

WCCS
WINNEBAGO CORRECTIONAL CENTER
Persons In Our Care (PIOC)
HANDBOOK – 2024

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

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

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INTRODUCTION

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

You have been placed in a minimum custody facility. You are expected to demonstrate your ability to comply with rules and expectations. Winnebago Correctional Center (WCC) staff are here to help you and will monitor your behavior to ensure compliance with rules, promote public safety, and hold you accountable for your decisions. You are expected to be an active participant in case planning, which begins upon your arrival at WCC.

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

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

You are required to follow direction given to you by staff. If you disagree, you may request to discuss the issue following the identified chain of command located in this handbook or you may file a complaint using form DOC-0400. There is zero tolerance for profanity and aggression toward individuals with whom you come in contact.

It is your responsibility to read and be familiar with the contents of this handbook. Contact staff if you need help reading or understanding these rules. Additional rules and information will be posted throughout the center. You will be charged \$6.00 if you damage or lose this handbook.

CENTER CONTACT INFORMATION:

INCOMING AND OUTGOING MAIL

Winnebago Correctional Center
PO Box 189
Phoenix, MD 21131

LEGAL MAIL

Winnebago Correctional Center
4300 N Sherman Rd.
PO Box 219
Winnebago, WI 54985-0219

Phone: (920) 424-0402

Fax: (920) 424-0430

ORIENTATION TO WCC

WCC has a standardized orientation/intake process that encompasses center expectations and the code of conduct for persons in our care (PIOC). You will be given a preliminary orientation on your day of arrival and a more comprehensive orientation soon thereafter. The Superintendent/designee and staff conduct orientation sessions on a regular basis. You must attend the first scheduled comprehensive session after your arrival.

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

You Are Expected To

- ❖ Address all non-uniformed staff by Mr., Mrs., or Ms.
- ❖ Address all security staff by their rank, either Sergeant or Captain
- ❖ You are not allowed to address staff by their first names
- ❖ Treat fellow PIOC and staff with dignity and respect
- ❖ Address your treatment needs
- ❖ Participate in center programs and activities
- ❖ Maintain a positive attitude
- ❖ Complete your job assignments to the best of your ability, in a timely manner, and with a positive or neutral approach
- ❖ Care for the center buildings, contents and property
- ❖ Keep the facility clean and in good order
- ❖ Notify staff when you observe something that is a safety hazard
- ❖ Follow the Department of Corrections (DOC) Administrative Rules, Division of Adult Institutions (DAI) Policies and Procedures, Winnebago Correctional Center (WCC) rules and staff direction

AFFORDABLE CARE ACT (ACA) COMPLIANCE

The DOC provides PIOC nearing release the opportunity to apply for Wisconsin's Medicaid programs in accordance and compliance with the Affordable Care Act (ACA).

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

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

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

- ❖ DAI will ensure fair and equitable treatment of PIOC and members of the public with disabilities who seek access to DAI services, programs or activities
- ❖ The center's ADA Coordinators is the superintendent
- ❖ To request consideration for accommodation under the ADA, please complete the top portion of the Reasonable Modification/Accommodation Request form, DOC-2530
- ❖ Forward your request to the captain

CANTEEN

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

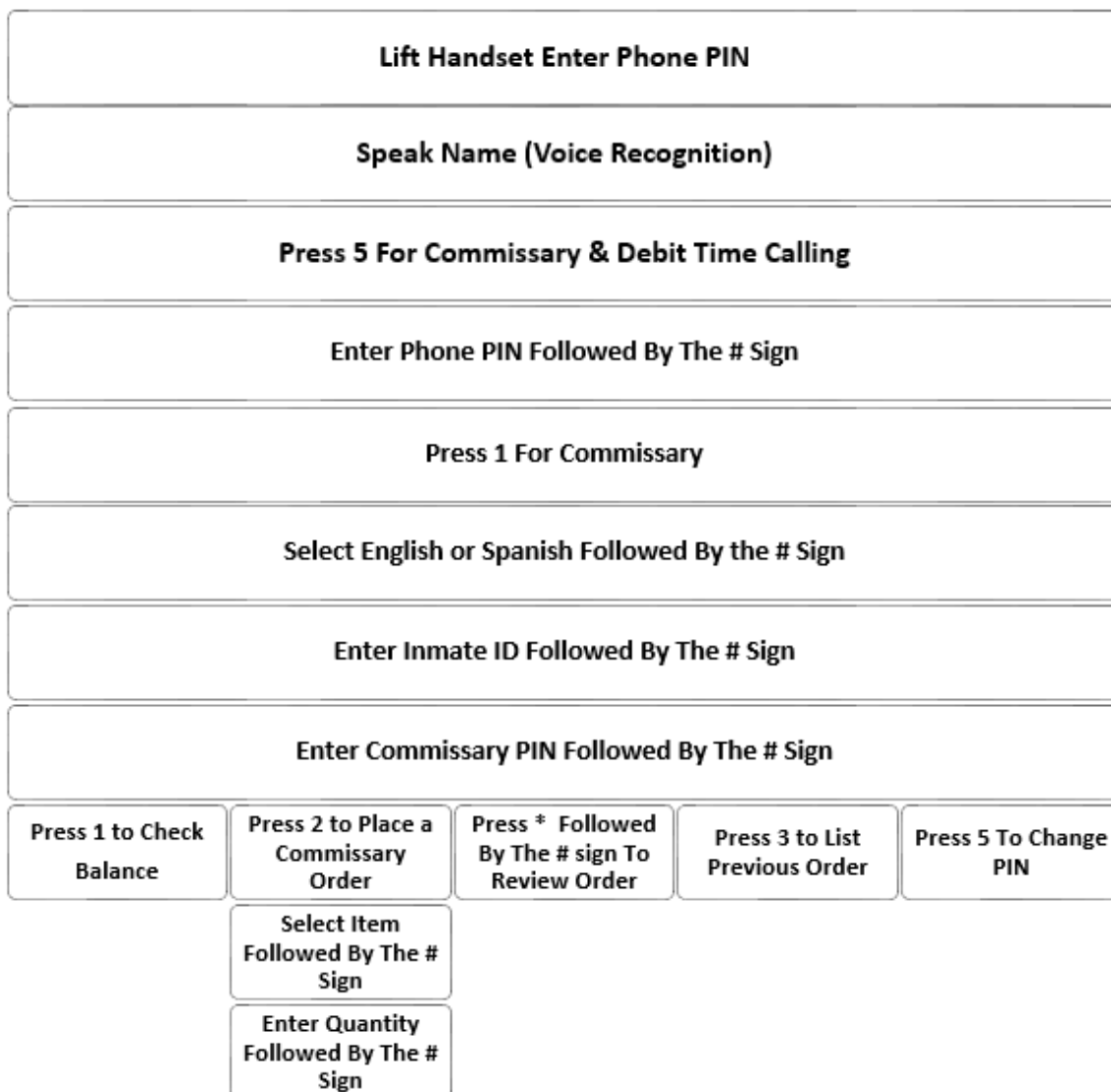
- ❖ You will receive a canteen menu from property when you first arrive
- ❖ A Canteen menu is also posted on the dayroom bulletin board
- ❖ Canteen menus are updated twice a year
- ❖ Changes to canteen or updates to the order process will be posted in the day rooms
- ❖ Canteen is ordered weekly
- ❖ All canteen orders must be entered in the system by 11:00 p.m., on Tuesdays
- ❖ There will be no substitutions for items
- ❖ The maximum amount you may spend in one week is \$65
- ❖ Canteen distribution is typically on Thursday
- ❖ If you have a problem with your order, notify the Canteen Sergeant, immediately
- ❖ Items purchased through canteen cannot be sent out on visits or through the mail
- ❖ Any additional canteen over the above property storage limit will be considered contraband
- ❖ If you encounter a problem with Trust Account Statement, notify the Financial Specialist via inmate interview request form (DOC-0643)

CANTEEN PHONE SYSTEM

Follow the steps on the CANTEEN Phone Diagram. The diagram is also posted near the phones.

- ❖ You will be required to enter a secure 4-digit PIN code
- ❖
- ❖ Your initial commissary pin number will be your month and day of birth (i.e. your birthday is July 4th – your initial PIN will be 0704)
- ❖ Once you are in the system, you will begin placing your order
- ❖ The system will read back your order items and quantity, along with your balance
- ❖ You are able to make changes to your order at any time before the orders are pulled on Tuesdays at 11:00pm.

CANTEEN PHONE TREE DIAGRAM



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

CENTER JOB ASSIGNMENTS

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

- ❖ All PIOC are expected to perform a center job assignment for at least 30 days for a monitoring period, some may be longer due to classification or programming needs.
- ❖ Work is supervised and evaluated by staff. A positive work/job evaluation is required to progress to another job or community job assignment.
- ❖ Ensure you read the job description, understand the job description, and direct questions to our staff

CHAIN OF COMMAND

WCC encourages you to ask questions and to do so in an appropriate manner. To contact a staff member, complete DOC-0463 and allow staff five working days to respond to your interview request form (DOC-0643)

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

TITLE of Office
WISCONSIN CORRECTIONAL CENTER SYSTEM
PO BOX 7969
MADISON WI 53707-7969

CHAIN OF COMMAND CHART

| CONCERN | 1 ST LEVEL | 2 ND LEVEL | 3 RD LEVEL |
|---|---|--|--|
| Accounts | Financial Specialist | Captain | WCCS PIOC Accounts |
| American Correctional Assn (ACA) | Social Worker | Captain | Superintendent |
| Alcohol and Other Drug Abuse (AODA) & Other Programs | Social Worker | Program Supervisor or Treatment Specialist | Superintendent |
| Barber | Barber Sergeant | Captain | Superintendent |
| Canteen | Canteen Sergeant | Captain | WCCS Financial Specialist |
| Dental | Nurse/Health Services Manager | Captain | Superintendent |
| Emergency Contact Forms | Social Worker | Captain | Superintendent |
| Education | Social Worker | Captain | Superintendent |
| Food Services | Food Service Leader | Captain | Superintendent |
| Health Services | Nurse/Health Services Manager | Captain | Superintendent |
| Hobbies | Property Sergeant | Captain | Superintendent |
| Housing Unit Issues | Sergeant | Captain | Superintendent |
| Interstate Compact | Social Worker | Superintendent | N/A |
| Jobs - Center | Individual Work Supervisor | Captain | Superintendent |
| Laundry | Laundry Sergeant | Captain | Superintendent |
| Legal Loans | Captain | Superintendent | WCCS Correctional Management Services Director |
| Library | B-Bldg. Sergeant. | Captain | Superintendent |
| Mail | Property Sergeant | Captain | Superintendent |
| Medical Co-Pay | Nurse/Health Services Manager | Captain | Superintendent |
| Notary Services | Social Worker or Offender Records Associate | Captain | Superintendent |
| Open Records Request | Superintendent | N/A | N/A |
| Parole | Social Worker | Captain | Superintendent |
| Prison Rape Elimination Act (PREA) Compliance Manager | Captain | Superintendent | Warden |
| Project Crew | Project Crew Sergeant | Captain | Superintendent |
| Program Review Committee | Social Worker | Offender Classification Specialist | Superintendent |
| Property/UPS | Property Sergeant | Captain | Superintendent |
| Psychological Services | PSU/Health Services Manager | Captain | Superintendent |
| Records | Social Worker | Captain | Superintendent |
| Recreation | Property Sergeant | Captain | Superintendent |
| Religious Concerns | Captain | Superintendent | Warden |
| Sentencing Information | Social Worker | WCCS Records Office | WCCS Program Services Supervisor |
| Social Security Card | Work Release Coordinator, Employment Services Specialist, Social Worker | Captain | Superintendent |
| Veterans Affairs | Social Worker | Captain | Superintendent |
| Visiting Information | Social Worker | Captain | Superintendent |
| Work Release | Work Release Coordinator | Captain | Superintendent |

COMMUNITY SERVICE

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

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

COMPLAINT PROCEDURE

The Department maintains an Inmate Complaint Review System (ICRS) accessible to all PIOC. The Captain acts as the Institution Complaint Examiner (ICE) in the Center System.

- ❖ Prior to filing a formal complaint, you must attempt to resolve the issue by following the designated process specific to the subject of the complaint
- ❖ PIOC who do not feel comfortable using English to file a complaint, may file in their native language
- ❖ Each complaint shall contain one (1) clearly identified issue and contain sufficient information for the department to investigate
- ❖ File no more than one (1) complaint per calendar week. A calendar week is Sunday through Saturday
- ❖ Complaints regarding your medical health, mental health, personal safety, allegations of sexual abuse or sexual harassment (PREA) have no timeline requirement
- ❖ Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE
- ❖ The ICE will acknowledge your complaint within ten (10) days of receipt or return the complaint to you with further instructions
- ❖ Challenges to a complaint or submission returned by the Corrections Complaint Examiner (CCE), a parole commission decision, a classification decision, records or actions not originated by the division, the declination or denial of a public record request, the content of health care records, actions of the legislature, court decisions or orders, are not subject to review through the Inmate Complaint Review System (ICRS)
- ❖ If the complaint contains a foreign substance or obscene, profane, abusive, or threatening language, unless such language is necessary to describe the factual basis of the complaint, a complaint or appeal will not be processed and a referral for disciplinary action may occur in accordance with Wisconsin Administrative Code Chapter DOC 303

Procedure

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

PREA Complaints

- ❖ PIOC may file a complaint alleging sexual abuse using the procedures under this chapter
- ❖ PIOC may file a complaint regarding sexual abuse or sexual harassment at any time
- ❖ If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment time limits apply
- ❖ PIOC are not required to resolve an issue with the staff member who was the subject of the complaint, or to file a complaint regarding sexual abuse or sexual harassment with the staff member, who was the subject of the complaint
- ❖ Complaints filed under this section will be referred for a PREA investigation
- ❖ Third parties, including fellow PIOC, staff members, family members, attorneys, and outside advocates, shall be permitted to assist PIOC with filing a request for administrative remedies relating to allegations of sexual abuse or sexual harassment and shall also be permitted to file such requests on behalf of PIOC.
- ❖ Emergency grievance procedures for complaints alleging a PIOC at substantial risk of imminent sexual abuse or sexual harassment:
 - PIOC may contact any staff member who is not the subject of the allegation for immediate corrective action
 - PIOC may contact a third party (e.g. family or friend)
 - PIOC may file a complaint
 - Complaints collected under Wisconsin Administrative Code Chapter DOC 310, shall be immediately forwarded to the warden
 - Reports of substantial risk of imminent sexual abuse or sexual harassment outside of the complaint process under this chapter shall be immediately forwarded to the warden
- ❖ The warden/superintendent may discipline PIOC for filing a complaint related to alleged sexual abuse or sexual harassment, only if able to demonstrate the PIOC filed the complaint in bad faith
- ❖ Time frames are waived for PREA allegation complaints. Time frames are not waived for the PREA complaint Appeals
- ❖ The ICE will conduct an impartial investigation of the complaint using whatever sources are deemed important
- ❖ The ICE submits a detailed report and recommendation to the Superintendent
- ❖ The Superintendent/designee will review the complaint and make a formal decision

CONDUCT REPORT DISPOSITIONS AND APPEAL PROCESS

Room Confinement

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

- ❖ During the hours of confinement, PIOC must remain in their room as directed
- ❖ All personal business such as phone calls, kiosk use, microwave area, request forms, etc. must be conducted prior to the beginning of the confinement or with specific approval as determined by the Superintendent/designee
- ❖ PIOC will continue to perform their center job duties and work release assignment as assigned
- ❖ PIOC will have no recreation, TV room or library access (unless they have permission to use law library)
- ❖ PIOC may not participate in off grounds activities
- ❖ PIOC may attend meals, visits, religious services and authorized program activities on grounds
- ❖ Specific times to conduct personal business are:

| | | | |
|-----------------|-----------------|-----------------|-----------------|
| 08:00 am Census | 12:00 pm Census | 04:00 pm Census | 08:00 pm Census |
|-----------------|-----------------|-----------------|-----------------|

- ❖ PIOC will be permitted one (1) phone call, one (1) shower and one (1) use of the kiosk per day, and only during these the times
- ❖ Bathroom is available at reasonable intervals, with staff permission

Building Confinement

PIOC under this disposition are confined to the building for a minimum of twenty-four (24) hours, with the following exceptions: Work Assignment, Program Activities, Visits and Religious services.

Conduct Report Appeals

If PIOC decide to appeal a conduct report disposition, PIOC must submit the appropriate appeal form to Wisconsin Correctional Center Systems (WCCS) via mail.

- ❖ To submit an appeal in accordance with Wisconsin Administrative Code Chapter DOC 303, PIOC must mail the completed Appeal of a Contested Hearing form, DOC-0091 within ten (10) days of their receipt of the Major Disciplinary Hearing form, DOC-0084. Appeals should be mailed to:

WCCS – CONDUCT REPORT APPEAL
3099 E WASHINGTON AVE
PO BOX 7969
MADISON WI 53707-7969

Loss of Recreation

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

- ❖ Unless specifically identified as part of the disposition, PIOC may use the library and TV room

CONTRABAND

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

- ❖ You are prohibited from possessing any personal information concerning staff and/or other family members of staff
- ❖ Such information includes, but is not limited to, address, telephone number, driver's license, school records, financial records, divorce, adoption, or arrest records, and any other unique identifiers.
- ❖ You shall not have contraband in your possession at any time, including your personal room, center work location, project crew site, and/or work release site
- ❖ Items that are not listed on your property inventory, items in excess of allowed amounts, items specifically prohibited by law, code, or policy are considered contraband
- ❖ When returning from off-ground activities or events, you are not permitted to bring any items back to the center, with the exception of your water container, cooler or other approved items for PIOC on work release

COUNTS

Formal Counts

A formal count is a count taken at specific times during each 24-hour period.

- ❖ Standing counts require you to stand in a pre-designated area at a specified time
- ❖ WCC has six (6) formal/standing counts throughout the day
- ❖ The following are the listed times and locations of the mandatory formal and standing counts:

| | |
|----------|---------------------------------|
| 1:00 am | On or in Bed |
| 6:15 am | Standing (lights on, door open) |
| 10:00 am | Standing (lights on, door open) |
| 2:15 pm | Standing (lights on, door open) |

| | |
|---------|---------------------------------|
| 6:00 pm | Standing (lights on, door open) |
| 9:15 pm | Standing (lights on, door open) |

- ❖ Standing counts require you to stand at the side of your bunk ensuring you are visible to staff with the room door open

Census Counts

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

- ❖ Everyone is expected to be at count on time
- ❖ Work release PIOC are expected to attend counts if they have been in the center for eight (8) hours
- ❖ The only exception for missing count is if you are on work release and returned to the center between 12:00 a.m. and 8:00 a.m. and you are sleeping
- ❖ You must stand for counts if you elect to stay awake, after returning from a 3rd shift job
- ❖ Count is announced via the “all call or public address” system
- ❖ You must return to your room or the designated area until it is announced that count is "clear"
- ❖ This includes working on center grounds, unless otherwise directed by a supervisor or a Sergeant

Emergency Counts

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

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

Security Rounds

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

| |
|-------------------------------------|
| DRESS AND GROOMING STANDARDS |
|-------------------------------------|

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

- ❖ Form fitting/overly tight or oversized clothing is not permitted
- ❖ You shall wear your state issued ID, around your neck at all times except:
 - In the shower
 - In the cell
 - If actively engaged in exercise activity
 - At off-grounds work
 - At court

- As directed by a staff member for safety reasons
- ❖ You are responsible for the cost of replacing lost, stolen, or damaged lanyards or ID cards
- ❖ Lanyards and work IDs issued by community work release sites, are not to be used with your State issued ID cards
- ❖ You shall be fully clothed when outside of your room, including undergarments, socks and shoes
- ❖ Shoes must be worn with socks, on your feet and entirely in the shoe with the shoe tied or secured
- ❖ Pajamas, robes, or slippers may only be worn outside of your room during the hours of:

| | |
|--------------------|---|
| 9:30 pm to 6:00 am | When going to or from the shower/bathroom |
|--------------------|---|

- ❖ Shower shoes may only be worn to and from the bathroom or in your room
- ❖ A cover up and undergarments must be worn in your room
- ❖ You may not lounge naked or only in your undergarments, at any time
- ❖ Hair combs, picks, pens, or pencils are not to be worn in your hair
- ❖ Shower caps and curlers may only be worn in your room and when moving from the hair care room or bathroom
- ❖ Durags may only be worn in your room
- ❖ Winter long underwear may only be worn under pants and shirts
- ❖ Coats, mittens, gloves, hats, caps and scarves may be worn inside only when entering and leaving the building
- ❖ Sunglasses may not be worn indoors

Clothing Size Guidelines

Pants

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

Shirts

- ❖ Sweatshirts, shirts, and t-shirts are sized based on your chest and/or neck measurements
- ❖ Chest size is measured just below your PIOC's armpits

Administration, Dining Room and Visiting:

You shall be completely and properly dressed when entering the Administration, Dining Room, and Visiting areas.

Proper Attire Includes

- ❖ Your ID
- ❖ A short-sleeve t-shirt or green shirt tucked into your pants
- ❖ Sweatshirt
- ❖ Underwear
- ❖ State-issued green pants or blue jeans

- ❖ Socks
- ❖ Shoes or boots

If you do not arrive in the proper attire, you will be sent back to your room to change.

Off Site Medical and Dental

You must wear your ID, State-issued greens (shirt and pants) and boots when at these locations. You are also required to be completely dressed when reporting to HSU at DACC.

DUTY TO REPORT ILLEGAL ACTIVITY

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

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

EMERGENCY CONTACTS

PIOC Emergency

In an emergency, center staff may need to talk with your designated emergency contacts.

- ❖ Make sure all information is kept up-to-date
- ❖ Changes can be made by completing the Inmate/Youth Emergency Contact Information (DOC-0851)
- ❖ Provide the names, addresses, and phone numbers of one (1) Emergency Primary Contact and one (1) Emergency Alternate Contact
- ❖ This form does not permit disclosure of protected health information to the emergency contacts
- ❖ Complete a DOC-1163A, Authorization for Use and Disclosure of Protected Health information to be filed in your Health Care Record
- ❖ Forms and questions should be directed to your assigned social worker

Family Emergency

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

- ❖ Report the necessary information to your assigned social worker
- ❖ Your assigned social worker will handle any referrals or follow-up as needed

Deathbed or Funeral Visits

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

- ❖ Provide your assigned social worker with details to confirm the information
- ❖ Superintendent approval is required
- ❖ Out-of-state trips are not allowed

| |
|-----------------------------|
| EMERGENCY PROCEDURES |
|-----------------------------|

Drills

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

Fire Alarm

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

- ❖ Immediately leave the building, accessing the nearest exit
- ❖ Exit locations are posted throughout the center
- ❖ Assemble outside the building as follows:

| | |
|------------|-----------------------------|
| A-Building | A-Building Basketball Court |
| B-Building | B-Building Basketball Court |

- ❖ Remain in this area until you receive further instructions from staff
- ❖ Keep noise levels to a minimum so that everyone can hear staff instructions
- ❖ Follow all staff instructions
- ❖ An emergency count will be taken for accountability
- ❖ Do not go back into the building until directed to do so by staff

Other Emergencies

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

Power Failure

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

- ❖ During nighttime hours, you should report to your room
- ❖ Remain in your room until you receive direction from staff

Tornado Procedures

When a tornado warning is announced by staff:

- ❖ A-Building PIOC, will report to the hallway outside your rooms (away from windows)
- ❖ B-Building PIOC, will report to the B-Building basement
- ❖ PIOC may use mattress from their bunk to cover themselves
- ❖ Do not leave the assigned area, until directed to do so by staff
- ❖ Staff will give you further instruction as needed

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

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

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

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

ESCAPE PRECAUTIONS

You are responsible for knowing all center limits.

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

HEALTH SERVICES

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

Access to Medical Records

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

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

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

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

DODGE CORRECTIONAL INSTITUTION
ATTN: INACTIVE CENTRAL MEDICAL RECORDS
1 WEST LINCOLN ST
PO BOX 661
WAUPUN WI 53963-0661

Co-Payment

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

Emergencies:

Notify any staff member immediately.

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

Health Professional Referral

The HSU staff will assess you and determine how to proceed

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

Lay-in and Sick Cell

Lay-In

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

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

Sick Cell

Paid status at an involuntary unassigned rate

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

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

- ❖ The on-call nurse will be contacted if your health appears to have deteriorated and you require immediate medical assistance
- ❖ Contact with the on-call nurse shall also be made in the event staff has any concerns or questions about your health/needs
- ❖ You must remain in your room with the door closed or at your assigned bed
- ❖ You may be required to turn in all of your electronics
- ❖ Unless excused by Health Services, staff will determine if you will report to the dining room or receive an in-room tray
- ❖ You will only be allowed to leave your room, or assigned bed, to use the washroom, shower, attend meals, in the event of an emergency, or due to change in medical status
- ❖ You will participate in the formal counts unless medically excused by HSU personnel
- ❖ If it is determined you have a contagious illness, activities and visitation may be restricted for the safety of others
- ❖ Sick cell may only be extended on a day-to-day basis with the approval of a health care professional

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

- ❖ If you are placed into a sick cell or lay-in status on a Friday, you will remain in that status until the following Monday or until cleared by Health Services
- ❖ If you are placed in sick cell status as a result of an injury sustained in a job-related accident, you shall be compensated at the rate you were earning in your center job

Medication Pass and Medication Refill Process

- ❖ You must report in person to the sergeant station when called for medication pass to take or refuse your medications at the scheduled time. Refusing to report may result in violation of 303.50, Punctuality and Attendance.
- ❖ You shall have DOC state issued ID visible for identification
- ❖ All medication must be kept in the original container and locked in your footlocker, drawer or cabinet
- ❖ Medications may never be sold, loaned, traded or given to another PIOC
- ❖ To request a refill of your medication, complete a Medication/Medical Supply Refill Request, DOC-3035C
- ❖ Place the form in the HSU mailbox
- ❖ You will receive notice of the status of your refill request
- ❖ Allow seven (7) days for all medication refill requests to be reviewed
- ❖ Over-the-counter (OTC) medications must be purchased from canteen

Nursing Services

Nursing services at WCC are available Monday through Friday from 6:30 am to 7:00 pm with limited hours on the weekends. Times may vary based on staffing availability.

PIOC-Initiated Requests Include

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

Routine Concerns

- ❖ Complete a Health Service Request and Copayment Disbursement Authorization, DOC-3035
- ❖ Place in the housing unit HSU mailbox. It will be collected by HSU staff

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| HOUSING RULES AND GUIDELINES |
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An important part of everyday living consists of how you present yourself, your personal hygiene, and the condition of your living area.

Bulletin Boards

- ❖ Information such as rule changes, schedules, announcements, appointments, and center information will be posted on the bulletin boards or on the WCC CCTV channel
- ❖ Check for and read any new postings daily
- ❖ You are responsible for knowing this information
- ❖ Bulletin boards are located at the following locations:

| | |
|------------|--|
| A-Building | Dayroom |
| B-Building | Dayroom - Across from the control center, at the entrance to the dining room |

- ❖ You shall not post, remove or alter any material on the bulletin boards

Center Grounds

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

Cleaning Supplies

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

Floor Closure Times

- ❖ Officer Control and PIOC hallways are closed 10 minutes before each count time
- ❖ The floors will re-open when staff makes the announcement

Inside the Center

- ❖ Officer Control is off limits to PIOC
- ❖ Only staff may identify persons and authorize entry into the building
- ❖ Do not loiter in front of Control or in the hallway for any reason
- ❖ Do not remain in or enter the dining room, visiting room, or kitchen at any time without permission
- ❖ You may only enter the hallway of your assigned room
- ❖ Do not prop open any door without staff permission
- ❖ All socializing is to be done in the dayroom
- ❖ Dayrooms are open from:

| | |
|---------------------|-------------------------|
| 6:30 am to 11:00 pm | Sunday through Thursday |
| and | |
| 6:30 am to 12:00 am | Friday and Saturday |

- ❖ No personal cups or mugs are allowed in the dining room
- ❖ Canteen food items are only allowed in and can be consumed in your room
- ❖ You are expected to walk at a normal pace
- ❖ Running in the center is not allowed
- ❖ Notify staff of any items that are broken or in need of repair
- ❖ You are expected to be seated when using the dayrooms
- ❖ Razors must be disposed of properly by placing them in the puncture proof container located in the designated area
- ❖ In accordance with the Prison Rape Elimination Act (PREA) standards, an audio and visual (blue light) notification will be made, when a person who is the opposite gender of PIOC assigned to a housing unit, enters the unit

Notary Services

- ❖ To request notary service, complete an Interview/Information Request, DOC-0643
- ❖ Notary requests for Power of Attorney (POA) for Finance shall be submitted to the Captain. Send other completed requests to the Notary.
- ❖ The Notary will schedule an appointment with you to review the documents and determine if the service will be provided, in accordance with DAI Policy #300.00.56 Notary Services to PIOC
- ❖ Do not sign documents, prior to your appointment with the Notary

Personal Electronics

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

Room Assignment/Living Quarters

- ❖ A Sergeant will assign you to a room upon your arrival
- ❖ You are not permitted to select your own roommate
- ❖ You are responsible for any damage and/or contraband in your room
- ❖ Report damage/contraband to a Sergeant, immediately
- ❖ You will be held responsible, if you do not report damage and/or contraband
- ❖ A padlock will be provided for the footlocker, if requested
- ❖ You will be charged \$10 for replacement of a lost or damaged padlock
- ❖ Anytime you are assigned a new room, you are responsible for fully cleaning the room you are vacating before you move
- ❖ You must take all your bedding with you, including sheets, blankets, pillowcases, and towels
- ❖ Leave the pillow and mattress
- ❖ Inspect your new room as soon as you move in

Room Key

- ❖ You will be issued one key
- ❖ If you lose or break your room key, or leave the center upon release with your room key, you will be charged \$8 for a replacement key
- ❖ Inspect your key frequently for damage or cracks
- ❖ If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge
- ❖ You must turn your key in to the Sergeant, when you leave the center and pick it up upon returning

Room Regulations

- ❖ Staff must have a clear and unobstructed view of your room at all times
- ❖ No items may be placed in the window of your room door
- ❖ Room/furniture layouts are standardized
- ❖ You may not rearrange the furniture in your room
- ❖ Rooms must be kept clean at all times
- ❖ Beds must be made when you are not sleeping in them
- ❖ Do not place anything in front, behind or near the door that interferes with opening and closing of the door
- ❖ The room door must be locked at all times, whether you are inside or outside of the room
- ❖ Do not tamper with the door lock
- ❖ Do not put any object in the door to hold it open or keep it from closing completely
- ❖ Do not tamper with the smoke detector for any reason

- ❖ Covering the smoke detector's sensors is prohibited.
- ❖ The bulletin boards in your room are used to hang photos of family and friends, cards, calendars and schedules
- ❖ Posters and cutouts from magazines are contraband and will be removed by staff
- ❖ Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, bed, footlockers, Intercom speakers (A-Building) or blinds, by any method
- ❖ Television antennae are permitted in windows to facilitate reception
- ❖ Cords, string or other material may not be strung across the ceiling, floors, or walls
- ❖ Talking to someone outside of your window is not allowed
- ❖ Do not place anything on the windowsill

Room Inspections

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

Storage

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

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| KIOSKS |
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Kiosk use shall be in accordance in accordance with DAI Policy # 309.00.53

- ❖ Kiosks are available when dayroom/common areas are open
- ❖ You are allowed three (3) twenty (20) minute sessions per day

Locations:

| | |
|------------|--|
| A-Building | Two kiosks are located in the A-wing hallway |
| B-Building | A kiosk unit is available in the lobby area |

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| LAUNDRY |
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Center Laundry

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

- ❖ You are not allowed in the center laundry room at any time
- ❖ You are responsible for all clothing issued to you
- ❖ Damaged state-issued clothing and laundry is exchanged on a one (1) for one (1) basis. You must turn in an item to receive the same item. Write the property Sergeant.
- ❖ All knots must be removed prior to turning in your sheets
- ❖ Upon your release from the center, you are to return all State-issued clothing and laundry items to center laundry

Personal Laundry

Washers and dryers for personal use, are located on the ranges in A-Building and on the second floor in B-Building. Each person will have one (1) laundry bag assigned to them.

- ❖ You are responsible for that laundry bag
- ❖ You will be charged \$8.50, if bag is not turned in, upon transfer
- ❖ Only the Laundry workers are approved to be in the unit laundry room
- ❖ The laundry room will be open all three shifts

| | | |
|----------|----|---------------------------------|
| 6:00 am | to | 2:00 pm |
| 2:00 pm | to | 10:00 pm |
| 10:00 pm | to | 6:00 am (with staff permission) |

- ❖ This excludes, meal times, count times, and special movement
- ❖ You are responsible to pick up your laundry at the laundry room
- ❖ You are responsible to bring laundry soap when you drop off your dirty clothes
- ❖ Only personal clothes are allowed, no state clothes
- ❖ Laundry will be washed/dried in the order received
- ❖ WCC will not be responsible for damaged/lost items
- ❖ Ensure laundry bag is tied and all pockets on clothes are emptied

LIBRARY

PIOC have access to a center library and a center law library.

- ❖ PIOC must have an active or current case to access the law library
- ❖ To schedule time for the law library, send an Interview/Information Request, DOC-0643 to: Law Library (B-Building Control)
- ❖ Legal Assistance to Institutionalized Persons (LAIP)/Remington Center Desk Reference information is also available
- ❖ Review applicable policies regarding the use of Universal Serial Bus (USB) flash drives and storing legal documents (DAI Policy #300.00.15 Development and Use of PIOC Portfolio, DAI Policy #300.00.67 Digital Formatted Legal Materials, and DAI Policy #309.15.01 Law Library).

In accordance with DAI Policy #300.00.15

- ❖ PIOC will not be in possession of a USB flash drive at any time unless authorized by staff

- ❖ PIOC may obtain one (1) USB flash drive, to store electronic file copies (resumes or cover letters), which will be stored with PIOC vital documents. No personal documents or legal documents allowed on this flash drive.
- ❖ Policy permits you to have digital legal materials for active or current cases, which will be stored with your vital documents. No personal documents or files (resumes or cover letters) on this flash drive.

Library materials will be accessible to all PIOC in accordance with DAI and Center Guidelines

- ❖ Use of the library/reading room is available to PIOC Monday through Saturday:

| | | | |
|------------|---------------------|-----|--------------------|
| A-Building | 9:00 am to 10:00 am | and | 7:00 pm to 7:45 pm |
| B-Building | 12:30 pm to 1:30 pm | and | 6:00 pm to 6:45 pm |

- ❖ A total of three (3) items may be checked out at one time
- ❖ Items may be checked out for a period of two (2) weeks
- ❖ Loss of, damage to, or failure to return items may result in disciplinary action, including restitution and/or suspension of library privileges
- ❖ A computer and/or typewriter may be available for use, while at the center

LIMITED ENGLISH PROFICIENCY (LEP)

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

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

MAIL REGULATIONS

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

- ❖ With the exception of the parties listed in Wisconsin Administrative Code Chapter DOC 309, staff may open and inspect all mail received at the center
- ❖ All incoming and outgoing mail must be processed through TextBehind.

- ❖ Advise correspondents that the correct postage must be on their mail
- ❖ Centers do not accept "Postage Due" mail
- ❖ You may write and receive correspondence from anyone as long as the person has not been denied and the correspondence does not violate federal, State, DOC or center policies and procedures
- ❖ There is no limit on the number of letters sent out or received
- ❖ You may possess up to twenty-five (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
- ❖ Saturday mail processing is determined by staffing level at the center

Incoming Mail

The address on incoming mail and correspondence you receive must include your complete incarcerated name, DOC # and facility name as part of your address.

- ❖ Inform those who write you to include your complete incarcerated name, DOC # and facility name as part of your address information when addressing any correspondence to you
- ❖ Mail received that is not properly addressed will be returned to the sender
- ❖ If incoming mail is denied, both you and the sender will be notified
- ❖ Legal mail is subject to staff inspection in your presence
- ❖ Mail will be delivered at 12:30 pm, 4:15 pm and 7:30 pm approximately and announced by staff
- ❖ If you transfer to another institution, mail received at the center will be forwarded to you, for thirty (30) days
- ❖ It is your responsibility to notify magazine or newspaper publishers of your new address
- ❖ Prior to your release, you will be asked for a forwarding address
- ❖ Released PIOC mail will be returned to sender, unopened

Outgoing Mail

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

- ❖ A Disbursement Request, DOC-184 payable to: WCC–Postage should be completed in full and accompany each envelope/package or parcel being mailed
- ❖ Envelopes, packages, parcels and disbursement (DOC-184) requests with incomplete information will be returned to you for correction
- ❖ Mail with a "Legal Mail" notation on the envelope or its contents, is not excluded from review until staff have verified the claim of legal discussion by reading a portion of the correspondence
- ❖ If an envelope labeled "Legal Mail" is submitted sealed, it will be opened by staff in your presence
- ❖ TIS Petition for Sentence Adjustment requests must be submitted to your assigned social worker for processing before being mailed out
- ❖ PIOC-to-PIOC correspondence will be submitted unsealed
- ❖ Staff will read incoming and outgoing PIOC-to-PIOC mail for contraband
- ❖ If an envelope/package does not identify the sending PIOC, it will be opened and reviewed by staff to attempt to determine the sender

Outgoing Mail - Continued

- ❖ There are additional charges associated with certified mail

- ❖ Anticipate additional processing time when sending certified mail
- ❖ No drawings are allowed on envelopes or packages
- ❖ All outgoing mail is to be placed in the housing unit mail box
- ❖ Outgoing mail may be opened and inspected for contraband
- ❖ As directed in Wisconsin Administrative Code Chapter DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin State Prison System
- ❖ Outgoing mail must have correct postage on each item
- ❖ If outgoing correspondence is denied, you will be notified
- ❖ If additional postage is necessary, a Disbursement Request, DOC-184 payable to: WCC–Postage may be used in conjunction with the stamp for additional postage
- ❖ If you do not have sufficient funds to cover additional postage, the item will be returned to you

Parcels

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

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

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| MEALS AND DINING ROOM REGULATIONS |
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Bag Lunches

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

Early Meal Times

Early meals are approved by Captain or Superintendent.

Meal Times

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|-----------------|--|
| Early Breakfast | 3:30 am to 3:50 am; 4:45 am to 5:15 am |
| Breakfast | 6:30 am |
| Lunch | 10:45 am |
| Dinner | 4:45 pm |

Medical Diets

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

Regulations

- ❖ Do not loiter when lining up for meals
- ❖ You must be in a single file line
- ❖ Do not ask for extra food, the portions are predetermined to meet caloric needs
- ❖ Condiments are allowed in the dining area, during meal times only
- ❖ Personal mugs are not allowed in the dining area
- ❖ You cannot give away or trade food items while in the serving line
- ❖ If you choose to exchange food, it must be done at your table, only
- ❖ Nothing is to be taken from the dining area back to your room, except one piece of fruit, when it is on the menu (must be eaten the same day)
- ❖ When finished eating:
 - Push in your chair
 - Place your tray in the dish room access window
 - Put your utensils in the bucket provided
 - Leave the dining room
- ❖ You are not allowed to enter the dining area, at any time between meals, without permission from staff
- ❖ No food is provided between meals
- ❖ If you have a complaint, report it to the Food Service Leader on duty or the Sergeant. Do not direct complaints to the PIOC food service workers.

Religious Diets

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

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

Saved Trays

Sergeants will determine eligibility for a saved tray and notify the kitchen as appropriate.

- ❖ Staff will assist you in obtaining the saved tray
- ❖ You may not enter the dining area without staff permission
- ❖ Dinner save trays will be available for those returning after 5:40 pm

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

Basic Hygiene Kit

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

A Basic Hygiene Kit Includes:

- ❖ Toothbrush
- ❖ Toothpaste
- ❖ Soap

Center Barber

You are entitled to one (1) free haircut per month. Additional haircuts are \$5.00, if barber schedule permits.

- ❖ Complete DOC-0643 and send your request to the "Barber", indicating your work schedule and preferred time
- ❖ Staff will process your request and notify you of scheduled hair appointment
- ❖ Missed appointments will count as your one authorized haircut for the month

Hair Restrictions

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

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

PIOC-to-PIOC Hair Care

You must have sergeant permission to style or work with another PIOC's hair. Hair care activities will only be allowed in the PIOC bathrooms

Shower Periods

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

- ❖ You may be required to shower more often based on your work assignment
- ❖ Staff may direct you to shower any time it is determined you are creating a health hazard or you are offensive to others or you become a climate issue

PIOC ACCOUNTS

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

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

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

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

Bus Tickets

At least forty-five (45) days prior to your scheduled release, complete an Interview/Information Request, DOC-0643 and submit it to your assigned social worker.

- ❖ Indicate your release date and where you need to go

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

Child Support

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

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

Closing an Interest-Bearing Savings Account

To close a SAV or WRS account. Complete and submit a Disbursement Request, DOC-184.

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

Disbursement Requests (DOC-0184)

To complete or submit a disbursement request:

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

Authorization/Approval

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

Processing Your Request

- ❖ The WCCS Business Office reviews your request to determine if your request is allowable and if you have sufficient funds for the purchase
- ❖ You will receive the yellow copy of the disbursement request for your records

Types of Requests

- ❖ Copies
 - The cost for copies is \$0.15 per page
 - A Disbursement Request, DOC-184 payable to: WCC—Copies should be completed in full
 - Indicate the number of copies requested and attach the documents to be copied, to the request
 - Submit the disbursement request and documents to designated center staff
 - Staff will calculate the amount once the copies have been made
- ❖ Other Types of Disbursement Requests
 - Ask center staff for assistance in completing the form
- ❖ Photos
 - The cost for photographs is \$3.00 per photograph
 - A Disbursement Request, DOC-184 payable to: WCC Photo Project should be completed in full
 - Indicate the number of copies requested and attach the photos to be copied, to the request
 - Submit the disbursement request and photos to designated center staff
 - Staff will calculate the amount once the copies have been made
- ❖ Support Requests
 - Up to \$25 may be mailed to one close family member once per month
 - Make the request payable to the family and include an addressed, stamped envelope

- "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the PIOC's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings
- The Superintendent must approve a request to send more than \$25 to a close family member
- Provide an explanation for the increased amount along with the disbursement request
- If you have any fees, dues, fines, restitution owed, the DOC-184 may be denied until the financial obligation is satisfied

Fraud

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

Money Transactions

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

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

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

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

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

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

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

The WCCS Business Office or facilities do not accept:

- ❖ Money Orders
- ❖ Western Union
- ❖ Cashier Checks

Money Transactions - Continued

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

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

Monthly Transfer of Funds for Canteen Purposes

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

- ❖ Up to the maximum of \$65.00 per week for canteen or regular account spending
- ❖ Funds must be available in your work release account at the time of transfer
- ❖ If the maximum amount was not available in your work release account, at the time the monthly transfer occurred but funds are now available, submit a Disbursement Request, DOC-184 to center staff, requesting the remaining balance be transferred, within the next two (2) months
- ❖ Contact center staff when you think you are eligible for a transfer of funds, but nothing is listed on your Trust Account Statement
- ❖ WCCS Business Office staff will review your account and funds will be transferred, if appropriate

Opening an Interest-Bearing Savings Account

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

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

Payroll

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

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

Release Information

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

- ❖ Your agent of record determines if you will be released with all of your funds or if your funds will be managed by your agent

- ❖ Reasons will be noted on the Offender Release Authorization, DOC 0015
- ❖ You will receive further closeout information from the center Financial Specialist, upon the closing of your accounts
- ❖ It is your responsibility to notify your community site employer of your new address so they may mail your tax statements to you, at the end of the year.
- ❖ All checks, including funds while on work release, must be sent to the WCCS Business Office for processing
- ❖ WCCS Business Office will hold up to \$50 from your funds available, two (2) weeks prior to your release, to cover purchases not yet received
- ❖ On the day of your release, a check will be issued for any remaining funds and mailed to agent
- ❖ If on work release, payroll received after your release may take up to six (6) weeks, dependent on when funds are received in the business office from the employer

Room and Board and Transportation Fees

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

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

Transfers Between Accounts

You may request to transfer funds between sub-accounts by submitting a Disbursement Request, DOC-184.

- ❖ No envelope is needed for the transfer of fund requests

The following sub-account transfers may be requested:

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

- A minimum of \$50 is required to open an account
- Monthly transfers of \$20 or more may be requested

PIOC PHOTO SERVICE

Based on the availability of a PIOC photographer, Winnebago Correctional Center allows you to purchase photos for family, friends or yourself. This service will be closely monitored and regulated by staff. All center rules and regulations regarding appearance and visitation will be followed

Photo Guidelines

- ❖ You must have sufficient funds in your regular account to request to purchase photos
- ❖ A Disbursement Request, DOC-184 must be completed and approved by staff prior to obtaining photos
- ❖ Disbursement Request should be made payable to: WCC Photo Project
- ❖ The cost of each photo is \$3.00
- ❖ Visitors may not pay for photos
- ❖ Only the center's digital camera will be used to capture photos
- ❖ Only you and your approved visitors for that day may be in the picture
- ❖ No obscene gestures, displays of affection, symbols or stances, etc., are allowed
- ❖ Only those photos displaying authorized and acceptable images, will be allowed
- ❖ You may stand, sit or kneel for photos
- ❖ Nothing may be worn or hung from any part of the body or clothing during photos (e.g. sunglasses)
- ❖ Nothing may be held in the hands, under the arm, etc.
- ❖ You may view the photo image and request one (1) retake, if the photo image is not acceptable
- ❖ The PIOC photographer will delete the rejected photo, prior to printing the acceptable photo
- ❖ All photographs will be reviewed by staff to ensure they meet the guidelines
- ❖ Any photo suspected of being related to a Security Threat Group, will be forwarded to the center's Security Threat Group Specialist, for review and disposition
- ❖ You may give approved photos to your visitor(s) or take them back to your room

WCC Photo Project

Submit a Disbursement Request, DOC-184, filled out as noted below.

- ❖ Only those who submit a disbursement prior to the date, will be photographed
- ❖ Disbursement will be processed after photo opportunity is granted
- ❖ You will be notified when photos will be conducted and called when to report

You may have digital photographs taken during visits in the visiting room. Photo service activity will be monitored and supervised by the Visiting Room Sergeant.

PRISON RAPE ELIMINATION ACT (PREA)

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

- ❖ The Wisconsin Department of Corrections (DOC) values sexual safety – that includes keeping you safe from others while you are serving your sentence
- ❖ The DOC has zero tolerance for sexual abuse and sexual harassment within its facilities
- ❖ Sexual abuse and sexual harassment among PIOC or among staff and PIOC in confinement is against the law
- ❖ Violators will be disciplined and may be referred to outside law enforcement for prosecution
- ❖ The Prison Rape Elimination Act (PREA) was signed into law in 2003 after unanimous support from Congress and years of pressure from advocates and survivors
- ❖ PREA extends far beyond the elimination of rape in prison; it is the first federal law to support preventing, detecting and responding to sexual abuse and sexual harassment in all confinement settings
- ❖ In response, the Wisconsin Department of Corrections put policies and procedures in place to help keep you safe and to make it possible for you to get help if you've been sexually abused, sexually harassed or experience report-related retaliation
- ❖ DOC is committed to investigating all reports, offering support to all victims and pursuing discipline for all perpetrators
- ❖ Wisconsin Statute § 940.225(2)(h), Administrative Code Chapter DOC 303 and DOC Executive Directive 72 reflect this commitment
- ❖ To report any of the above activities, PIOC may notify any staff person in person or in writing; dial 777 (internal reporting hotline); dial 888 (external reporting hotline); submit a grievance; tell a family member, friend or support person (they may report on your behalf); or call local law enforcement
- ❖ A PIOC pin number is not needed when dialing 777 or 888
- ❖ Following an incident of sexual abuse, PIOC may receive ongoing support from internal services such as a medical provider, mental health provider, social worker or chaplain
- ❖ PIOC may also receive support from the community's local sexual assault victim services provider
 - They are trained to provide confidential support after sexual abuse
 - They will listen and provide information and education
 - Their services are free and not connected to WI DOC
 - Please note, local sexual assault service providers do not accept reports of sexual abuse
 - They provide for the victim emotional support at SAFE/SANE exams, at investigations, and at court testimony
 - For telephone support please dial #999 (A PIOC pin number is not needed when dialing)
- ❖ Refer to your PREA handbook and postings in the center for more detailed information about sexual abuse, sexual harassment and reporting
- ❖ If you have lost or misplaced your PREA handbook please request a new one

PROPERTY

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

Property Regulations

- ❖ All personal property must be recorded on your property inventory form, prior to possession
- ❖ You may not exchange, trade, sell, loan, or give away any article of your personal property
- ❖ Alteration of State-owned or personal property is not permitted
- ❖ All property items must be purchased and received directly from a DOC-approved vendor
- ❖ You may not purchase property via disbursement and have it sent to another location
- ❖ In the event you are transferred from the center to another institution, your personal property must be in compliance with the receiving institution's property regulations
- ❖ Disallowed items may be mailed out at your expense or be destroyed upon your request
- ❖ Only allowed property items will be transferred to the receiving institution
- ❖ A disposal fee will be assessed to cover associated electronic recycling costs
- ❖ The Property Sergeant will process all packages received from the U.S. Mail and UPS
- ❖ The Property Sergeant will contact you when your property is ready for pick-up
- ❖ Only property electronics covered by manufacturer warranty can be sent for repair
- ❖ Electronics (Radios, Televisions, etc.), shall not be used outside your room

Damaged or Altered Property

- ❖ The Property Sergeant controls all records of personal property
- ❖ If you choose to donate, dispose of or destroy any of your personal property, you must have staff permission and complete a Property Receipt Disposition, DOC-237A
- ❖ Lost or stolen property must be reported to staff, staff will write an incident report and update your property inventory form
- ❖ You must wait ninety (90) days from the date the item was reported lost, before you will be allowed to receive replacement items
- ❖ Refer to DAI Policy #309.20.03, PIOC Personal Property and Clothing

Items Received That are not Approved

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

Monetary Spending Limits

- ❖ The cost of all individual or combination electronic items may not exceed \$350 in value
- ❖ The cost of prescription eyeglass frames shall not exceed \$125
- ❖ The cost of all other individual items may not exceed \$75 in value

RECREATION

Fishing

- ❖ You must be working a center job or have an off grounds job to participate
- ❖ You must have a valid Wisconsin fishing license
- ❖ Fishing licenses must be sent in by friends or family
- ❖ You must obey all Wisconsin DNR fishing rules and regulations
- ❖ All fishing equipment must be new and can only be purchased via mail order
- ❖ A complete list of allowable items and instructions for purchase can be obtained from the hobby sergeant
- ❖ Possession of fishing tackle without having a valid fishing license is prohibited
- ❖ You must report to the control sergeant for approval before fishing
- ❖ Early morning fishing from the dock area only must be approved by the control sergeant
- ❖ You must use the approved walkway to the dock
- ❖ No more than 15 persons on the dock at one time due to space and safety concerns
- ❖ No live bait allowed
- ❖ Fishing at WCC is catch and release only
- ❖ Fish are not to be brought into any building for any reason
- ❖ Ice fishing is not allowed
- ❖ You may not enter Lake Winnebago at any point, this is an unauthorized area and may result in a violation of 303.26, Escape

Hobby and Music

- ❖ You must register with designated staff to participate in a hobby or music
- ❖ You can only be registered for two hobbies at one time
- ❖ The volume of musical instruments must not be high enough that it can be heard in the hallway
- ❖ Hobby and music are not allowed in the dayrooms or inside the unit common areas

Inside Recreation – Library/Recreation-Game Room/TV Room

- ❖ The lights must remain on, in the rooms at all times when occupied
- ❖ Sleeping is not allowed in these common areas
- ❖ You are not allowed to put your feet on furniture or walls
- ❖ Eating or drinking is not allowed, to deter rodents
- ❖ Do not lie or sit on game tables
- ❖ Do not slap dominos unless you have a towel or sheet to absorb the noise
- ❖ You may use the equipment, subject to any medical restrictions you may have

Outdoor Recreation

❖ Clothing

- You must wear the proper attire while participating in outdoor recreation
- You must wear a shirt or tank top shirt
- You must wear pants or shorts
- You must wear shoes
- Being shirtless is not permitted and may result in disciplinary action

Rules for Outside Recreation area

- ❖ Outside recreation areas will not open until after the outside lights turn off
- ❖ Outside areas are closed during meal times
- ❖ Outside recreation is permitted when weather allows and staffing levels permit
- ❖ Outside recreation is restricted to certain areas of the grounds, limit signs are posted
- ❖ Outside area will close upon announcement from the control center for the evening
- ❖ Recreation may be limited by personal medical restrictions you have and only lifted by HSU
- ❖ When using the track, keep moving at all times; there is no loitering on the track
- ❖ You must stay on the paved track; there is no “cutting across” the track
- ❖ You shall not have contact with non WCC staff while outside for recreation
- ❖ If you are seen talking, motioning, or communicating with non WCC staff in any manner, you may be subject to disciplinary action
- ❖ You must be playing basketball while on the court or utilizing it for some form of exercise; there is no sitting or loitering on the court
- ❖ Food items are not allowed, to limit feeding of the animals
- ❖ Beverages are allowed to promote hydration
- ❖ You are only allowed on the fishing dock if you have a valid fishing license and are actively fishing
- ❖ The fishing dock will typically be open Memorial Day weekend through Labor Day weekend and based on weather conditions
- ❖ Management will post notice of actual fishing dates based on various factors
- ❖ You must stay within the boundaries of the walking track while at recreation
- ❖ Being outside of the boundaries will be considered escape. Signage posted

REENTRY

Reentry Vision Statement

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

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

- ❖ To accomplish these goals, reentry programs at the centers are made available to you for participation, such as, but not limited to pre-release curriculum modules, obtaining ID and vital documents, establishing portfolios, parole planning, and JobNet searching
- ❖ The Department's reentry initiative means that we engage offenders, as early as possible and challenge them, motivate them, and encourage them to change
- ❖ Effective offender reentry also includes quality risk assessment and strong supervision practices proportionate to the level of risk to the public safety
- ❖ We also focus on key factors that help offenders succeed and become law abiding citizens-including employment, alcohol and drug treatment, housing, and positive support from families and organizations

RELEASE PROCEDURES

Your assigned social worker will coordinate your Release Planning with you and your Division of Community Corrections (DCC) agent of record.

Prior to your release the following will occur :

- ❖ You must provide your release plan information to your Social Worker
- ❖ You must sign your Rules of Supervision
- ❖ You will be informed of the date of your release
- ❖ Your account will be closed about fourteen (14) days prior to your release
- ❖ You must order canteen or release clothing before the account is closed
- ❖ If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on the morning of your release, notify your social worker (requires prior approval from the Captain or Superintendent)
- ❖ If you are taking a bus home, you are allowed to bring one box with you on the bus
- ❖ You must mail out your remaining property, before your account is closed
- ❖ Sergeants will help you pack and mail your property
- ❖ Sergeants will pack your remaining property, the night before your release
- ❖ Your picture will be taken before you are released
- ❖ You will be asked to provide a forwarding address
- ❖ On the day of your release, you will be given your release check if one is available, otherwise you can expect funds through your agent (if on Extended Supervision) or it will be sent directly to the address the Business Office has on file
- ❖ You will be given your personal property and any vital records (ID, driver's license, birth certificate)
- ❖ Releases are authorized at 8:00 am on the day of release and no sooner
- ❖ You will be given a ride to the bus/airport on the day of release, see your social worker

RELIGIOUS PROGRAMMING

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

- ❖ WCCS does not employ Chaplains

- ❖ PIOC may contact the Captain with your questions
- ❖ Volunteers assist with a variety of services and studies
- ❖ Check the center bulletin boards for religious services and times
- ❖ PIOC are not allowed to lead or conduct a religious service or study group

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| SECURITY MONITORING |
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Surveillance of PIOC Activities

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

- ❖ The policy does not apply to staff observations, exposed cameras, intercoms, or other monitoring systems of which PIOC should be reasonably aware
- ❖ Through this form of surveillance, the center will gather information on PIOC activities that may jeopardize institution security
- ❖ These activities may include drug dealing, gang and disruptive group activity, or other illicit activity
- ❖ Information gathered may be used in any fashion deemed appropriate by the DOC, the center, or law enforcement authorities including, but not limited to, administrative action, due process, program review, parole hearings and criminal prosecution

Searches

- ❖ Pat Searches
 - A pat search may be conducted at any time, either randomly or for cause
 - Work release, off-grounds and project crew workers will be subject to a pat search upon return to the center
- ❖ Room Searches
 - A room search may be conducted at any time, either randomly or for cause
 - Any contraband found will be removed from your room
 - You will receive written notification of any confiscated items
- ❖ Strip Searches
 - A strip search is done for the security of the center, NOT to embarrass or ridicule you
 - A full strip search of your person can be conducted at any time, either randomly or for cause in accordance with DAI Policy #306.17.02, Searches of PIOC

Urinalysis (UA)/Breathalyzer

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

SECURITY THREAT GROUPS

Security Threat Group activity in any form is prohibited.

- ❖ If you are found to be in possession of, wearing, manufacturing, or distributing any gang-related materials or participating in gang-related activities, you will be issued a conduct report
 - **Examples of security threat group activity include but are not limited to the following:**
 - Wearing any item of clothing that symbolizes a gang affiliation, whether by color or design
 - Haircuts and braiding which incorporate gang symbols or signs
 - Possession of any written or printed material that details the code of ethics or dogma of a gang, or other group, not specifically authorized for membership within this center

SMOKING/USE OF TOBACCO PRODUCTS

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

- ❖ The possession and/or use of tobacco products and smoking materials are not allowed while on center grounds or at any off-grounds activities in accordance with Wisconsin Administrative Code Chapter DOC 303 and is a Class I Felony.

SOCIAL MEDIA ACCOUNTS

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

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

TELEPHONE PROCEDURES

You may only communicate using approved methods.

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

PIOC telephones provided for your use are subject to the following rules

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

Adding Funds

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

Family and Friends Account Funding

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

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

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

ICSolution Refunds

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

Attorney Telephone Calls

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

Emergency Messages

- ❖ Telephone messages will be taken for family related emergencies

Restrictions

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

Telephone Problems

If your friend or family member is experiencing problems receiving phone calls from you, please have them contact ICSolutions online at <https://ICSolutions.com> or via phone at 1-888-506-8407.

VISITING REGULATIONS

The Wisconsin Department of Corrections (DOC) understands the importance for PIOC to maintain contact with family and friends. Research shows maintaining strong family ties can have a positive impact on PIOC's success in completing treatment and other programs during incarceration, as well as their chances for success after they are released.

- ❖ Visiting list and visiting procedures are regulated by Wisconsin Administrative Code Chapter DOC 309.12, Revocation, suspension, and termination of visiting privileges and DAI Policy 309.06.01, Visiting

Visiting Hours

- ❖ All visits must be prescheduled through ICSolutions
- ❖ Directions are available on the ICS website at www.icsolutions.com
- ❖ In-person and/or video visits must be scheduled at least forty-eight (48) hours in advance and no more than seven (7) days in advance

| | |
|---------------------------------|---------------------|
| Tuesdays | 6:30 pm to 8:30 pm |
| Saturdays, Sundays and Holidays | 8:30 am to 10:30 am |
| | 2:30 pm to 4:30 pm |
| | 6:30 pm to 8:30 pm |

WCCS recognizes the following holidays for visiting purposes

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

Visiting Requests and Reservations

- ❖ Visiting will be scheduled by reservation only
- ❖ In-person and/or video visits must be scheduled at least forty-eight (48) hours in advance and no more than seven (7) days in advance
- ❖ All visitors must complete the Request to Visit PIOC, DOC-0176
- ❖ PIOC must provide each proposed visitor with a current copy of the Visitor Questionnaire, DOC-0021AA
- ❖ Proof of Guardianship must accompany Visitor Questionnaires, for all minors
- ❖ All visitors age sixteen (16) and older must provide identification
 - Acceptable forms of identification include:
 - a) A current state ID or state driver's license, with photo
 - b) A current Department of Transportation ID card, with photo
 - c) A current passport or VISA
 - d) A Military ID
 - e) A Driver's license and photo ID will be accepted for visitors from out-of-state
- ❖ School ID's are not an acceptable form of identification
- ❖ An expired form of ID will not be accepted
- ❖ Amish visitors who do not possess photo identification, as a requirement of their religion shall
 - Provide the institution with a signed and notarized affidavit from their Bishop
 - The affidavit must include the physical description of each proposed visitor
 - The institution will retain the original affidavit
 - A copy will be placed in the respective PIOC Visitor Information file
 - Visitor(s) shall retain a copy of the affidavit and produce it upon arrival to the center, as a means of identification
- ❖ An adult must accompany any visitor under the age of 18
- ❖ Parents are responsible for supervising their children during visits
- ❖ You are required to keep the children under control at all times
- ❖ If staff observe that minor children are not behaving appropriately (running around, screaming, or injuring another person by biting or hitting) your visit will be terminated and/or those children may be temporarily suspended from visiting WCC

Special Visits

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

Visiting Rules

- ❖ All visitors must successfully clear through the metal detector, before they are allowed access into the visiting areas
- ❖ You are allowed to embrace and kiss your visitors, once at the beginning and once at the end of the visit
- ❖ You are required to sit directly across the table from your visitor(s)
- ❖ You and your visitor(s) must keep both hands above the table at all times
- ❖ Holding hands is allowed above the table
- ❖ Baby supplies (diapers, individual wipes, plastic baby bottles, and toddler cups) are allowed in the center and should be carried in a paper or plastic bag
- ❖ A maximum of \$15 cash (for vending machines) is allowed in the center
- ❖ All items from the vending machine must be purchased by your visitor and consumed during the visit (It is not allowed to be taken back to your room)
- ❖ Visitors are required to use the designated bathroom facilities
- ❖ Changing of infant diapers is only allowed in the designated visitor bathroom
- ❖ You must use designated PIOC bathrooms, with permission from staff
- ❖ You are responsible for cleaning off your table and disposing of your garbage, after your visit ends
- ❖ Any minor sent back to the lobby or car must be accompanied by an adult
- ❖ Visitors leaving the visiting areas are not allowed to re-enter the building on that given day
- ❖ You are not permitted to pass or receive items during a visit, without authorization from staff
- ❖ Visitors are not allowed to bring any beverages, food, games or smoking materials into the center
- ❖ Containers, packages and paperwork are not allowed during regular visits
- ❖ Diaper bags are not permitted inside the center
- ❖ No money orders or certified checks are to be brought in on visits
- ❖ You are not allowed to handle money
- ❖ No personal property (including bowls, cups, cellular phones, mugs, pagers, PDA's, electronic devices or cameras) are allowed in the center
- ❖ Service animals for the disabled are allowed, service animal must have an identified trained specialty
- ❖ Pets are not allowed
- ❖ No property items for PIOC may be brought in on visits
- ❖ Purses or backpacks are not permitted inside the center
- ❖ Visiting with another PIOC's visitor is not allowed
- ❖ PIOC are not allowed to enter designated visitor bathrooms, for any reason
- ❖ The use of offensive, loud, or vulgar language will result in the termination of your visit
- ❖ People denied to visit, shall not sit out in the vehicle or remain on state grounds for others
- ❖ Minors under the age of eighteen (18) cannot be left unattended in the entrance, lobby or parking lot
- ❖ Visitors who are not on the visiting list and/or not given access to the visiting room, will not be allowed to wait in the lobby or parking lot
- ❖ No persons or animals are permitted to be left unattended in vehicles
- ❖ You are not allowed to go back to your room without permission from the Sergeant on duty

Directions to the Center

- ❖ From the north (Green Bay area)
Follow I-41 Southbound. Exit right following the Hwy 76/Jackson St. sign. Turn left on Jackson St. and continue approximately 1 mile to Sunnyview Road. Turn left on Sunnyview Road. Continue to Sherman Road. Turn right on Sherman Road. Winnebago Correctional Center will be on the left.
- ❖ From the south (Milwaukee area)
Take I-41/US45 north out of Milwaukee. Follow I41 northbound. Exit right following the Hwy 76/Jackson Street sign. Turn right on Jackson Street and continue approximately 1 mile to Sunnyview Road. Turn left on Sunnyview Road. Continue to Sherman Road. Turn right on Sherman Road. Winnebago Correctional Center will be on the left.
- ❖ From the west (LaCrosse area)
From LaCrosse follow I-90 eastbound toward Tomah. Follow I-94 west to Hwy 21. Exit right onto Hwy 21 to Oshkosh. Turn left onto I-41. Follow I41 northbound. Exit right following the Hwy 76/Jackson Street sign. Turn right on Jackson Street and continue approximately 1 mile to Sunnyview Road. Turn left on Sunnyview Road. Continue to Sherman Road. Turn right on Sherman Road. Winnebago Correctional Center will be on the left.

VOLUNTARY PROGRAMS

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

WORK RELEASE

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

- ❖ A monitoring period is required prior to obtaining approval for work release as well as any other requirements according to Work and Study Release, DAI 324.00.01. This allows us to monitor your work habits and make an evaluation when placing you on work release.
- ❖ Work release is a privilege, it is not a right
- ❖ Amongst other criteria, the center staff evaluate your risk for placement in the community by considering the following:
 - Your offense history
 - Risk assessment
 - Conduct history
 - Length of sentence
 - Victim concerns

- ❖ Other factors, such as the local job market, your individual work skills, and your willingness to work, also play a vital role in your placement on work release
- ❖ PIOC in the Wisconsin Correctional Center System may be required to complete the Cognitive Behavioral Interventions-Employability Adult (CBI-EA) if their Overall COMPAS risk level is:
 - Medium
 - Medium with Override Considerations
 - High
- ❖ Center system CBI-EA is 12 sessions
- ❖ Refusal to participate in the mandatory program CBI-EA will render you ineligible for work release and placed into a 90-days voluntary unassigned status

Work Release Agreement

- ❖ To participate in work, release the work release coordinator will require you to sign the following:
 - PIOC's Statement of Financial Obligations, A DOC-0371
 - Work Study Release Agreement, DOC-0372, to indicate your agreement with the rules and regulations

Work Release Guidelines

- ❖ You must have a minimum community custody classification to be eligible for work release
- ❖ The Superintendent must approve you for participation, special cases (Homicide, Sex Offenses, Escapes, and any crimes of public interest) will require Warden approval
- ❖ You may not terminate your employment (quit your job), without the prior approval of the Work Release Coordinator
- ❖ You must sign and obey all work rules of the employer
- ❖ Being approved for the work release program does not guarantee you a work release job
- ❖ To the degree possible, the Work Release Coordinator will attempt to match your skills to available jobs
- ❖ The Work Release Coordinator will assist you in arranging job interviews; you may not make appointments without the consent of the Work Release Coordinator
- ❖ Going off grounds for interviews is subject to center staff and transportation availability
- ❖ You must sign in and out of the center logbook whenever leaving for or returning from work

Required Identification for Work

- ❖ Two forms of identification are required by federal law which may include:
 - Driver's License or State ID
 - Social Security Card
- ❖ If needed, the Work Release Coordinator or the Employment Support Specialist may assist you with obtaining these documents

Work Release Clothing and Equipment

- ❖ You must provide your own clothing for work release
- ❖ The work release coordinator may assist you in ordering clothing
- ❖ You have sixty (60) days from the date you start working to order work-related clothing
- ❖ State-issued clothing, jackets, and boots are not authorized for work release, once you are given the opportunity to purchase clothing
- ❖ Equipment and specialty clothing purchased for work release, must be kept at your job site per policy, if you are no longer in a work release position, you must send out work release specific clothing or it will be deemed contraband

DAI HANDBOOK REFERENCES – GENERAL POPULATION

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| Accounts (funds) | 28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)] 38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits) Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments Wisconsin Statutes s. 301.31 – Wages to prisoners Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison Wisconsin Statutes s. 303.065(5) – Work Release Deductions Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision Wisconsin Statutes Ch. 767 – Actions Affecting the Family Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges Wisconsin Statutes s. 973.042 – Child Pornography Surcharge Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge Wisconsin Statutes s. 973.045 – Crime Victim Witness Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge Wisconsin Statutes s. 973.05 – Fines Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments Wisconsin Statutes s. 973.06 – Costs Wisconsin Statutes s. 973.20 – Restitution 1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose. Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release |
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| | 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 |

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| 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 |

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| | Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures |
| Library Law 101-336 | American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public 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 |

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| 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, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape |
| Programming | Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need Assignment Wisconsin Administrative Code s. 302.14 – Program Enrollment |
| Property | Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.40 – Clothing Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying |
| PSU Access | Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation |
| Religious Practices, Property and Diets | Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 303.35 – False names and titles Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice Wisconsin Administrative Code s. DOC 309.23 – Food |
| Room Cleanliness | Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area |
| Searches | Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution Wisconsin Administrative Code s. 306.17 – Search of Inmates Wisconsin Administrative Code s. 309.20 – Personal Property <u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape |
| Sex Offender Notification | Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law |
| Social Media Use (I/M) | Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication |
| Urinalysis Testing | Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs |

Criminal Justice Drug Testing Act May 1990
Wisconsin Administrative Code Ch. DOC 303 – Discipline
Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates
Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings

Work Assignments Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

Visiting Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate
Wisconsin Administrative Code s. 306.18 – Search of Visitors
Wisconsin Administrative Code s. 309.02 – Definitions
Wisconsin Administrative Code s. 309.06 – Visitation
Wisconsin Administrative Code s. 309.07 – Conduct During Visits
Wisconsin Administrative Code s. 309.08 – Visiting List
Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates
Wisconsin Administrative Code s. 309.10 – Special Visits
Wisconsin Administrative Code s. 309.11 – No-Contact Visiting
Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges

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

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| DAI HANDBOOK REFERENCES – ADDITIONAL REFERENCES FOR MINIMUM SECURITY FACILITIES |
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Community Service Release Provisions Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

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

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

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

DAI Handbook References – Additional References for Restrictive Housing Unit Handbooks

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| Controlled Separation | Wisconsin Administrative Code s. 303.72 – Controlled separation |
| Disciplinary Separation | Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation |
| Protective Confinement Release Provisions | Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use Wisconsin Administrative Code s. DOC 303.73 – Major Penalty: Disciplinary Separation Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement |
| Restrictions/Sec Precautions | Wisconsin Administrative Code 303 – Inmate Discipline |
| RHU Meal Restrictions | Wisconsin Statutes s. 301.33 – Freedom of Worship: religious ministration Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice |
| Temporary Lock Up | Wisconsin Administrative Code s.303.10 – Temporary lock up: use |

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