

WSPF General Population Inmate Handbook

DATE ISSUED: 12/17/08

DATE REVISED: 5/1/16

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TABLE OF CONTENTS

LIMITED ENGLISH PROFICIENCY POLICY NOTICE.....	1
GENERAL.....	1
CONTACTS.....	2
NOTICE.....	2
PRISON RAPE ELIMINATION ACT (PREA).....	3
BARBER.....	3
CANTEEN.....	4
CELL CLEANING.....	4
COUNTS.....	4
EDUCATION.....	5
ELECTRONICS.....	5
FILE REVIEWS.....	5
HOBBY.....	6
INMATE COMPLAINTS.....	6
INMATE IDENTIFICATION CARDS.....	8
INTERCOM COMMUNICATION.....	8
LAUNDRY.....	9
LAW LIBRARY.....	9
LEGAL LOANS.....	9
LEGAL PROPERTY.....	9
LEGAL SERVICES.....	9
LIBRARY BOOKS.....	10
LINEN EXCHANGE.....	10
MAIL/CORRESPONDENCE.....	10
MEALS.....	10
MEDICAL SERVICES.....	11
MEDICATION.....	11
MOVEMENT.....	11
MOVEMENT WITH A PASS.....	12
NOTARY.....	12
PERSONAL APPEARANCE.....	12
PHONE CALLS.....	13
PHOTOS.....	14
PHOTOCOPIES.....	14
PSYCHOLOGICAL SERVICES.....	14
PRC.....	14
PROPERTY.....	14
RECREATION/DAYROOM.....	14
RE-ENTRY.....	17
RELIGIOUS.....	17
SEARCHES.....	17
SHOWERS/CLOTHING EXCHANGE.....	17
STATE ISSUED ITEMS AND SUPPLIES.....	17
SOCIAL SERVICES.....	18
SPECIFIC REGULATIONS.....	18
VISITS.....	19

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 inmate. 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 mas 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.

Prices listed in this handbook are subject to change without notice.

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 as outlined in

Wisconsin Administrative Code 310 of 14 days from the time of incident will still apply when filing an inmate complaint.

CONTACTS

CONCERN	1 st LEVEL	2 nd LEVEL
Accounts	Inmate Accounts	Financial Program Supervisor
ADA (American's with Disabilities Act) DOC-2530 shall be completed by the inmate and forwarded to the institution/center ADA Coordinator	Charlie Unit Supervisor	Program Director
Canteen	Unit Sergeant	Business Office or Unit Manager
Groups	Program Dept. PA	Program Director
Dental	Dentist	HSU Manager
Education	Teacher	Program Director
Food Services	FS Manager	FS Administrator
Housing Unit Issues	Unit Sergeant	Unit Manager
Jobs	1 st Shift Sergeant	Unit Manager
Laundry	Laundry Department	Financial Programs Supervisor
Library	Librarian	Program Director
Mail	Mail Room Officer	Mail Room Sergeant
Medical	HSU Staff	HSU Manager
Packages - UPS	Mail Room Officer	Mail Room Sergeant
Parole	Social Worker/Records Office	Parole Commission
Phone Problems	CSA (client services)	Program Director
PRC	Social Worker	PRC Office
Property	Property Officer	Property Supervisor
Psychological Services	Emergency – Unit Sergeant	Psychologist
Recreation	Unit Officer	Unit Sergeant
Religious Issues	Chaplain	Program Director
Sentencing Information	Social Worker	Records
Visiting	Client Services	Program Director
Video Visits	Program Dept. PA	Program Director

NOTICE

Pursuant to DAI 306.00.01 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 Federal mandate when there are no opposite gender staff on the unit, and then 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.

BARBER

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

Haircuts will be scheduled by the unit staff. Cuts will be completed by appointment only. Requests for service must be submitted to the 1st Shift Sergeant. Haircuts will be scheduled per policy as space and time allow.

Hair must be sufficiently clean, as determined by the Cosmetology Program Instructor, or it will not be cut.

Additional paid services are available as scheduled. Cost is determined by the institution and the Cosmetology Program Instructor. The procedure for scheduling an appointment is posted in the dayrooms.

CANTEEN

Refer to DAI policy 309.52.01 ~ *Inmate Canteen*.

Possession limits are noted on the canteen price list. Inmates 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 will verify all items have been received and note any discrepancies. **You are not allowed to refuse items you've ordered.** You must discard the bag the canteen comes in by the next morning.

CELL CLEANING

You are responsible for keeping your cell clean and for placing trash in the proper containers. Receptacles will be provided in the main corridor area. You will be allowed access to cleaning supplies during weekend cell cleaning times (refer to the unit schedule). Cell cleaning is limited to ten minutes.

Scratching, marring, drawing, painting, or pasting on walls, floors, ceiling, fixtures, bedding, or defacing of any kind in any cell is prohibited. Officers will regularly inspect your cell for any damage to property. You should immediately notify a staff member if you discover damage or alteration to your cell or its contents. Ventilation areas, intercoms and cell door windows must be clear of all articles.

When washing the cell, proceed in the order below. (For example, do not wash the floor first and then use the dirty water to clean the mattress.)

1. Cells should be swept to remove dust and dirt.
2. Wipe down both sides of the mattress and pillow with the cleaner provided.
3. Wipe down bunk and desk with the cleaner provided.
4. Scrub sink and toilet with the cleaner provided.
5. Wet mop floor with floor soap solution.

Human waste, toilet paper, and institution approved toilet cleaner are the only permissible items to be flushed into the sewer system; flushing any other materials into the sewer system constitutes a violation of state and city law.

Any area contaminated with blood and body fluids should be cleaned in accordance with WSPF 900. 502.01.

COUNTS

Inmates must be clearly identifiable at all times as Security Officers need to be positive they see a human body before counting any inmate. Do not interfere with staff conducting

count. Any loud, overt, disruptive or inappropriate behavior will not be tolerated at any time, especially during counts. All inmates on the unit must be secured in their cells during formal counts with the exception of food servery workers.

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

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

EMERGENCY COUNTS: You must report to your cell or cell front (inside the cell or outside the cell, as directed by staff) until the emergency count has cleared. If you are assigned to another unit or work area you are to await staff's direction.

EDUCATION

Education Services are available to you in accordance with DAI 309.55.03 and 309.55.04. For questions concerning education, contact the Education Department.

ELECTRONICS

You are allowed to possess electronics in accordance with DAI Policy 309.20.03 ~ *Inmate Personal Property and Clothing*. WSPF provides televisions in all dayrooms which may be viewed at the appropriate volume level during dayroom time only. Stations offered may not be the same as those available at other institutions. Music stations will be changed on a quarterly basis or as staff determine appropriate. Television channels may be changed by the institution at any time, do not contact the Program Department with requests.

You are responsible for any damage to the electronics in your cell. If you are unable to plug all electronics into the receptacles provided, you will be responsible for purchasing a power strip or extension cord. Electronics must remain in your cell and televisions must be on the TV shelf on the back wall of your cell when you exit your cell for any reason. Headphones or earplugs must be plugged in and worn on the head when electronics are in use. Electronics are to be turned off whenever you are not in your cell. Antennas may be strung straight up one wall, not throughout the cell or from the light fixture.

FILE REVIEWS

Refer to WSPF Procedure 900.303.01 – Inmate Review of Social Services and Legal Files.

HOBBY

Refer to DAI policy 309.20.03 ~ *Inmate Personal Property and Clothing*

Hobby supplies cannot be ordered until you designate the hobby activities you wish to participate in. It is your responsibility to ensure the items you are ordering are approved. All hobby orders should be sent to the Recreation Leader for approval.

INMATE COMPLAINTS

First and second step complaint forms as well as rejected complaint appeal forms are available on the unit. Envelopes for first step complaints and rejected complaint appeals are also available. ICRS envelopes are to be used for routing complaints to the ICE and complaint appeals to the Warden only. Completed first step complaint forms as well as rejected complaint appeals should be sealed and placed in the unit mailbox. They will be delivered to the Inmate Complaint Examiner. Second step forms should be addressed and sent directly to the address on the top of the form.

Definition: "reviewing authority" means the warden, bureau director, administrator or designee who is authorized to review and decide an inmate complaint.

Adult inmates have a right under Chapter DOC 310 of the Administrative Code to raise concerns they have by filing a complaint using form DOC 400. They are expected to try to resolve their complaints informally before filing a formal ICRS complaint; this can often be less time consuming than filing a formal complaint.

Inmates who do not feel comfortable using English to file a complaint may file their complaints in their native language.

Complaints will be **returned** (not processed) if they are not submitted on a DOC 400 form, can't be read or understood, are unsigned, contain obscene or abusive language or threats (unless such language is needed to describe an event), are submitted in a name other than the name on the inmate's Judgment of Conviction (or a new legal name) or address more than one issue.

The ICE may, before accepting a complaint for processing, order the inmate to try to resolve the issue in the complaint with staff.

If an inmate's complaint is accepted and processed (entered into the ICRS system), it may be **rejected** if it is submitted by the inmate only for the purpose of harassing or causing malicious injury to someone, the issue raised does not affect the inmate personally, the issue raised has already been dealt with in a prior complaint, the complaint does not raise a significant issue regarding rules, living conditions, or staff actions affecting institution environment, the inmate does not allege sufficient facts upon which redress may be made,

the issue raised is moot (the issue is already settled) or the complaint is beyond the scope of the complaint system.

Inmates cannot use the ICRS to appeal classification decisions, parole decisions, denial of approved leave, inmate record challenge decisions, denial of open record requests, conduct reports and disciplinary decisions. Inmates may use the ICRS to appeal only an incorrect procedure used in the program review process, the disciplinary process, the administrative confinement review process, or a request for authorized leave.

Inmates may file only two complaints a week unless the complaints involve health or personal safety issues. The ICE may waive this limit for good cause.

ICRS Procedure

1. The inmate must obtain a form DOC 400 and fill it out. The handwriting must be legible and the statements on the form must clearly describe the event which led the inmate to file the complaint.
2. The complaint must be deposited in the prison's locked ICE boxes no later than 14 calendar days after the day of the action which prompts the inmate to file the complaint. An ICE may accept a late complaint if it is late for good cause.
3. The ICE may return or accept the complaint. If the complaint is returned, the inmate may modify it to address the ICE's reason for returning the complaint. If the complaint is accepted, the ICE sends the complaining inmate a written receipt for the complaint within 5 working days of the date of receipt of the complaint.
4. If the ICE accepts the complaint, he or she conducts an impartial investigation of the facts addressed in the complaint and either rejects it or makes a recommendation to the Reviewing Authority. The ICE has 20 working days from receipt of the complaint to take those steps. If the complaint is rejected for the reasons listed above, the rejection may be appealed by the inmate on form DOC 2182 to the Reviewing Authority within 10 calendar days. The Reviewing Authority's decision on a rejected complaint is final.
5. The Reviewing Authority has 10 working days to issue his or her decision on the complaint. If the complainant does not receive the Reviewing Authority's decision within the 30 working days following the ICE's acknowledgement of receipt of the complaint, the complainant may appeal directly to the Corrections Complaint Examiner (CCE).
6. If the inmate is not satisfied with the Reviewing Authority's decision, he may file an appeal by using form DOC 405. An appeal of a Reviewing Authority decision must be made by US Mail and it must be received by the CCE within 10 calendar days of the date the inmate received the Reviewing Authority's decision. This appeal is investigated by a CCE.
7. The CCE, within 5 working days after receiving an appeal, issues a written receipt of the appeal to the inmate.

8. The CCE investigates the appeal, reviews the prior recommendation and decision and then recommends a decision to the Secretary of the Department of Corrections within 35 working days of receipt of the appeal.
9. The Secretary shall make a decision within 10 working days following receipt of the CCE's recommendation. The Secretary may extend the time for making a decision for cause and must give written notice to the inmate.
10. If the inmate does not receive the Secretary's written decision within 45 working days of the CCE's acknowledgement of receipt of the appeal, the inmate may consider the administrative remedies to be exhausted, unless the time has been extended by the Secretary. The department shall implement an affirmed decision within 30 working days from the date of decision.
11. If an inmate's complaint is affirmed and it has not been implemented within 30 working days, the inmate may directly inform the decision maker in writing of the failure to implement the decision.
12. After exhausting the appeal process for classification hearings, disciplinary hearings, administrative confinement hearings or a denial of authorized leave, an inmate may use the ICRS to challenge only the procedure used in those situations.
13. Inmates may file group complaints under sec. DOC 310.10, Wis. Adm. Code
14. At all levels inmates will receive copies of the ICE/CCE recommendations and the Reviewing Authority/Secretary decisions.
15. Generally, complaints filed with the ICRS are confidential. Persons working in the ICRS may reveal the identity of complainants and the nature of the complaint only to the extent necessary to investigate the complaint, implement the remedy, or in response to litigation. See sec. DOC 310.16, Wis. Adm. Code for exceptions to complaint confidentiality.

INMATE IDENTIFICATION CARDS

Refer to DAI Policy 306.00.06 ~ *Inmate Digital Photo Identification*. White beaded lanyards can purchased from the business office by submitting a disbursement request for \$1.00.

INTERCOM COMMUNICATION

There is an intercom in your cell. If you press the button it will indicate to the officer at the officer station you have an emergency. The officer will speak to you over the intercom.

Do not misuse this intercom. Please refrain from using the intercom if the communication can wait until the next time you're out of your cell or when staff makes their rounds.

LAUNDRY

You may purchase punch cards from the Business Office. A 5-punch card and a 10-punch card are available (at a cost determined by the Business Office) to have your personal clothes and laundry washed per the unit schedule. You must submit a disbursement slip to obtain a punch card. The institution is not responsible for damaged or missing items.

Personal laundry pick up, and return, will occur as designated on the unit schedule. You are responsible for turning your items in to the unit laundry worker and getting your card punched by the Unit Officer.

Clothing exchange will occur in accordance with the unit schedule. **All clothing exchange will be on a one for one basis.**

LAW LIBRARY

Refer to DAI Policy 309.15.01 ~ *Institution Law Library*

Law library will be available per unit schedule. If you wish to use the law library, you must submit an interview request to the Third Shift Sergeant on the Saturday proceeding the week of the request.

You are required to attend as scheduled, unless a priority appointment is scheduled at the same time, i.e.: medical, visit, court, etc. If you choose to leave the Law Library prior to the end of your period, you will be returned to your cell. If you choose to cancel your Law Library scheduled appointment, you will not be released for other activities. 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*

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

Blanket exchange will be done quarterly (January, April, July & October).

MAIL/CORRESPONDENCE

Refer to DAI Policy 309.04.01~ *Inmate Mail*

Letters ready for mailing should be placed in the outgoing mail box on your range. Staff will not pick up mail from your cell.

Interview/Information Requests & other forms: Are available in the unit dayrooms. These requests should be used for correspondence with institution staff/departments.

MEALS

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

Breakfast: 6:30 am – 7:30am

Lunch: 11:30 am – 12:30 pm

Dinner: 4:30 pm – 5:30 pm

Meals will be announced approximately 5 minutes and just prior to releasing you for meals. If you want to eat, you should leave your cell promptly because doors will be closed. If staff are required to key your door you are required to have your light on. Unit staff will assure all doors are secured after you have vacated the cell.

When your cell door is closing, you are not permitted to attempt to exit or reenter your cell.

Meals are obtained from the unit servery. Time of meals and location of dayroom to eat in are assigned by unit or as directed by staff.

You are allowed up to 20 minutes for meals. When your dayroom is released you will need to report to the collection point to return your tray and utensils then return to your room.

If you are required to eat in your cell, you will pick up, and return your meal tray as directed by unit staff.

- A. You are to check your tray before you leave the serving line. Address any issues with the officer monitoring the serving line. Once you leave the serving line, you will not be allowed to return. You will need to inform the server worker if you are to receive a diet tray.
- B. Once you are seated, you may not leave your seat without permission from the unit officer.
- C. You will be allowed to pass food at your table only.
- D. You are not allowed to take any food back from meals except for a piece of fresh fruit which must be consumed within 24 hours.
- E. You are allowed to bring ONE CONDIMENT item to meals for your personal use only. **(Condiments as listed on the canteen menu.)**
- F. The dayroom television will remain off during meals.

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 must complete a health services request and place it in the outgoing mailbox. Health Service Requests (DOC 3035) and Dental Service Request (DOC 3392) are to be sent to HSU in HSU confidential envelopes. Health Service Requests, Dental Service Request, and HSU confidential envelopes are available in the dayrooms. If you feel you have a medical emergency, contact unit staff immediately.

MEDICATION

Refer to DAI Policy: 500.80.11 ~ *Medication Delivery, Administration and Training*. Inmates are not to bring out any property during medication pass. It is your responsibility to write Health Services Unit for medication refills.

MOVEMENT

You are required to sign out whenever you leave the unit except for Courtyard recreation. You are to legibly sign your name, number, destination, time out, and time in upon your return. You may not sign in or out for any other inmate.

Movement outside your cell will be at designated times for scheduled events. Unless you have permission from unit staff, you are not allowed off the unit/designated range you reside on. You are required to go directly to and from your destination. You may not enter any area you are not assigned to without staff authorization.

MOVEMENT WITH A PASS

- A. All inmate movement to the HSU area shall occur under pass or escort. General population inmates are required to report to HSU room B068A to receive or refuse scheduled medical care. This includes inmates on sanctions such as room confinement and inmates needing to arrive by wheelchair.
- B. Inmates shall depart with a pass from their assigned housing unit. Passes will be identified as HSU (including PT), Dental, PRC and Mentor.
- C. Passes will be clearly labeled and color coded:
 - 1. PRC Pass – Green
 - 2. HSU Pass – Blue
 - 3. Dental Pass – Gold
 - 4. Mentor—Salmon

When passing to HSU area or PRC walk on the narrow side of the yellow line.

NOTARY

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

PERSONAL APPEARANCE

All clothing will be worn in a manner for which it was designed. You will dress in a clean, neat, and appropriate manner. Torn, tattered, ill fitting, dirty, or altered attire will not be allowed.

- A. Collars may not be tucked in or turned under.
- B. Pockets will not be turned inside out.
- C. Belts will be buckled at all times and centered on the waist (belly button).
- D. State issued or personal clothing will not be altered or defaced in any manner. (i.e., removing sleeves and/or pockets is prohibited).
- E. Pants will be zipped up and buckled at all times. Pants will be worn on the waist. Sagging pants will not be allowed. Pant legs are not to be tucked into socks.
- F. Shoes must be worn with socks, with the foot entirely in the shoe. Laces or straps must be tied or secured. State shoes are required for any off site trips.
- G. Shower shoes and slippers are not allowed outside your cell at any time.
- H. **Shirts and T-shirts, excluding sweatshirts, are required to be tucked in your pants anytime you are out of your cell, with the exception of while at recreation.**

- I. All the buttons on shirts are to remain buttoned at all times, with the exception of the top button.
- J. A minimum of underwear must be worn during standing counts and when services are being provided at cell front.
- K. Caps may be worn at outside recreation only, with the bill straight over the forehead, not tipped, at an angle, or turned up.
- L. If you are authorized to wear a kufi based on identified religious preference you are allowed to wear it out of cell indoors. If you wear your kufi outdoors it must be covered with another state approved hat/cap.
- M. Kitchen whites may be worn by kitchen and server workers when going directly to/from work assignments and while at work.
- N. Specific dress requirements in certain areas may be specified by the area supervisor. These exceptions are limited to state issued clothing and apply only to the times the inmate is working.
- O. Your photo ID must be visible anytime you are out of your cell. Only state provided/approved lanyards will be worn. You are not allowed to store or place anything else in your ID holder.
- P. No head gear is allowed to be worn outside your cell, other than noted in "K" and "L" above or required for work assignment.
- Q. Sunglasses may be worn outside only.
- R. Winter coats, hats, and gloves may only be worn outside of your cell while attending Courtyard recreation or while working on an outside work crew during winter months. Coats may not be worn until you are in the main corridor when going to Courtyard recreation.
- S. State clothing will be worn for meals and med pass (over shirt not required). Thermal undershirts may not be worn as outer garments outside of your cell.
- T. Gym shorts, muscle or sleeveless shirts, and sweat pants may be worn at recreation/dayroom. Wrist and headbands may be worn at recreation only. Shirts are to remain on at rec. Work clothing may not be worn at rec.
- U. During times of heat advisories, as determined by WSPF, you may be allowed to wear gym shorts out of your cell while on the unit only as designated by the Security Supervisor on duty.

PHONE CALLS

Refer to WSPF Facility Procedure of DAI Policy 309.39.01 ~ *Monitoring and Recording of Inmate Telephone Calls* and WSPF Facility Procedure 900.302.02 ~ *Phone Calls*. All telephone calls, except approved properly placed attorney calls, will be monitored and recorded. Phone calls will be made during normal dayroom times.

Requests for emergency phone calls must be submitted to the Unit Social Worker and include the following information:

1. Name of person receiving call
2. Their phone number
3. Reason for call.
4. Disbursement for \$5.00.

You may make attorney phone calls during dayroom times, or as approved by the Unit Supervisor.

PHOTOS

Refer to WSPF Facility Procedure 900.311.00 ~ *Inmate Photos*

PHOTOCOPIES

Only photocopies of legal material will be made. No copies of any personal material will be allowed. A minimum of \$.15 per page, \$.30 double sided, will be charged. You must submit a disbursement request indicating how many copies you desire. If you need copies made from your file, submit a request and disbursement to the Records Office. Staff will only process the number of copies you have requested. If your request is unclear, your request will be returned for clarification.

You may not refuse to accept your copies without approval of the Unit Manager.

PSYCHOLOGICAL SERVICES

If you are experiencing emotional problems you should contact the Psychological Services Unit with your specific request via a Psychological Services Request, (DOC 3035B). In an emergency, you should contact unit staff.

PRC

Refer to WSPF Facility Procedure 900.400.01 ~ *Re-Classification Review*

PROPERTY

Refer to WSPF Facility Procedure of DAI Policy 309.20.03 ~ *Inmate Personal Property and Clothing*

RECREATION/DAYROOM

Outdoor recreation is allowed as weather and courtyard conditions permit. The Security Department and Unit Staff will determine if courtyard is to be used and what activities are allowed. Conditions such as weather, temperature, available daylight and security

concerns are factors to be considered when making the courtyard available. On or after Daylight Savings time begins, evening courtyard will start. On or after Daylight Savings time ends, evening courtyard will end.

- A. Except for institution needs, or if disciplinary/medical/clinical dispositions prohibit it, activity times will be offered on a regular basis, check the posted unit schedule for exact times.
- B. During the winter months, as determined by the Unit Staff, courtyard recreation will be limited to 1 hour maximum for walking, no running or jogging. Bean bag toss and table activities may be allowed at the officer's discretion. When these inmates return to the unit, they may go to the dayroom if it is open.
- C. Inmates must come out for all activities at the start of the activity period.
- D. You may not leave the recreation area or the dayroom area without staff permission. You may return to your cell with staff's permission however once you have left, you may not return. If you leave these areas without staff permission, you will be sent back to your cell.
- E. You may check out some state issued items from the Sergeant's Station. State issued table games and playing cards are allowed in the dayroom and at outside table areas during activity time only (note: only one deck of cards, per table, will be allowed during activity time). You are responsible for any items you use.
- F. Only four inmates are allowed per table and you must remain seated. Standing around the tables is not allowed.
- G. The only personal property items allowed to be taken out of your cell during recreation times are: a pen, address book, chess and checker sets, and dominos, no other personal property items are allowed to be taken out of your cell during recreation times (i.e. magazines, etc.) Items need to be in the original box and your name and number needs to be on the box in permanent marker.
- H. Harmonicas may only be played at the outside recreation area.
- I. Overly aggressive game play and taunting will not be tolerated. Games may be stopped and identified inmates may be directed back to their unit.
- J. No dunking or hanging from the rim is allowed.
- K. No food is allowed outside your cell during activity time. You will be allowed to take one clear cup for drinking water to the Courtyard or inside rec only.
- L. Disruptive, loud, profane, unsafe behavior and/or horse play will not be tolerated.
- M. Activity/recreation areas will be for their intended purpose(s) only. Do not exceed the occupancy limits posted.
- N. Do not loiter in hallways/corridors or interfere with other inmates' activity/law library time.
- O. During times of inclement weather, outside recreation areas will be closed.
- P. Inmates in general population will be allowed to wear personal shorts to and from recreation, as well as while recreating.
- Q. Inmates are required to keep a minimum of their shirt, shorts and, shoes on while attending recreation.

- R. Only authorized items for recreation use will be allowed to be taken to recreation areas.
 - S. To ensure their wellbeing, inmates are not allowed to lie down while in the recreation areas.
 - T. There is to be no climbing, hanging onto or attaching anything to the fences and no loud disruptive behavior while in the recreation areas.
 - U. Inmates shall not spit, urinate or defecate in recreation areas.
 - V. Inmates who create security threats or display disruptive behavior may be refused recreation or have their recreation period terminated.
- A. Charlie/Delta specific:
1. You will be asked for your choice of the scheduled activities prior to their start time. You will be required to stay at the scheduled activity for the entire period, unless otherwise directed by staff.
 2. There must be a minimum of 5 inmates attending courtyard recreation for the area to be opened. Less than 5 Charlie/Delta inmates may use the Charlie outside recreation areas for fresh air.
 3. Movement to and from the weight room and the inside basketball/handball courts will be outside. The doors from the ranges to the recreation areas will be secured.
 4. Computers in the dayrooms are for educational use only. They are not for personal use.
 5. When a full court basketball game is being played no cross court games may be played. When numbers of players are such that more players need to be accommodated cross court games should be accommodated and full court games ended.
 6. Only 2 on 2 basketball or handball games are allowed on the inside courts. The next 2 to play may wait in the vestibule, but no more than 2 inmates may wait in this area at any one time.
 7. During times of inclement weather movement between the 2 areas will not be allowed.
- B. Echo Unit specific:
1. Will follow their posted recreation schedule.
 2. Movement to and from the weight room and dayrooms will be outside. The doors from the ranges to the recreation areas will be secured with the exception of the range out for recreation.
 3. During times of inclement weather, outside courtyard areas will be closed and may only be used to move between dayrooms and weight room.
 4. Do not loiter along the Foxtrot Unit's recreation fence area.

RE-ENTRY

Re-entry material is available to inmates in the Delta Resource Room. This area will be available throughout the day as per the unit schedule.

RELIGIOUS

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

SEARCHES

Pursuant to Wisconsin Administrative Code 306.16 and 306.17 you, or your cell, maybe searched at any time.

SHOWERS/CLOTHING EXCHANGE

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

STATE ISSUED ITEMS AND SUPPLIES:

CLOTHING

- ❖ Underwear (3 pair)
- ❖ Pants (2 pair)
- ❖ T-shirt (3)
- ❖ Over shirt (1)
- ❖ Footwear (1 pair)
- ❖ Socks (3 pair)

LINEN

- ❖ Towel (3)
- ❖ Pillowcase (1)
- ❖ Blue cleaning rag (2)
- ❖ Sheets (2)
- ❖ Pillow (1)
- ❖ Mattress (1)
- ❖ Blankets (2)
- ❖ Washcloth (3)

Supplies may be picked per unit schedule at linen exchange.

Indigent inmates may receive hygiene items as per the unit schedule.

Doubled inmates may only extend (use) the curtains during times they are using the toilet. At all other times, the privacy curtain should remain compacted. Showering may be adjusted by staff as necessary.

Shower procedure for double cell showers:

When TOP BUNKS are out for evening recreation/dayroom—LOWER BUNKS will receive a shower time from 6:30 - 7:00 (and razor at this time on razor days).

TOP BUNKS will shower from 8:00 - 8:30—LOWER BUNKS will go to the dayroom to watch TV only.

When LOWER BUNKS are out for evening recreation/dayroom—TOP BUNK will receive a shower time from 6:30 - 7:00 (and razor at this time on razor days).

LOWER BUNKS will shower from 8:00 - 8:30 – TOP BUNKS will go to the dayroom to watch TV only.

Toilet paper rolls and soap will be available upon request during clothing exchange. Unit limits are 2 full rolls of toilet paper and one in use. Soap limit is two bars and one in use.

SOCIAL SERVICES

If you are in need of social services fill out an Interview/Information request and send it to the unit Social Worker. Be as specific as possible.

SPECIFIC REGULATIONS

1. No materials will be allowed to cover, be attached to, and/or hang from any window, door, wall, outlet, toilet, sink, vents, or light, except for the approved area. (Wall same side as door.) You may not tamper with your trap, locks, cell door, lights, light switch, intercom, vent, window, camera, shower, sink, or toilet.
2. Your mattress must stay flat on your bed at all times. Your mattress must be used for its intended purpose, not as a weight, barricade, tent, etc. You must sleep in a manner where staff can easily verify your health and safety. Feet must be towards the door while sleeping. You may lay the opposite direction while awake, however you must immediately respond to staff's attempts to verify your wellbeing.
3. You may have your eyes covered while lying down or sleeping. Sleep masks are available from the Business Office for a cost of \$2.32.
4. If you are housed alone in a double cell, you are not allowed to use the mattress or pillow from the empty bunk and are required to sleep in the bottom bunk.
5. State issued clothing, linens, forms etc. shall not be used for anything other than its intended purpose. You are limited to two of each form in your cell.
6. Loitering on the ranges, in corridors/vestibules, work areas, etc... is prohibited
7. Loud talking heard outside the cells is prohibited between the hours of 10:00 pm and 7:00 am. These quiet hours will be strictly enforced. Yelling on the ranges between cells is prohibited at all times.
8. Corridor lights and nonessential lighting will be turned off after 10:00 pm.
9. Whenever your trap is open or staff are at your door, your cell light must be on.

VISITS

Refer to WSPF Facility Procedure 309.06.01 ~ *Visits*

Any questions or concerns related to visiting should be directed to Client Services.
Requests for extended and/or special visits need to be made to the unit Social Worker.

Utilization of the contact visiting area shall be conducted in a manner to ensure general population inmates have equitable access to the area.

1. An inmate shall be allowed only one visit per day.
2. An inmate is allowed a visit on both weekend days.

Visitation Times

- A. Contact visitation shall be held on Friday, Saturday, Sunday, Monday, and Holidays. 8:30AM - 3:30PM.
- B. Video Visitation or no-contact visits shall be available during the same hours as the Restrictive Status Housing Inmate Video Visiting hours.
- C. Tele-visits through MSDF or RCI
 1. Saturday and Sunday: 8:00AM - 4:00PM
 2. Tuesday and Thursday: 8:00AM - 11:00AM