

WSPF Restrictive Housing PIOC Handbook

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LIMITED ENGLISH PROFICIENCY POLICY NOTICE

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

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

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

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

GENERAL

This handbook is available to you so you have a clear understanding of the rules and resources at this institution. Failure to follow the guidelines set forth in this handbook may result in disciplinary action.

Policies referred to in this handbook are available for your review in the Law Library.

When you are released from a restrictive housing status, return this handbook to the unit staff. This handbook shall be in the same condition as when you received it. Any damage to this handbook may result in disciplinary action.

Procedures in the handbook are subject to change. Please refer to the listed policy if questions arise.

Violation of the rules in this handbook may result in a behavior log entry and/or conduct report.

Below is a chart which provides you with a place or person to contact to get answers to your questions or concerns which may arise. It is advisable to attempt to resolve your issues at this level before proceeding to the next step. The time frame of 14 days from the date of the incident as outlined in Wisconsin Administrative Code 310 will still apply when filing an inmate complaint.

CONCERN	1 st LEVEL	2 nd LEVEL
Accounts	Inmate Accounts	Financial Program Supervisor
ADA (American's with Disabilities Act)	ADA Coordinator	Back-up Coordinator
Canteen	Unit Sergeant	Business Office or Unit Supervisor
Groups	Treatment Specialist	Program Director
Dental	Dentist	HSU Manager
Education	Teacher	Education Director
Food Services	FS Manager	FS Administrator
Housing Unit Issues	Unit Sergeant	Unit Supervisor
ID/Lanyard	Security Secretary	Unit Sergeant
Jobs	1 st Shift Sergeant	Unit Supervisor
Laundry	Unit Sergeant	Laundry Department
Library	Librarian	Education Director
Mail	Mail Room Officer/Sergeant	Mail Room Supervisor
Medical	HSU Staff	HSU Manager
Packages - UPS	Mail Room Officer/Sergeant	Mail Room Supervisor
Parole	Social Worker/Records Office	Parole Commission
Phone Problems	Unit Sergeant	Unit Supervisor
PRC Classification	Social Worker	Classification Office
Property	Property Officer/Sergeant	Property Supervisor
Psychological Services	Emergency – Unit Sergeant	PSU Department
Recreation	Unit Officer/Sergeant	Unit Supervisor
Religious Issues	Chaplain	Program Director
Sentencing Information	Social Worker	Records
Tablet	Property	Unit Supervisor
Video Visits	Unit Sergeant	Unit Supervisor
Visiting	Treatment Specialist	Program Director

NOTICE

Pursuant to DOC 306.00.01 Electronic Monitoring Surveillance, the purpose of this notice is to establish guidelines for electronic monitoring and recording of offender activities

without their awareness. This policy applies only to surveillance being done using hidden microphones, cameras, or other equipment. It does not apply to staff observations, exposed cameras, intercoms, or other monitoring systems which offenders should be reasonably aware of.

Through this form of surveillance, the institution will gather information on offender activities which may jeopardize institution security. These activities include drug dealing, security threat group activity, escape plans, and other illicit activity. Information gathered regarding offenders may be used in any fashion the institution, Department or law enforcement authorities deem appropriate, to include but not be limited to; administrative, due process, program review, parole hearings and criminal prosecutions.

PRISON RAPE ELIMINATION ACT (PREA)

The Wisconsin Department of Corrections and Wisconsin Secure Program Facility are committed to a “Zero Tolerance Policy” of prison rape and sexual victimization. Zero Tolerance affects all of the Department of Corrections, including every employee and every person under correctional supervision. You should report any assaults or victimizations to a staff member. All reports will be kept as confidential as the circumstance(s) allow.

To access the reporting line, dial #777 or #888 and then enter your identifying number into the phone. These phone calls will be over and above the allowed number of phone calls and will be allowed on days other than designated phone call days.

Per the PREA Standards when there are no opposite gender staff on the unit, and one enters, a tone will be sounded. As long as an opposite gender staff is currently on the unit another tone will not be sounded if an additional opposite gender staff arrives. This will occur during all shifts.

ADA

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

The ADA does not require the DOC to make telephone services for any persons in our care. Individuals with a hearing disability who use relay services, video phones, or TTY

for phone calls or video may still be charged the standard per-minute rate, provided it is no more than what hearing residents are charged. Residents will not be charged for the cost of the equipment, auxiliary aids or services necessary to facilitate the communication more than what hearing residents are charged.

BARBER

Refer to the Facility Procedure of DAI Policy 309.24.01 ~ *Personal Hygiene and Hairdressing*.

If you desire to have your hair cut, submit a written request to the PM shift Sergeant by Sunday the week of your haircut. Haircuts will be scheduled on a rotating basis by range and week of the month (i.e. range 1 is the first week of the month, range 2 is the second week of the month, range 3 is the third week of the month, range 4 is the fourth week of the month).

Facial hair trims may be offered once per month to PIOC who cannot afford, or choose not to use Magic Shave or similar product.

Hair shall be sufficiently clean, as determined by the barber, or it will not be cut.

CANTEEN

Refer to DAI policy 309.52.01 ~ *Inmate Canteen*.

Possession limits are noted on the canteen price list. PIOC who are not on the unit, but still in the institution during normal canteen distribution times will have their canteen delivered when they return to the unit. The officer shall verify all items have been received and note any discrepancies. You are not allowed to refuse items you've ordered. The plastic bag the canteen comes in shall be discarded.

CELL CLEANING

You are required to maintain your cell in an orderly fashion, including cleaning the floor and walls.

Once per week, you may be offered the opportunity to use cell-cleaning supplies. The lower trap shall be utilized to issue and retrieve cleaning supplies. You may be given a toilet brush with cleaner on it to clean your toilet. You may be given a cleaning rag with cleaner on it to clean your cell. The officer shall retrieve the brush and rag when you have completed your cleaning.

No items are to be thrown out of the cell. Staff will pick up garbage on cell cleaning days.

CELL FRONT TRANSACTIONS

Cell front transactions shall include any event or service which requires opening of the upper or lower traps.

1. The main cell light shall be turned on prior to staff opening the trap and shall remain on while the trap is unsecured.
2. You shall wear a minimum of pants, pulled up properly around your waist as to completely cover your genitals and buttocks.
3. No head coverings with the exception of an approved religious coverings.
4. No additional articles of clothing, linen or other property draped around your neck, shoulders or otherwise hanging from your body in any way.
5. You shall follow staff directives at all times.
6. Failure to follow staff directives shall result in having to repeat the process or in termination of the event or service which is being offered.

COUNTS

PIOC shall be clearly identifiable at all times as staff need to be positive they see a human body before counting any PIOC. Do not interfere with staff conducting count. Any loud, overt, disruptive or inappropriate behavior shall not be tolerated at any time, especially during counts.

FORMAL COUNTS:

Formal counts shall be conducted at 3:00 am, 6:15 am, 11:20 am, 4:15 pm, 9:30 pm, and 12:00 am.

STANDING COUNTS:

You shall be standing, facing the door with your light on for the 6:15 am, 11:20 am, 4:15 pm and the 9:30 pm counts. A minimum of under shorts shall be worn during standing counts.

DIGITAL FORMATTED LEGAL MATERIAL (DFLM)

Access to DFLM

- The DFLM shall be stored in the Litigation Coordinators office.
- PIOC in Restrictive Housing shall submit a DOC-0643 to the WSPF Litigation Coordinator to be scheduled for a time to view the DFLM.

- The Litigation Coordinator shall supervise the PIOC viewing the DFLM in the Alpha Program room.

EDUCATION

Education Services are available to you in accordance with DAI 309.55.03 ~ *Adult Basic Education* and DAI 309.55.05 Postsecondary Education Opportunities for PIOC.

Eligibility for education requires PIOC to be in GP in order to be enrolled to attend in-person classes.

For questions concerning education, contact the Education Department.

ELECTRONICS

You are allowed to possess electronics in accordance with DAI Policy 303.00.02 ~ *Restrictive Housing Programs and Review*.

FILE REVIEWS

Submit an Interview Request to the appropriate department to request a file review.

HOUSING STATUS / PROGRAMS

Refer to the following policies for further details on housing status and PACE program:

DAI Policy 303.00.02 ~ *Restrictive Housing Programs and Review*.

DAI Policy 303.00.03 ~ *Temporary Lock Up*

DAI Policy 308.00.01 ~ *Administrative Confinement/Restrictive Housing*

Administrative Confinement (AC):

A non-punitive placement in Restrictive Housing for PIOC whose continued presence in general population poses a serious threat to life, property, self, staff, other PIOC's, or to the secure and orderly operation of a facility.

Disciplinary Separation (DS):

Punitive status of a PIOC for violation of Wisconsin Administrative Code Ch. DOC 303.

WSPF Restrictive Housing Step Program is a three-step program which provides PIOC's with opportunities and incentives to improve their attitudes and behavior while earning additional freedoms, privileges and property.

PACE:

Progressing through Administrative Confinement Effectively

All PIOC on Administrative Confinement shall be placed in the PACE program. PACE is a program consisting of four phases. The unit team shall review and evaluate each PIOC monthly to assess the individual PIOC's level of risk, identify potential target behaviors for change and to evaluate a PIOC's participation in programming.

PIOC's in the PACE program may request the opportunity to meet with the unit review team during its monthly review once per phase. The assessment shall be the foundation for the recommendation the unit team makes to the Security Director and Warden regarding the appropriate phase placement.

Details of the PACE program are outlined in the facility procedure of DAI 308.00.01.

Temporary Lock Up (TLU):

A temporary non-punitive status allowing a PIOC to be separated from the general population pending further administrative action.

INMATE COMPLAINTS

Overview:

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

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

- A complaint or appeal will not be processed and a referral for disciplinary action may occur in accordance with Ch. DOC 303 if the complaint contains a foreign substance or obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint.

Procedure:

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

Returned Complaint:

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

Rejected Complaint:

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

Accepted Complaint:

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

Appeal:

- A PIOC may appeal the reviewing authority's decision to the CCE within **14 days** after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. 310.12(6)
- Appeals must be typed or written legibly and be filed only under the name by which the PIOC was committed to the department or the legal name granted by a court, and includes the **PIOC's original signature**.
- Appeal submissions may not exceed **500 words** total and not exceed two pages.
- PIOC's must use a DOC-405 Inmate Appeal form. **All sections of the form must be completed.**
- PIOC's may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. **PIOC's must print clearly; illegible forms will not be processed.**
- PIOC's must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

Rejected Appeal:

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

Accepted Appeal:

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

PREA Complaints:

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

INTERCOM COMMUNICATION

There is an intercom in your cell. If you press the button it shall indicate to the officer at the officer station you need to talk to him/her. The officer shall speak to you over the intercom. PIOC use of the intercom is limited to emergencies or PRN 'as needed' medication requests only. An emergency would be a situation requiring immediate assistance.

LAUNDRY

Laundry exchange shall be in accordance with the unit schedule. Clothing size request shall be directed to the unit sergeant for review. The unit sergeant shall determine appropriate clothing size.

LAW LIBRARY

Refer to DAI Policy 309.15.01~ *Law Library*

Law library will be available per unit schedule. If you wish to use the law library, you shall submit an interview request to the PM shift sergeant no later than the Saturday proceeding the week of the request.

You are required to attend Law Library as offered by unit staff. If you choose not to go when offered, you will be considered a refusal for the week. If you choose to leave the Law Library prior to the end of your period, you shall be returned to your cell. If you are on room confinement you are not permitted to attend law library unless you are on the priority list.

LEGAL LOANS

Refer to DAI Policy 309.51.01 ~ *Legal Loans*

Contact the Business Office with questions regarding legal loans.

LEGAL PROPERTY

Refer to DAI Policy 309.20.03 - *Inmate Personal Property and Clothing*

LEGAL SERVICES

You may request copies of standard legal forms to be used for their legal purpose only. This non-mandated service may be provided in quantities deemed appropriate by the institution law librarian. Sentencing portions of your court transcripts may be reviewed

through the Records Office, if available at the institution, by submitting an *Interview/Information Request* to the Records Office.

LIBRARY BOOKS

Refer to WSPF Facility Procedure 900.380.00 ~ *Library Services*

LINEN EXCHANGE

Refer to DAI Policy 309.24.01~ *Personal Hygiene and Hairdressing*

You shall turn in all of your linen to receive a new roll on a one for one basis.

Blanket exchange will be done quarterly.

MAIL/CORRESPONDENCE /FUNDS

Refer to DAI Policy 309.04.01~ *PIOC Mail*

Legal Mail:

Correspondence identifiably addressed to or from any of the following verified persons or entities with their official business address: attorney, law office, clerk or judge of any state, federal or Tribal court, investigative agency of the federal government, state and federal elected/appointed officials to include the Governor of Wisconsin, members of the Wisconsin legislature, members of the United States congress, Attorney General, Secretary of the DOC, DAI Division Administrator, the President of the United States, and Foreign Consular offices.

Non-privileged Mail:

Letters, photos, greeting cards, bills, priority mail, statements of any kind, religious organizations, correspondence schools, higher education, publications or packages addressed to and from family, friends and external vendors generally delivered by the U.S. Postal Service or by other established and authorized carriers.

Privileged Mail:

Correspondence identifiably addressed to or from any of the following verified persons or entities with their official business address of a health provider or medical agency, the PREA Office, DOJ PREA Auditor and ICRS.

If you are receiving Legal / Privileged mail through the U.S. Postal Service (USPS) the correct address is:

Wisconsin Secure Program Facility
PIOC name and number
P.O. Box 1000
Boscobel, WI 53805

If you are receiving Non-privileged mail through the U.S. Postal Service (USPS) the correct address is:

Wisconsin Secure Program Facility
P.O. Box 189
Phoenix, MD 21131

The WSPF shipping address for items not sent by USPS is:

Wisconsin Secure Program Facility
PIOC name and number
1101 Morrison Drive
Boscobel, WI 53805

PIOC's in restrictive housing shall be required to submit all outgoing correspondence unsealed, with the exception of mail defined in DOC 309.04(3) which includes:

- An attorney.
- The governor of Wisconsin.
- Members of the Wisconsin legislature.
- Members of the United States congress.
- The secretary of the department.
- The administrator of the division.
- The attorney general or an assistant attorney general of Wisconsin.
- An investigative agency of the federal government.
- The clerk or judge of any state or federal court.
- The President of the United States.

All outgoing mail shall be slid through the cell door to be picked up by PM shift officers by 10:00 PM. Any mail which cannot be slid out through the cell door shall be handed out during regular service before 10:00 PM. Traps shall not be opened for mail pick up after 10:00 PM.

Access Corrections is the only vendor designated to accept funds on behalf of DAI. There are numerous cash walk-in sites, such as Family Dollar, Dollar General, and

Speedway. Locations can be found at www.cashpaytoday.com. Access Corrections also accept credit cards via the internet or telephone, and their telephone agents (bilingual) are available 24/7. The phone number is (866) 345-1884.

Your family/friends are encouraged to visit www.accesscorrections.com for additional information regarding how to make a deposit and to obtain the deposit form. Information is also available on www.doc.wi.gov.

MEALS

Institution meals shall be served three times a day at the approximate times:

Breakfast 6:35 am

Lunch 11:00 am

Dinner 3:50 pm

You shall take the entire tray/meal into your cell when it is delivered. Upon meal tray pick up staff shall inspect your tray. Prior to this inspection your milk carton shall be empty, crushed and laying on its side on top of your tray. Any juice container or plastic inserts shall be empty and turned upside down on your tray. Your spoon shall be unbroken and in clear view on your tray. You shall return all eating utensils, the tray, any uneaten food, milk cartons or any other food/drink containers at the time your meal tray/bag meal etc. is picked up. Do not abuse/misuse food items. Meal times are approximate and may be altered according to institution needs. Meals shall be announced over the intercom. You shall have approximately 20 minutes to eat your meal.

MEDICAL SERVICES

Your health care needs including medical, dental, and optical will be reviewed by health services staff.

If you require non-emergency medical attention you shall complete a Health Service Request (DOC-3035) and place it outside your cell door for pick-up. HSU confidential envelopes and blue slips shall be exchanged during PM mail pickup.

Medical requests are to be sent to HSU in these envelopes and are to be placed outside the cell door prior to 10:00 p.m. where they shall be picked up by the officers and placed in the HSU box. If you feel you need to see medical/dental/optical staff immediately (emergency situations) bring your problem/concern to the attention of unit staff. If you require a medication refill you shall fill out a Medication Refill Request (DOC-3035C) and submit it to HSU.

MEDICATION

Medication pass shall be conducted at cell front. PIOC's shall be asked to verify the medication being dispensed is the correct medication. It is your responsibility to write Health Services Unit for medication refills.

When it is time for medication distribution it shall be announced over the intercom. If you receive PRN medications you shall request them by pressing your intercom button immediately after the medication announcement. If you are scheduled to receive other medication during the medication pass you do not need to call up via intercom for your PRN meds.

MOVEMENT

Any time you are out of your cell you may be placed in restraints and escorted hands-on. You shall be fully dressed (shirt, pants, socks, shoes, underwear) any time you leave your cell. When movement occurs on unit, a T-shirt is acceptable with the exception of visits. The state issued over shirt and shoes are required for all visits as well as any movement off the unit. During the escort you shall be expected to remain facing forward at all times. You shall follow all staff directives.

NOTARY

Refer to DAI Policy: 300.00.56 ~ *Notary Services to Inmates*

To request notary services, PIOC shall contact the Program Department in writing to request the service.

PHONE CALLS

Phone calls may be made while at indoor recreation. Phone call limits are in accordance with DAI 303.00.02 ~ *Restrictive Housing Programs and Review*. PIOC's are responsible to make phone calls in accordance their current status. Exceeding phone call limits as established in DAI 303.00.02 may lead to disciplinary action.

All telephone calls, except approved properly placed attorney calls, shall be monitored and recorded.

If your attorney would like to speak to you by phone they may contact the institution during normal business hours to arrange the call.

Requests for emergency phone calls shall be submitted to the Unit Social Worker.

PHOTOS

Refer to WSPF Facility Procedure 900.311.00 ~ *Inmate Photos*

Questions about photos shall be directed to the recreation leader.

PHOTOCOPIES

Request for photocopies with a disbursement shall be submitted to PM shift sergeant. Only photocopies for legal purposes shall be made. No copies of any personal material shall be allowed. A minimum of \$.15 per page, \$.30 double sided, shall be charged.

If you request copies from your files, submit a request and disbursement to the appropriate department.

Staff shall only process the number of copies you have requested. If your request is unclear, your request may be returned for clarification. You may not refuse to accept your copies without approval of the Unit Supervisor.

PROPERTY

Refer to DAI 303.00.02 ~ *Restrictive Housing Programs and Review*

PSYCHOLOGICAL SERVICES

In order to contact the Psychological Services Unit, submit a Psychological Services Request (DOC 3035B). In an emergency, you should contact unit staff.

RECREATION

WSPF Facility Procedure 900.536.05 ~ *Recreation- Restrictive Housing*

- PIOC's are required to keep all clothing on.
- No items are allowed to be taken by the PIOC to recreation areas.

PIOC's are not allowed to lie down while in the recreation areas.

- Climbing, hanging onto or attaching anything to the recreation fences is not allowed.
- Loud disruptive behavior while in the recreation areas is not allowed.
- PIOC's shall not spit, urinate or defecate in recreation areas.

RELIGIOUS

Refer to DAI Policy 309.61.01 ~ *Religious Beliefs and Practices*

Questions about religious beliefs and practices shall be directed to the Chaplain.

RESTRICTIONS / SECURITY PRECAUTIONS

The Division of Adult Institutions shall ensure a PIOC in a restrictive status who exhibits threatening, violent, self-abusive or serious disruptive behavior may be subject to security precautions and/or placed on a restriction.

Restriction:

When a privilege or property item is taken away from a PIOC he/she is normally allowed to have in their current status. Examples of restrictions include, but are not limited to, loss of sharps, cups, paper, pencils, pens, recreation, law library, phone calls and showers.

Security Precaution:

When additional security procedures are placed on an inmate for the safety of staff, visitors and the PIOC. Examples of security precautions include, but are not limited to: back of cell, two or three officer escort, leg restraints and tethered for medication.

SHOWERS/CLOTHING EXCHANGE

DAI Policy 309.24.01- *Personal Hygiene and Hairdressing*

Showers shall be made available in accordance with the unit schedule. You shall have a 20-minute period to take a shower. On shower days you shall be required to exchange your dirty clothes for a set of clean clothes. Clothes shall be exchanged on a roll for roll basis. After showers are complete, dirty towels and washcloths shall be exchanged for clean ones on a one-for-one basis. It is your responsibility to immediately notify staff if you receive damaged/altered clothing or linens. You shall be required to follow staff direction when passing laundry out. You shall be required to separate and fold your laundry prior to passing them out.

SOCIAL SERVICES

If you need social services fill out an Interview/Information request and send it to the unit Social Worker.

SPECIFIC REGULATIONS

- Do not tape or attach anything to any surface or window of your cell. Adhesives are not allowed.
- Do not cover your cell window, air vents, intercom, camera lens, trap, television, light or contents of the cell at any time.
- You are prohibited from scratching, marring, drawing, painting, or pasting on walls, floors, ceiling, fixtures, bedding, or defacing of any kind in any cell.
- Your mattress shall be used for its intended purpose, not as a weight, barricade, tent, etc. When you are sleeping, you shall lay in a manner where staff can easily verify your health and safety. Your feet shall be towards the door and your head towards the back of the cell. You may lay the opposite direction while watching TV, however you shall immediately respond to staff's attempts to verify your wellbeing.
- Between the hours of 10:00 pm to 7:00 am you are expected to keep noise on the unit to a minimum. Yelling, loud talking/noises or disruptive behavior is prohibited at all times.
- Urinating or defecating anywhere other than in the toilet is prohibited. All waste is to be flushed immediately upon finishing these bodily functions.
- Do not flush bags, wrappers, bedding, garbage, or any items other than bodily waste and toilet paper down the toilet.
- Do not tamper with the trap, locks, cell door, lights, light switch, intercom, vent, window, camera, shower, sink, or toilet.
- State-issued clothing, linens, forms, etc. shall not be used for anything other than their intended purposes, nor are they to be altered in any way.
- The cell light shall be turned on and shall remain on any time the door trap is open.
- When directed to come to the door for a cell search you are expected to come to the door immediately. There shall be no organizing papers, bedding or using the toilet before coming out.
- Ensure your TV is turned off prior to coming out of your cell.
- When in the attorney booth for file reviews, interviews etc. you shall remain sitting on the stool with feet on the floor.

- Braids are to be removed prior to transfer or trip from the unit or institution.
- Role playing and/or fantasy sports games are not allowed and are considered contraband.
- Officers shall regularly inspect your cell for any damage to property, which may result in disciplinary action. You shall immediately notify staff if you discover damage or alterations to the cell or its contents.
- Respectful interaction with other PIOC's and staff is expected at all times.

SUPPLIES

Supplies shall be passed in accordance with the unit schedule. If you need soap, toilet paper or pens you shall be responsible for requesting them at this time. During each of these supply passes items are a one for one exchange. You may receive 1 roll of toilet paper, 1 bar of soap and 1 pen.

Toothpaste shall be issued on the first of each month on a one-for-one exchange.

Toothbrushes shall be distributed on the first of each odd month on a one-for-one exchange.

Forms shall be exchanged on PM shift on a one-for-one exchange. As you use a form and put it out to be mailed, PM shift staff shall give you a new form.

There shall be no stockpiling of DOC forms or supplies, including toilet paper. You may not unroll toilet paper off the roll. Excess items shall be confiscated at the officer's discretion.

VISITS

Refer to WSPF Facility Procedure 309.06.01 ~ *Visits*

Any questions or concerns related to visiting questionnaires and visitor approvals should be directed to the Programming Department. Requests for extended and/or special visits need to be made to the unit Social Worker.

All visits shall be video visits. Phase four PIOC may be allowed face to face no contact visits and/or video visits.

You shall be required to be dressed in shirt, over-shirt, pants, socks, underwear, and shoes during the visit. You are to remain seated with your feet on the floor during all visits.