this call, nor to any of the hotline options below.
- b. If you choose to remain anonymous and wish to report to an agency outside of the Department of Corrections, call #888. This is another reporting hotline.
 - c. Call #999, an additional contact number that directly connects you to a local sexual assault provider.
3. If you choose to report to a hotline:
 - a. **Report your concern to only one hotline, do not call the multiple lines for the same incident.**
 - b. Speak slowly and clearly so your identity and the details of your report can be understood.
 - c. Do not leave more than one message per day, if your needs are urgent, notify a staff member.
 - d. Your call must be related to sexual abuse or sexual harassment.
 4. File a DOC-400 Inmate Complaint.
 5. Tell a trusted family member, friend, and/or support person. They may report on your behalf. These reports are called "third-party" reports. Third parties may report online at www.doc.wi.gov. They may click on Prison Rape Elimination Act to access the report link.
 6. Write to local law enforcement.

What is considered a PREA violation? What is not a PREA violation?

The DOC provides every person in our care with a red PREA handbook. This resource outlines what is considered sexual abuse, harassment, and retaliation according to the federal PREA standards.

Incidental, momentary, and/or necessary **contact** or **observation** of a person on our care's private parts related to official duties of staff is not a PREA violation.

There is no requirement of privacy among persons in our care within a facility, including roommates.

Bad Faith Reporting

Reports made in bad faith are a DOC 303 violation. Those who choose to make false reports will be subject to corrective action, including discipline.

PREA Complaints (DOC 310.08)

- You may file a DOC-400 Inmate Complaint alleging sexual abuse/sexual harassment using the procedures under this chapter at any time.
- If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment, the time limits apply.
- You are not required to attempt to resolve the issue with the staff member who is the subject of the complaint or to file a complaint regarding sexual abuse or sexual harassment with the staff member who is the subject of the complaint.
- Complaints filed under this section will be referred for a PREA investigation, if it meets the definition of sexual abuse or sexual harassment per the federal PREA standards.
- Third parties, including fellow institution individuals, staff members, family members, attorneys, and outside advocates, shall be permitted to assist you in filing a request for administrative remedies relating to allegations of sexual abuse or sexual harassment and shall also be permitted to file such requests on behalf of others.
- Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are: (a) You may contact any staff member who is not the subject

of the allegation for immediate corrective action. (b) You may file a complaint. Complaints collected under s. DOC 310.08 shall be immediately forwarded to the Warden. (c) Reports of substantial risk of imminent sexual abuse or sexual harassment outside of the complaint process under this chapter shall be immediately forwarded to the Warden.

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

RECREATION

Housing Unit Activities

- | | |
|--|---------------|
| • Walking track | • Table games |
| • Exercise Equipment (where available) | • Volleyball |
| • Cornhole | |

Simpson Recreation Activities Included but not limited to:

- | | |
|-------------------------------------|-------------------------|
| • Exercise/Aerobic/Yoga videos | • Power Walking/Jogging |
| • Physical Fitness/Weight Equipment | • Volleyball |
| • Softball/Kickball | • Hacky sac |
| • Badminton | • Exercise ball |
| • Jump rope | • Basketball |
| • Cornhole | |

Schedule

- You may participate in recreation per the recreation schedule posted on the housing unit.
- If you are in voluntary unassigned status, you are only permitted to use the Simpson Recreation area when scheduled.

Recreation Rules

Consult with Recreation Leader regarding proper use of equipment or activity. Refer to posted instructions for indoor and outdoor recreation areas.

- Coats/hats will be hung in designated location. Hats and sunglasses may be worn for outdoor recreation only.
- Upon arrival, sign in for activity on the attendance sheet. You must participate in scheduled activity and remain for the duration.
- Equipment shall be used only for its intended purpose.
- Do not use damaged equipment. Report damaged equipment immediately to the Recreation Leader.
- Once you are signed in, you cannot leave the gym without approval from the Recreation Leader. Recreation leaders will sign you out with the correct time and the reason you are leaving.
- When leaving the gym, do NOT sign out. Recreation Leader will release as a large group to return to unit.
- You must leave the gym quietly.

- If you have any scheduled movement/appointments during your Recreation time, you are not permitted to come to Recreation area.

REENTRY TO COMMUNITY

(TCI Procedure 900.30.03 Inmate Release-Transfer)

TCI utilizes gender-specific guiding principles to assist in positive growth through treatment, education and appropriate supervision, thereby fostering a successful transition for your return to family and community.

Release planning is initiated by the social worker/treatment specialist six to nine months from your release date. This is a collaborative process between you, social workers/treatment specialists, and probation/parole agents.

General tasks associated with release planning may include:

- Completing a release plan (DOC-745)
- Ensuring a continuum of care and healthcare for individuals returning to the community
- Assisting with health insurance applications (*DAI Policy 309.00.51 Medicaid Application*)
- Discussing transportation plans back to your community
- Making appropriate referrals to Opening Avenues for Reentry Success (OARS), Aging and Disability Resource Center (ADRC), or Reentry Legal Services (RLS)
- Assisting with interstate compacts (*DAI Policy 302.00.02 Intergovernmental/Interstate Transfers of PIOC*)
- Working with Department of Workforce Developments (DWD) through Windows to Work
- Utilizing the DWD Job Center for resume building, interviewing skills
- Obtaining vital documents (social security card, birth certificate, state ID)
- Submitting referrals for social security disability (*DAI Policy 309.45.03 Social Security, Federal, State and County Benefits*)
- Completing Northpointe Suite COMPAS Reentry Assessments
- Facilitating release calls between person in our care, social worker and probation/parole agent
- Reviewing rules of supervision
- Discussing Medication Assisted Treatment options
- Completing the Sex Offender Registration

You are responsible for obtaining release clothing 60-90 days prior to release. You will discuss release clothing options with your social worker/treatment specialist.

- Personal Clothing, including grays, will be utilized.
- If there is no personal clothing, you can arrange to have family/friends mail a set of clothing, approximately two weeks prior to release.
- If there is no personal clothing, you may use a portion of release funds to purchase clothing, coat, shoes from an outside vendor (\$150 limit). Clothing can be ordered 90 days prior to release.
- If no personal clothing and no funds, notify your social worker/treatment specialist. Staff will arrange for donated clothing.

When leaving TCI upon release to the community, you will be expected to turn in all state property including handbooks to unit staff. You will be charged for any missing or damaged state items that are not returned at time of release.

Affordable Care Act (*DAI Policy 309.00.51 Medicaid Application*)

DOC provides you with the opportunity to apply for health care prior to release.

DOC and Department of Health Services (DHS) work collaboratively through a data exchange system to assist in an eligibility evaluation and approval process for Medicaid prior to release from prison. This collaboration ensures a continuum of care and healthcare for individuals returning to the community.

Providing individuals access to mental and medical health care, and substance use disorder treatment, including medication assisted treatment and other covered services.

If you need health insurance upon release, your assigned social worker/treatment specialist will assist you with this process. Prior to release, your assigned social worker/treatment specialist will provide you information regarding the application process.

SOCIAL SERVICES

Social Worker/Treatment Specialist

Upon your admission, a social worker will complete an admission interview with you. You will continue to work with a social worker/treatment specialist throughout your incarceration.

In order to contact your assigned social worker/treatment specialist, complete a DOC-643 and place it in the housing unit mail. If you are requesting a meeting or information from your social worker/treatment specialist, it is your responsibility to be specific and to include all relevant information on the form.

Social Worker/Treatment Specialist are not permitted to assist you with any legal matters including but not limited to sentence adjustments, contacting the court or an attorney on your behalf.

You may complete the DOC-1631 Telephone Request Attorney Add/Delete form and return it to Social Services in order to make a properly placed phone call to your attorney.

Case Management

Social Worker/Treatment Specialist provides a variety of case management functions within the institution.

General tasks associated with case management may include:

- Conducting pre-hearing interview for the Reclassification process
- Coordinating special/extended visits (*in accordance with DAI 309.06.02 Visiting policy*)
- Processing the DOC-21AA Visitor Questionnaire for proposed visitors
- Completing Northpointe Suite COMPAS assessments that determine risk and needs
- Developing/updating Northpointe Suite COMPAS Unified Case Plans related to identified criminogenic needs

- Assisting with verifiable family emergencies
- Coordinating services within the institution
- Inter-institution phone calls that meet policy (*DAI 309.39.01 Monitoring and Recording of Inmate Telephone Calls*)

Primary Programs (*DAI 300.00.25 Primary Program Status*)

Social Worker/Treatment Specialist, and other trained staff, facilitate evidence-based primary programs. Primary programs will be assigned through the classification process but may also be identified by social worker/treatment specialist based on case management needs.

The following primary programs are available at TCI:

- Academic/Vocational
- Anger Management
- Cognitive-Behavioral Programming (CBP)
- Employment
- Substance Use Disorders (SUD)/Earned Release Program (ERP)
- Sex Offender Treatment (SOT)

Records Office

Questions regarding the following can be sent to the Records Office:

- Judgments of Conviction
 - You will receive copies for sentences being served in prison upon admission, when additional sentences are received and when judgments have been amended.
- Release date and sentence computations
 - Please be advised the process takes several weeks and you will receive a copy of your computation upon completion. Please **DO NOT** send an Interview/Information Request (DOC-643) to inquire if your release dates have been completed.
 - Release dates are based on the information given on the Judgment of Conviction, Order for Re-Confinement After Revocation of Extended Supervision, and/or the Revocation Order and Warrant.
- Sentence credit issues
 - Concerns regarding credit should be addressed with the Court or your agent. Credit is specific and awarded based on the documents received.
- Social Service and Legal File reviews
 - You are eligible once every 6 months, once your release dates have been completed.
 - Exceptions can be made for Court proceedings and upcoming parole and reclassification hearings.
- Parole eligibility
 - The Records Office will track your eligibility to ensure accurate scheduling of your parole interview.
- Detainers/warrants
 - Records staff will meet with you when placing detainers for pending charges.
 - If you believe you have an outstanding warrant, but this institution has not received it, you may contact the appropriate District Attorney, Sheriff's Department, Clerk of Court or your attorney to check the status of possible detainers. This includes pending matters outside the State of Wisconsin.

- Records staff do not track pending detainers that have not been officially filed at the institution.
- Detainers remain active until documentation is received from the agency that placed the detainer requesting it be canceled.
- Warrant checks are only completed 5 days prior to release.
- Photocopies from your Legal/Social Services files
 - Please send a Disbursement Request (DOC-184) to the Records Office listing the specific documents you are requesting copies of.
- Petitions for Sentence Adjustment/Positive Adjustment Time
 - Refer to DAI Policy 302.00.18 – Positive Adjustment Time – Petition of Sentence Adjustment to Court and DAI Policy 302.00.14 – Petition of Sentence Adjustment to Court 75% and 85%. These policies may be referenced in the library along with instructions and necessary forms.
 - TCI staff cannot assist in filling out documents or advise the appropriate time to petition.
- Court and attorney phone calls and visits are scheduled at the request of the court or attorney, not at the request of person in our care.
- Court appearances are requested by the court or attorney, not at the request of person in our care. Please contact your attorney with concerns.
- Public Records Requests
 - Requests are completed in the order they were received.
- Wisconsin Department of Transportation State Identification Card
 - Please forward application after vital documents have been received.
 - Must be in the release planning process.
- ERP/CIP
 - All questions regarding bed dates are to be directed to BOCM/Classification.

Social Services Office

- Visitor Lists are created in accordance with DAI Policy 309.06.01 Visiting.
 - Individuals in Intake status are permitted up to four adult close family member visitors.
 - Individuals in Intake status may be permitted to have their own children visit. Children under the age of 18 shall not be counted against the four-visitor limit.
 - After IC, person in our care is allowed twelve adult visitors on visiting list.
 - You are responsible for mailing copies of the Visitor Questionnaire (DOC-21AA) to proposed visitors.
 - Returned questionnaires must be sent directly to the facility. No questionnaires received from person in our care will be accepted.
 - Visitors may be removed from the visiting list by either the visitor or the persons in our care written request.
 - Visitors under the age of 18 must be accompanied by an approved adult visitor.
 - When the visiting list is updated, a copy will be sent to you. Please send a Disbursement Request (DOC-184) to the Social Services Office when requesting additional copies of the visiting list.
- DOC-884 Visitor Information Change
 - When visitor information changes or you would like to remove someone from your visiting list, please submit DOC-884. The form must be signed by you.

- DOC-851 Inmate Emergency Contact Information
 - Changes to emergency contacts must be submitted on DOC-851.

Religious Programs (DAI Policy 309.61.01 Religious Beliefs and Practices; 309.61.02 Religious Property; and 309.61.03 Religious Diets)

To contact the Chaplain, complete and send a DOC-643.

The Chaplain may assist with:

- | | |
|-----------------------------------|-------------------------|
| • Pastoral/Clergy/Minister visits | • Worship opportunities |
| • Sacraments | • Spiritual counseling |
| • Seminars | • Religious studies |
| • General counseling | • Study materials |
| • Grief counseling | • Religious property |

You will be required to designate your religious preference and must complete Religious Preference (DOC-1090). If your initial designation is "No Preference," you may designate a preference at any time. Changes to religious preference may be made once every 6 months by contacting the Chaplain using a DOC-643.

Refusal to attend scheduled Chapel services or visits shall be done on unit.

SEARCHES

Cell/Bunk/Room Searches

Cell/bunk/room will be searched and inspected on a regular basis. Inspections will occur daily for proper sanitation and cleanliness. You are required to comply with all search procedures as directed. If you are in your cell/bunk/room when a search or inspection takes place, you will be asked to leave your cell/bunk/room and sit quietly in the dayroom. There is no administrative requirement that you directly observe this process.

Pat Searches

A pat search may be conducted at any time, either randomly or for cause.

Strip Searches

A strip search of your person can be conducted at any time, either randomly or for cause in accordance with DAI Restricted Policy. A strip search is done for the security of the facility.

SURVEILLANCE

(DAI Policy 306.00.01 Electronic Monitoring Surveillance)

Activities may be monitored and recorded anywhere throughout the institution.

TELEPHONE CALLS

(Administrative Code DOC 309 and DAI Policy 309.39.01 Monitoring and Recording of PIOC Telephone Calls)

Telephone calls may be monitored and recorded, with the exception of approved and authorized attorney calls.

Telephones are available to use in each housing unit. Prepaid calls can be made from these phones, including domestic and international. You will not be excused from programs or work assignments to use the phone.

The phone system (including tablet calls) will only allow a 15-minute phone call duration. There will be a 15-minute wait time between calls. Back-to-back calls shall NOT be allowed.

The phones on the housing units will be available during the housing unit dayroom times. The phones will NOT be available for use outside of these times.

Personal tablet calls can only be made in cell/bunk. **Tablets are NOT to be used during medication pass.**

Staff will still have the ability to turn the phones/tablets off at any time if needed.

Persons in our care are not allowed to make/place phone calls for other individuals.

You are prohibited from using the telephone to:

- Call DOC staff members.
- Make third party calls.
- Make threatening, harassing, illegal, or intimidating phone calls.

Abuse of telephone privileges or using others phone pins may result in disciplinary action.

When an individual is informed, they will be transferred to another institution or leave off grounds (OCO or OWO), telephone calls shall not be allowed.

Emergency/Special Phone Call Requests

Incoming emergency calls will be verified by institution staff. Once the information is verified, you will be notified of the call. If a return call is requested, you will be notified and arrangements will be made to assist you in making the call. It is your responsibility to inform your family/friends of this process.

Outgoing Emergency/Special Telephone Calls need to be approved by Social Worker or a Supervisor.

UNSANCTIONED GROUPS

Any group or activity not specifically sanctioned by TCI is designated “Unsanctioned” and is prohibited.

Any sanctioned group that engages in anti-social activity shall be suspended, and during that time of suspension shall be considered an unsanctioned group. Any “Affiliation” or “Alliance” with a group not sanctioned by TCI will be treated as an unauthorized group activity.

You will not be allowed to have in your possession any written or printed material that details the code of ethics or view of a Security Threat Group, or other group, not specifically authorized for membership within the institution.

You may be subject to discipline if found in possession of, wearing, manufacturing, or distributing any Security Threat Group related activities.

VISITS

(Administrative Code DOC 309 and DAI Policy 309.06.01 Visiting)

Refer to Social Services section regarding approval of visitors.

Scheduling Information

- Visitors must have an approved Visitor Questionnaire (DOC-21AA) on file and be on the visiting list.
- TCI Population must provide friends or family with the unique Party ID listed next to the visitor's name on the visiting list.
 - Visitors with Party ID or other concerns may contact:
 - DOCDAIElectronicVisitSupport@wisconsin.gov
 - TCI staff cannot assist with Party ID questions.
- Use the link to schedule a contact visit: www.icsolutions.com
- In ICSolutions, visits are called “contact visits”, which will be shown as **15-minute** visits for scheduling purposes only.
- Visitors shall refer to the DAI 309.06.01 Visiting policy, this can be found under the *309 Resources for Inmates* section: <https://doc.wi.gov/Pages/AboutDOC/DepartmentPolicies/DAIPolicies.aspx>
- Up to six adults and children will be allowed on a visit at one time, with at least one visitor being an adult.
- Visitors must schedule contact visits two (2) days in advance and no more than fourteen (14) days in the future.
- In accordance with the DAI 309.06.01 Visiting policy, failure to follow rules may result in suspension or revocation of visiting privileges.
- Institution or Court related appointments shall take priority over visitation.
- TCI individuals are responsible for notifying their visitors if accommodation is approved.
 - Approved accommodations become part of the visitor record. Therefore, it is not necessary to reapply for accommodation when an individual transfers to another institution.
- Visitors under the age of 18 must be listed as an additional visitor and accompanied/supervised by an authorized adult visitor.

Visiting dates and times are subject to change without notice due to operational needs. Visits are scheduled through a third-party vendor.

Visiting Hours

- 2:30 PM through 8:00 PM Monday through Friday.
- 8:30 AM through 3:30 PM Weekend & Holidays
- Visitors must arrive at the start of the scheduled timeframe to receive the full allotted visiting hours.
- Visitors shall **not** enter the Gatehouse until 15 minutes prior to the start time of the scheduled visit time.
- All visitors **must** be listed on the scheduled visit prior to arriving at the institution and only those listed will be allowed to participate in the scheduled visit.
- If visitors arrive for a visit and their names are not listed on the scheduled visit, they will not be approved to attend the visit.
- If visitors are late, they **may** be processed when staff are able to accommodate them, time permitting.
- Visitors **may** be turned away or visit times may be shorted depending on availability.
- Individuals housed in Restrictive Housing are eligible for one 60-minute visit each week and will attend the visit in the telebooth in Restrictive Housing. The visitor will visit via the booth in the visiting room.

Amount of Visits

- Three (3) contact visits per week (Monday through Sunday).
- Only one (1) visit is allowed on the weekend (either Saturday or Sunday).
- Scheduled visit week runs Monday-Sunday.

Length of Visits

- Three (3) hours per weekday and evening.
- Two (2) hours per weekend and holiday.
- Visits may be shortened due to time and space availability.

Visiting Guidelines

Please inform your visitors of the following information. General information is also available for visitors on <https://doc.wi.gov> located under Adult Institutions and Visiting Procedures and on the specific institution website.

In accordance with the DAI 309.06.01 Visiting policy, visitors shall dress in attire that is not provocative or offensive to others. The following are a few items which are considered unacceptable and will result in the denial of visits:

- Transparent/translucent clothing
- Exposed undergarments
- Clothing with revealing holes, tears or slits
- Clothing or accessories with obscene or profane writing, images or pictures

Misconduct by you or your visitors in the visiting room or during video visits may result in disciplinary action, which could result in the suspension of visiting privileges. In addition, your visit could be terminated immediately.

All visitors will check in at the gatehouse. You will be contacted if visit is in progress and a second visit arrives.

If you choose to go on visits, no exceptions will be made for you to attend other activities.

Visiting Room Rules

You must wear state issued green clothing, with shirt tucked in and buttoned, with the exception of the top button open.

You are subject to search prior to, during, or after the visit.

State shoes must be worn properly.

You may only wear make-up sold on canteen.

The following items are the only items allowed to be brought to the Visiting Room, by you:

1 – Cell Key	1 – Comb	1 – Glasses,
1 – Watch	1 - Inhaler	prescription
1 – Ring	1 – Nitroglycerin	

- Legal materials – With 3 days prior approval from the Shift Supervisor or Social Worker.
- The Visiting Officer will assign seating arrangements.
- You and your visitors are not allowed to change assigned seating arrangements.
- You and your visitors are permitted an embrace and a brief kiss at the beginning and the end of the visit only, in the seating area. Any embracing and/or kissing during the visit or indiscreet conduct may lead to individual disciplinary action, which may include the removal of visiting privileges.
- You and your visitors are not allowed to place hands inside or underneath your and/or visitor's clothing. Hands or laps of you or visitors are not to be covered at any time during the visit. You and your visitors will, at all times, sit in an upright position.
- You and your visitors must keep their shoes on at all times. Feet may not be placed on the furniture.
- You, as well as your visitors, are responsible for making sure that children are not disruptive in the Visiting Room.
- Children of a person in our care who are age seven or under may be permitted to be held and/or sit on the individual's lap, provided there are no risk factors as determined by facility staff.
- Only visits with children are allowed in the children's play area. Children are not allowed to play on top of the furniture. No food or drink is allowed in the play area.
- Vending machines are available for visitor use. Individuals will remain in their seats. Individuals are not allowed to handle money and/or Debit/Credit cards. TCI is not responsible for loss of money, Debit/Credit Cards, or property in the vending machines. The microwave is for adult use only. Do not leave the microwave unattended, while in use.
- Combing or braiding another person's hair is not permitted.
- Visitors will change children's diapers in the visitor's restroom only. You are not allowed to take children to the restroom.
- A mother with child is permitted to breast-feed during visitation in the institution/facilities visiting room. TCI has an area within the visiting room available if a mother desires to have privacy while breastfeeding, but the mother is not required to utilize it.
- You and your visitors, who choose to visit in the Outside Visiting Area, will be limited to 2 trips back to the inside Visiting Room. Food and drink will be allowed in the Outside Visiting area, but may periodically be restricted, due to items attracting bees.
- No property items are to be taken or exchanged between visitors and you from the Visiting Room.

- You will be informed when there are 5 minutes left of your visit. It is your responsibility to say good-bye before time expires.
- You are responsible for cleaning your table at the end of your visits. Please use the proper receptacles provided for plastic bottles. If bottles contain liquid, empty in the sink prior to disposal.
- You will remain seated until instructed by the Visiting Officer.
- You and your visitors are not allowed verbal exchange upon departure from the Visiting Room.

Visiting Room Photos (*WWCS Procedure 900.10.09 Digital Photo Process General Population & Token Process*)

You may have photos taken of self and/or visitors while on a visit.

- Cost \$2.00 per photo. Limit 3 per visit.
- Visitors may purchase photo tokens in the gatehouse prior to entrance.
- Request photos at beginning of visit.
- You may pay for photos with DOC-184.
- Photos will be taken in designated area only.
- Inappropriate poses that are sexually suggestive or that represent any affiliation with a disruptive group are not allowed.
- Once printed, retakes may be authorized for poor quality only, not "disliked" expressions.
- "Taycheedah Correctional Institution" will be stamped on back of photo along with individual's name and DOC number.
- You may keep photos or give them to visitor.

Video Visitation Information

TCI will provide the opportunity for video visitation.

- Each TCI individual is eligible for one free video visit per week.
- Those housed in the Restrictive Housing Unit will not be able to schedule or attend a video visit.
- Visits will be limited to one per day and no more than four per week.
- Each TCI individual is eligible for up to 12 paid video visits per month at \$2.50 each.
 - The charge of \$2.50 per visit, will apply even if individual or visitor are a no-show for the visit.
- Each visit will be a maximum of 25 minutes in length.
- Each visitor on the video visit must have an IC Solutions account and be listed on the visiting reservation.
- Each visitor will be required to show ID at the beginning of the visit and upon requested.
- All Video Visits are subject to monitoring and recording.
- Video Visiting schedule hours are based on housing location and hours are able to be viewed in ICSolutions.

Video visitation shall be scheduled to not conflict with your on or off-unit commitments. You shall not miss any scheduled movement for video visitation.

Video Visit Prohibited Conduct:

1. DAI Policy 309.06.01 is to be adhered to at all times.
2. You are responsible for informing your visitors of all the rules governing their visit. Any violations shall result in the termination of the visit and are subject to suspension of visits by the Security Director/designee.

3. Conversation during visits will be held to a normal tone of voice to not disturb others. Only one warning will be provided in regard to this matter before visiting video session will be terminated.
4. Each visitor on the video visit must have an ICSolutions account and be listed on the visiting reservation.
5. Visitors' attire cannot have any of the following:
 - Exposed undergarments
 - Clothing with revealing holes, tears, or slits
 - Clothing or accessories with obscene or profane writing, images or pictures
 - Gang-related clothing, headwear, shoes, logos, or insignias
 - Transparent/translucent (see-through) clothing
6. Video visiting will be terminated immediately if any forms or any suspension of illegal activities or inappropriate behavior deemed unacceptable in accordance with DAI Policy 309.06.01. This includes but is not limited to the following:
 - Sexual acts or nudity
 - Drug and alcohol use during the visit
 - Showing of objects identified as a threat (firearms, weapons, knives, etc.)
 - Inappropriate language
 - Inappropriate location of visitor (bar, night club, etc.)
 - Operating a vehicle during the scheduled visit

WORK ASSIGNMENTS

(DAI Policy 309.00.01 PIOC Work Placement)

Work assignments will be coordinated by the institution. While in intake status, you may volunteer for work assignments but will not be paid for the work assignment until classified and moved to GP status. When classified to GP status, you may apply in writing using DOC-643 to the specific work area supervisor for information regarding work placements. Your work assignment is not effective until the DOC-1408 Inmate Work/Program Assignment/Placement has been processed, you will receive a copy with the effective date.

The criteria for assigning, removing or continuing person in our care work placement includes:

1. Potential threat to security of the facility or safety of others.
2. Security level of facility.
3. Assigned custody.
4. Institutional adjustment/conduct reports/discipline.
5. Risk of abusiveness (ROA) or risk of victimization (ROV)
 - a. Person in our care with a ROV category shall not be placed in an unsupervised work group with person in our care in a ROA category.
 - b. Any work setting that contains person in our care with ROV and ROA categories shall be under direct supervision.
6. Medical/clinical needs including any physical or mental disabilities, behavioral disorders or vulnerabilities.
7. Vocational and educational needs, interests and abilities.
8. Performance in primary programs or work assignment.
9. Refusal or termination of primary program or work assignment.
10. Attitude and motivation.

11. Limitations on participation due to work assignment availability.
12. Complexity of training requirements for the work assignment.
13. Needs of the facility.
14. Expiration of two-year time period within a department/area.
15. Unit placement and/or moves.

Work assignments (included but not limited to):

- Canteen/Store
- Certified Peer Specialist
- Clerks (Chapel, Library, Visiting Room, MC Unit)
- Community Service
- Cosmetologist/Barber
- Custodian (Gower, HSU, Treatment, Homecare)
- Gardener/Landscape
- Housing Unit Worker (janitor, mobility assistance)
- Institutional Needs
- Kitchen Worker
- Laundry
- Mail Runner/Property
- Maintenance
- Personal Care Worker
- Recreation Worker
- Sanitation/Recycling
- Tutor
- Vocational Worker

Work Performance Removal:

Written appeal on a work assignment removal shall be sent to the Deputy Warden for final determination within timelines per policy. Complaints may be submitted after the appeal if you feel a procedural error has occurred in the process.

CHAIN OF COMMAND CONTACT FOR PROBLEM SOLVING

****PLEASE NOTE:** Per Admin Code DOC 310, the specified process is you are expected to follow the chain of command. If you choose to file an Inmate Complaint (DOC-400), it must be done in accordance with the established time limits pursuant to DOC 310.07(2), which requires the complaint to be filed within 14 days after the occurrence, giving rise to the complaint. Waiting for a staff response is not a valid excuse for filing your complaint late.

Failing to follow this Chain of Command, sending requests to multiple staff, or failing to wait 5 days will only cause delays because staff have been told to return the request if you have not followed these steps and you may be subject to disciplinary action.

You may "jump levels" or ask someone else sooner only for a valid reason. When doing so, explain reason for doing it and what has been said or done so far by staff. While waiting for staff response and/or no response/resolve, submit a DOC-400 **within the proper time limits** as indicated above, including all documentation/evidence to support the claim, with names of staff and dates of contact made.

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
ACCOUNTS/ DISBURSEMENT/ORDERS	BUSINESS OFFICE	FPS	CMSD
ACCESS TO CARE	HSU/PSU SUPERVISORS	DEPUTY WARDEN	
ADA CONCERNS	CMSD, ADA COORDINATOR/ B&G SUPERVISOR (Back-up)	DOC ADA COMPLIANCE DIRECTOR (not onsite-Madison address)	
ATTORNEY/COURT CALLS	RECORDS OFFICE STAFF	RECORDS SUPERVISOR	CPS
CANTEEN (bag must be unopened)	ICC	FPS	CMSD
CERTIFIED PEER SPECIALIST	UNIT STAFF	CO-CHAIRS	DEPUTY WARDEN
CHAPEL CLERGY VISITS	CHAPLAIN	CPS	DEPUTY WARDEN
CLASSIFICATION	CLASSIFICATION SPECIALIST	BOCM SECTOR CHIEF (not onsite- Madison address)	BOCM DIRECTOR (not onsite-Madison address)
CONDUCT REPORTS	SECURITY SUPERVISOR	SECURITY DIRECTOR	
CONDUCT REPORT APPEALS	WARDEN using DOC-91 form		
CORRECTIONAL OFFICER / CORRECTIONAL SERGEANT	SECURITY SUPERVISOR	SECURITY DIRECTOR	
CORRECTIONS PROGRAM SUPERVISOR (CPS)	DEPUTY WARDEN		

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
DENTAL	DENTAL STAFF	HSU MANAGER	
EDUCATION COURSES/CLASSES	TEACHER/SCHEDULER	EDUCATION DIRECTOR	DEPUTY WARDEN
EMERGENCY CONTACT FORMS	SOCIAL SERVICES/ASSIGNED SOCIAL WORKER	CPS	DEPUTY WARDEN
EMERGENCY TELEPHONE CALLS	ASSIGNED SOCIAL WORKER	CPS/SECURITY SUPERVISOR	DEPUTY WARDEN
EXTENDED/SPECIAL VISITS	ASSIGNED SOCIAL WORKER	CPS	DEPUTY WARDEN
EYE CARE (OPTICAL)	HSU STAFF	HSU ASSISTANT MANAGER	HSU MANAGER
FOOD SERVICE	FOOD SERVICE STAFF	FOOD SERVICE MANAGER	FOOD SERVICE ADMINISTRATOR
HAIRCARE BARBER/COSMETOLOGY SERVICES	COSMETOLOGY INSTRUCTOR	EDUCATION DIRECTOR	DEPUTY WARDEN
HAIRCUT (only RH and MSMU Wing 1)	UNIT SERGEANT	COSMETOLOGY INSTRUCTOR	EDUCATION DIRECTOR
HEALTH SERVICES	HSU STAFF	HSU ASSISTANT MANAGER	HSU MANAGER
HOBBY	HOBBY OFFICER	PROPERTY SERGEANT	PROPERTY SUPERVISOR
HOUSING UNIT PROBLEM/SECURITY ISSUES	UNIT OFFICER/UNIT SERGEANT	SECURITY SUPERVISOR/CPS	SECURITY DIRECTOR/ DEPUTY WARDEN
LAIP	ASSIGNED SOCIAL WORKER	RECORDS SUPERVISOR	CPS
LAUNDRY/STATE CLOTHING EXCHANGE	LAUNDRY OFFICER	SECURITY SUPERVISOR	SECURITY DIRECTOR
LAW LIBRARY/LIBRARY	LIBRARIAN	EDUCATION DIRECTOR	DEPUTY WARDEN
LEGAL LOAN/SUPPLIES	BUSINESS OFFICE/DESIGNEE	FPS	CMSD
LEP	LEP COORDINATOR	EDUCATION DIRECTOR	DEPUTY WARDEN
MAIL/PROPERTY	MAIL/PROPERTY STAFF	MAIL/PROPERTY SUPERVISOR	SECURITY DIRECTOR
MAINTENANCE REPAIRS	HOUSING UNIT STAFF	B & G SUPERVISOR	B & G SUPERINTENDENT

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
MEDICAL/DENTAL COPAYMENT	HSU ASSISTANT MANAGER	HSU MANAGER	
NOTARY SERVICE	LIBRARIAN / RECORDS OFFICE STAFF (Backup)	EDUCATION DIRECTOR/ RECORDS SUPERVISOR	DEPUTY WARDEN/CPS
OPEN RECORDS REQUEST	RECORDS SUPERVISOR/HSU STAFF	CPS/HSU MANAGER	DEPUTY WARDEN
PAROLE	SOCIALWORKER/RECORDS OFFICE STAFF	RECORDS SUPERVISOR	CPS
PERSONAL SAFETY/SPN/PROTECTIVE CUSTODY/VOLUNTARY CONFINEMENT	UNIT STAFF	SECURITY SUPERVISOR	SECURITY DIRECTOR
PROGRAMMING	SOCIAL WORKER/PSU	CPS/PSU SUPERVISOR/ MANAGER	DEPUTY WARDEN
PSYCHOLOGICAL SERVICES	ASSIGNED PSYCHOLOGIST	PSYCHOLOGICAL SERVICES SUPERVISOR/ MANAGER	DEPUTY WARDEN
PSYCHIATRY SERVICES	ASSIGNED PSYCHIATRIST	PSYCHIATRY MANAGER	DEPUTY WARDEN
RECREATION/COMMUNITY SERVICE	RECREATION LEADER	CPS	DEPUTY WARDEN
RELIGIOUS ISSUES/CHAPEL	CHAPLAIN	CPS	DEPUTY WARDEN
RESTRICTIVE HOUSING (RH) UNIT	RH UNIT SERGEANT	RH UNIT SECURITY SUPERVISOR/CPS	SECURITY DIRECTOR
SCHOOL/SCHOOL PAY	TEACHER	TEACHER/ SCHEDULER	EDUCATION DIRECTOR
SECURITY SUPERVISORS	SECURITY DIRECTOR	DEPUTY WARDEN	
SENTENCING INFORMATION/RECORDS	RECORDS OFFICE STAFF	RECORDS SUPERVISOR	CPS
SOCIAL SERVICE/LEGAL FILE REVIEWS	SOCIAL SERVICES STAFF	RECORDS SUPERVISOR	CPS
SOCIAL WORKER	CPS	DEPUTY WARDEN	
STAFF REPRESENTATIVE (ADVOCATE)	DUE PROCESS OFFICER	SECURITY SUPERVISOR	SECURITY DIRECTOR

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
TABLETS	INTAKE STAFF	MAIL/PROPERTY SUPERVISOR	SECURITY DIRECTOR
TRANSGENDER	CPS	PSU SUPERVISOR /MANAGER	DEPUTY WARDEN
VETERAN AFFAIRS	SOCIAL WORKER	CPS	DEPUTY WARDEN
VISITOR DENIAL/REMOVAL/ SUSPENSION	FILE DOC-400 INMATE COMPLAINT	VISITOR LETTER OF APPEAL TO THE WARDEN	
VISITS/VIDEO VISITS	VISITING ROOM OFFICER	SECURITY SUPERVISOR	SECURITY DIRECTOR
VISITING RESTRICTIONS	SECURITY SUPERVISOR	SECURITY DIRECTOR	
VISITING LIST	SOCIAL SERVICES STAFF	RECORDS SUPERVISOR	CPS
WORK ASSIGNMENT/PAY	WORK SUPERVISOR	BUSINESS OFFICE	FPS
WORK PROBLEM/TERMINATION	WORK SUPERVISOR	DEPUTY WARDEN	

DAI Handbook References – General Population

Accounts (funds)
(PLRA)]

28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act

38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)

Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments

Wisconsin Statutes s. 301.31 – Wages to prisoners

Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers

Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners

Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison

Wisconsin Statutes s. 303.065(5) – Work Release Deductions

Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision

Wisconsin Statutes Ch. 767 – Actions Affecting the Family

Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act

Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges

Wisconsin Statutes s. 973.042 – Child Pornography Surcharge

Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge

Wisconsin Statutes s. 973.045 – Crime Victim Witness

Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge

Wisconsin Statutes s. 973.05 – Fines

Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments

Wisconsin Statutes s. 973.06 – Costs

Wisconsin Statutes s. 973.20 – Restitution

1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)

Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard

Wisconsin Administrative Code Ch. DOC 303 – Discipline

Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates

Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose.

Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge

Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds

Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds

Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints

Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges

Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release

Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee

2017 WI Act 89 Requests	Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities. Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
ADA	Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235) Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services
Canteen	Wisconsin Statutes s. 301.27(2) – Vending Stands Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients Wisconsin Administrative Code s. 309.20 – Personal Property Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose Wisconsin Administrative Code s. 309.52 – Canteen Wisconsin Administrative Code s. 316.04 – Copayment
Classification Corrections Compact	Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Compensation (I/M)	Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Complaints (I/M)	WI Administrative Code 303 – Discipline WI Administrative Code 310 – Complaint Procedures
Contraband	Wisconsin Administrative Code Ch. DOC 303 - Discipline
Count	Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)

Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program
DNA Collection	Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014
HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Hygiene/Hair	Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 316 – Copayment
LEP	Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104

Law Library	Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix) Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying Wisconsin Administrative Code s. DOC 309.155 – Legal Services
Legal Loans	Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases) Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports) Wisconsin Statutes s. 809.62 – Rule (Petition for review) Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment) Wisconsin Statutes s. 974.06 – Postconviction Procedure Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence) Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail Wisconsin Administrative Code s. DOC 309.155 – Legal Services Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures
Library	American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336 American Library Association (ALA) – Library Bill of Rights American Library Association (ALA) – Freedom to Read Statement American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992) Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate mail Wisconsin Administrative Code s. DOC 309.05 – Publications
Mail	Wis. Stat. §19.31 Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail

	Wisconsin Administrative Code s. DOC 303.72 – Major penalties
	Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition
	Wisconsin Administrative Code s. DOC 309.02 – Definitions
	Wisconsin Administrative Code s. DOC 309.04 – Inmate mail
	Wisconsin Administrative Code s. DOC 309.05 – Publications
	Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose
	Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying
Marriages	Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministration Wisconsin Statutes Ch. 765 – Marriage Wisconsin Statutes Ch. 767 – Actions Affecting the Family Wisconsin Administrative Code s. DOC 309.06 – Visitation Wisconsin Administrative Code s. DOC 309.08 – Visiting List Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices
Meals	Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids
Medications	66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140 Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01and Medication Services, P-D-02
Name Changes (I/M)	Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
Notary Services	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Statutes s. 20.919 – Notary public Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property Wisconsin Statutes s. 706.07 – Uniform law on notarial acts Wisconsin Statutes s. 782.04 – Petition; contents Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages
Observation Placements	Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act Wisconsin Administrative Code Ch. DOC 311 – Observation Status
Phone Calls	Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls

Incl. Atty and International	Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, et seq. National Standards to Prevent, Detect and Respond to Prison Rape
Programming	Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need Assignment Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.40 – Clothing Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices,	Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons
Property and Diets	Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 303.35 – False names and titles Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice Wisconsin Administrative Code s. DOC 309.23 – Food
Room/Cell/Bunk Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches	Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution Wisconsin Administrative Code s. 306.17 – Search of Inmates

	Wisconsin Administrative Code s. 309.20 – Personal Property <u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Sex Offender Notification	Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law
Social Media Use (I/M)	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Urinalysis Testing	Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs Criminal Justice Drug Testing Act May 1990 Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings
Work Assignments	Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Visiting	Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate Wisconsin Administrative Code s. 306.18 – Search of Visitors Wisconsin Administrative Code s. 309.02 – Definitions Wisconsin Administrative Code s. 309.06 – Visitation Wisconsin Administrative Code s. 309.07 – Conduct During Visits Wisconsin Administrative Code s. 309.08 – Visiting List Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates Wisconsin Administrative Code s. 309.10 – Special Visits Wisconsin Administrative Code s. 309.11 – No-Contact Visiting Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges
Voting	Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors Wisconsin State Statute 301.03(3a) – General Corrections Authority Wisconsin State Statute 973.09(4m) - Probation Wisconsin State Statute 973.176(2) - Voting 2005 Wisconsin Act 451 – Relating to Administration of Elections

ACRONYMS & FORMS

AB	Abrahamson
ABE	Adult Basic Education
ADA	American with Disabilities Act
ADRC	Aging and Disability Resource Center
ATR	Alternative to Revocation
B & G	Buildings and Grounds
BOCM	Bureau of Classification Management
CBP	Cognitive-Behavioral Programming
CCE	Corrections Complaint Examiner
CIP	Challenge Incarceration Program
CMSD	Correctional Management Services Director
COD	Cash on Delivery
COMPAS	Correctional Offender Management Profiling for Alternative Sanctions Northpointe Suite software
CPS	Certified Peer Specialist
CPS	Corrections Program Supervisor
DAI	Division of Adult Institutions
DFLM	Digital Formatted Legal Material
DHS	Department of Health Services
DNA	Deoxyribonucleic Acid
DOC	Department of Corrections
DSR	Dental Services Request
DWD	Department of Workforce Development
ERP	Earned Release Program
ESL	English as a Second Language
FPS	Financial Program Supervisor
GED	General Education Diploma
GP	General Population
HIV	Human Immunodeficiency Virus
HS	Evening/bedtime
HSED	High School Equivalency Diploma
HSR	Health Service Request
HSU	Health Service Unit
ICC	Inventory Control Coordinator
ICE	Institution Complaint Examiner
ICRS	Inmate Complaint Review System
IC	Initial Classification
ID	Identification
I/M	Inmate
LAIP	Legal Assistance for Institutionalized Persons
LEP	Limited English Proficiency
MC	McCauley
MM/DD	Month Month/Day Day
MSMU	Monarch Special Management Unit

MWCC	Milwaukee Women's Correctional Center
OARS	Opening Avenues for Reentry Success
OCO	Out – Court Order
OWO	Out Warden's Order
P.O.	Post Office
PHI	Protected Health Information
PIOC	Persons in our Care
PRC	Program Review Committee
PREA	Prison Rape Elimination Act
PSR	Psychological Services Request
PSU	Psychological Services Unit
REECC	Robert E. Ellsworth Correctional Center
REG	Regular Account
REL	Release Account
RH	Restrictive Housing
RLS	Reentry Legal Services
RN	Registered Nurse
ROA	Risk of Abusiveness
ROV	Risk of Victimization
RS	Release Savings
SAV	Regular Savings
SOT	Sex Offender Treatment
SPED	Special Education
SUD	Substance Use Disorder
SW	Social Worker
TCI	Taycheedah Correctional Institution
TTY	Teletypewriter
TV	Television
UPS	United Parcel Service
USPS	United States Postal Service
WICS	Wisconsin Integrated Corrections System
WR	Work Release
WRS	Work Release Savings
WWCS	Wisconsin Women's Correctional System
DOC-21AA	Visitor Questionnaire
DOC-91	Appeal of a Contested Hearing Bilingual
DOC-184	Disbursement Request
DOC-237B	Property Disposition Bilingual
DOC-243	Notice of Non-Delivery of Mail/Publication
DOC-400	Inmate Complaint
DOC-400B	Inmate Complaint/Appeal (Continued), (this is the 2nd page if needed)
DOC-405	Inmate Complaint Appeal
DOC-643	Interview/Information Request
DOC-661	Hobby Enrollment Request
DOC-745	Release Plan Information
DOC-851	Inmate Emergency Contact Information

DOC-884	Visitor Information Change
DOC-1090	Religious Preference
DOC-1128E	Restrictive Housing Placement Allowed Property-WWCS
DOC-1163A	Authorization for Use and Disclosure of Protected Health Information
DOC-1290	Loan Application and Repayment Agreement
DOC-1292	Administrative Review of Classification Decision
DOC-1408	Inmate Work/Program Assignment/Placement
DOC-1631	Telephone Request Attorney Add/Delete
DOC-2182	Request for Review of Rejected Complaint
DOC-2530	Reasonable Modification Accommodation Request
DOC-2757	Library Attendance Log
DOC-2874	Certified Peer Specialist Participation Application
DOC-2919	Legal Mail Receipt Tracking
DOC-3035	Health Services Request
DOC-3035B	Psychological Services Request
DOC-3035C	Medication Refill Request
DOC-3392	Dental Services Request
DOC-3731	Rules for Carriable Medications
DOC-3732	Rules for Taking Restricted Medications