

WSPF Restrictive Housing Inmate Handbook

ISSUED: 06/12/08
REVISED: 10/29/15

SIGNED: _____
Warden Gary Boughton

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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 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 issued so you have an understanding of the rules and resources at this institution. When you are released from a Restrictive housing status, return this handbook to the unit staff. This handbook must 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 with a place or person to contact to get answers to questions or concerns that might arise. Both levels must be exhausted before writing to the Warden's Office or filing an Inmate Complaint. 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.

WISCONSIN SECURE PROGRAM FACILITY
RESTRICTIVE HOUSING STATUS HANDBOOK

Issued 06/12/08 Revised 10/29/15

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CONCERN	1st LEVEL	2nd LEVEL
Accounts	Inmate Accounts	Financial Program Supervisor
ADA (American's with Disabilities Act)	Charlie Unit Manager	Program Director
Canteen	Unit Sergeant	Business Office or Unit Manager
CGIP	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
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	Parole Commission
Phone Problems	CSA (client services)	Program Director
PRC	Social Worker	PRC Office
Property	Property Officer	Property Supervisor
Psychological Services	Emergency – Unit Sergeant	Unit Social Worker/Psychologist
Recreation	Unit Officer	Unit Sergeant
Religious Issues	Chaplain	Program Director
Sentencing Information	Social Worker	Records
Step	Unit Sergeant	Unit Manager
Visiting	Client Services	Program Director
Video Visits	Program Dept. PA	Program Director

ELECTRONIC MONITORING SURVEILLANCE NOTICE

Pursuant to DAI Policy 306.00.01 Electronic Monitoring (available in the Law Library), 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, visible 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 jeopardizing institution security. These activities include drug dealing, security threat group and/or disruptive group activity, escape plans, and other illicit activity. Information gathered regarding offenders may be used in any fashion by 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 (DOC) and Wisconsin Secure Program Facility (WSPF) are committed to a "Zero Tolerance Policy" of prison rape and sexual victimization. The Zero Tolerance Policy affects all of the Department of Corrections, including every employee and every person under correctional supervision. Individuals shall report any assault or victimizations sexual in nature to a staff member verbally or in writing. Any reports will be kept as confidential as the circumstance allows. 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.

BARBER

DAI Policy 309.24.01- Personal Hygiene and Hairdressing.

If you desire and are eligible to have your hair cut, submit a written request to unit staff. Haircuts will be scheduled on a rotating basis. Haircuts will be allowed no sooner than every 6 weeks.

Facial hair trims will be offered approximately once every 6 weeks to inmates 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

DAI 309.52.01- Canteen Procedures.

You may complete a canteen order once a week. The unit staff will distribute canteen statements and order forms on Friday. You must complete the canteen order form and return it with the daily mail pickup on Sunday. The form must be filled out in its entirety, including the item description. If a canteen scan sheet is lost, damaged or denied due to attempting to order non allowable items, you must purchase a new scan sheet from the Business Office for a minimum of \$0.10. Crumpled, torn or defaced statements will not be processed.

You are responsible for accurately completing the form based on the most current canteen price list and on the monies available in your account per the canteen statement issued (you are responsible for knowing any disbursements not deducted from your statement and spending accordingly). Do not overspend your regular account during the week of canteen or order excessive or items not allowed. If you order items not allowed in your current status you will be charged for the item(s) and will have to dispose of the item(s).

Canteen will be distributed weekly. The officer will verify all items have been received and note any discrepancies. In the case of a discrepancy in your order, you will be notified by the Business Office of any resolution decided upon. It is your responsibility to immediately report discrepancies to unit staff. If you are demoted it will be your responsibility to have food items discarded that are not allowed in the lower level. Food items will not be stored or shipped.

CELL CLEANING

You are required to maintain your cell in an orderly fashion, including cleaning the floor and walls. Ventilation areas and cell door windows must be clear of all articles.

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

Cell front transactions / movement include any event (or service) that requires opening of the upper or lower traps including but not limited to: cell cleaning, meal delivery and pick up, medication pass, canteen distribution, property pass, book exchange, linen exchange, mail pass, notary public services, phone calls or any movement into or out of your assigned cell or other authorized area (law library, attorney visit booth, recreation enclosure).

Unless otherwise under specific security restrictions or precautions inmates housed on-restrictive housing units will adhere to the following process during **all** cell front transaction / movement events:

1. Main cell light shall be turned on.
2. Wearing a minimum of pants, pulled up properly around your waist as to completely cover your genitals and buttocks. (If you are leaving your cell you will be fully dressed.)
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. Stand in the middle of your cell facing the door and show staff the front and back of your opened hands at chest height.
 - a. Staff may ask you to raise your outer shirt slightly to inspect your waist area turn around slowly, lift your pant legs etc. to ensure you are not concealing anything.
6. Staff will open the trap when appropriate and instruct you to step forward (with your items, if any, in hand).
7. When you are instructed to move from the center of the cell to the trap you shall remain standing in an upright position and not retrieve anything from another part of your cell (bunk, sink area or floor). Do not make any sudden movements, bend over or reach anywhere to pick up or retrieve anything unless you obtain permission from staff (this includes retrieving a previously inspected item which you may have dropped on the floor as you approached the trap).
8. Once the transaction or movement process is complete staff shall direct you to step back to the middle of the cell (along with any items given to you by staff). Continue to remain in full view of the staff at all times.
 - a. If you are being removed or placed back into your cell you shall follow specific staff instructions for restraint application or removal.
9. Once the trap is secured you can resume normal activities in your cell.
10. Failure to follow the above rules shall result in having to repeat the process from the beginning or in termination of the transaction / service or movement which is being facilitated.

COUNT

Formal counts shall be conducted at 3:00 a.m., 6:15 a.m., 11:15 a.m., 4:15 p.m., 9:30 p.m., and 12:00 a.m. You must be clearly identifiable at all times. Do not interfere with staff conducting count. All inmates on the unit shall be secured during counts.

EDUCATION

WSPF Facility Procedure 900.375.00- Education Programs.

Restrictive Housing Status: Education programming or service is not available in restrictive housing status except federally mandated education for students in need of special education, (SPED). To be eligible for SPED services you must be 21 years of age or younger. Contact the Education Department if you have any questions. A special education student who is enrolled in the HSED program and working on math shall be allowed to keep a calculator in his cell. You shall be required to sign a receipt for the calculator and shall be responsible for any damage that occurs. Education supplies are to be used for **education** only.

High Risk Offender Program and Administrative Confinement Status: Inmates in HROP or AC status may participate in HSED programs. To apply for acceptance into education programs send an Interview/Information Request form (DOC-761) to the Education Director asking to be admitted to HSED programming. The Education Director or designee shall determine if an inmate meets the criteria for acceptance into the education program. If an inmate is accepted, he shall be assigned a teacher who shall assess his abilities and develop coursework for the student. TABE (Test of Adult Basic Education) testing shall be utilized to facilitate appropriate placement. If you refuse to participate in TABE testing and do not have an updated score on file, it shall be documented as a refusal of service and you shall not be enrolled in education. If teacher rosters are full, students shall be placed on a waiting list. HSED testing shall be scheduled as names are submitted by the teachers to the HSED Chief Examiner. Accepting an education assignment requires you to follow all rules for class participation and behavior.

Inmates shall be allowed to participate in correspondence courses at their own expense, after receiving approval from the Program Director in accordance with DAI 300.00.26. Submit an Interview/Information Request form (DOC-761) to the Program Director requesting a Correspondence Course Screening form (DOC-1117). Complete the form, outlining the proposed coursework along with how the course shall be paid for and forward it to the Program Director. (If you have received a Grant send proof of that. If it is being paid for by a family member or friend, that person must send correspondence to the Program Director indicating their intention to pay for tuition and all fees associated with the course.) The request shall be reviewed and allowed or disapproved by the Program Director.

On-line course work is not allowed.

ELECTRONICS

Limited video programming shall be available according to your status. If you are participating in education and/or treatment you may be given a schedule of programming. This schedule may be also posted on the TV.

For inmates who do not own their own TV's, with the exception of designated cells on Alpha Unit and Step 1 and 2 inmates, state issued televisions may be provided. Music stations provided through the television shall be changed periodically as staff determines appropriate.

If you are issued a state owned television, you are responsible for any damage done to the TV. If you are found guilty of damaging and/or altering the TV, you may be charged restitution and/or

lose the privilege of having the TV. You shall not be eligible to receive a new television if you still owe restitution for a damaged television.

FILE REVIEWS

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

The Records Office maintains the Social Service and Legal files. If you would like to review your Social Service or Legal files, submit an Interview/Information Request to the Records Office. If the reason for your review is for an upcoming hearing, indicate the hearing date. You shall be added to the list in the order your request is received. You may request a file review once every 6 months. Contact HSU Manager for Medical file and Dental File reviews. Contact Psychological Services for Clinical file reviews. Contact Education for Education file reviews.

INMATE COMPLAINTS

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.

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 shall 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.

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

Complaints shall 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, instruct the inmate to try to resolve the issue raised 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 PRC 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 2 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 neat and the statements on the form must clearly describe the event that led the inmate to file the complaint.
2. The complaint must be deposited in the institution's locked ICE boxes no later than 14 calendar days after the day of the action prompting an 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 complainant 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 or she 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 PRC 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 shall 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.
16. "Reviewing authority" means the warden, bureau director, administrator or designee who is authorized to review and decide an inmate complaint.

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. Inmate use of the intercom is limited to emergencies or PRN 'as needed' medication requests only. An emergency would be a situation requiring immediate officer assistance to ensure safety.

LAW LIBRARY

DAI Policy 309.15.01- Institution Law Library.

If you wish to use the Law Library you must submit an interview request to the Third Shift Unit Sergeant.

Materials defined in DAI Policy 309.15.01 Institution Law Library attachment are not offered electronically shall be made available in print in the law library.

Yelling down range or visiting with other inmates while in the law library is prohibited. Such behavior shall result in termination of your law library session. Materials determined by the Librarian, or Designee, to be damaged or missing may result in a conduct report and shall be charged to the inmate at a minimal fee of \$0.15 per page, or in the case of a publication, restitution shall be determined by the Librarian or designee. If the inmate is indigent, access to printed legal materials may be suspended for up to two weeks. A Conduct Report may be issued to an inmate found using a computer program, other than assigned to him.

To request help from Legal Assistance to Institutionalized Persons (LAIP), you are required to submit an application by mail directly to LAIP. Send an information request to the Law Library requesting the application form.

To request additional time in the "electronic law library", you must send the complete court document indicating a court deadline to the Law Library. Inmates with a determined need (a documented court deadline) may be placed on the legal priority list. Inmates on room confinement who have been approved for the priority list shall be given two sessions in the law library per week.

LEGAL LOANS

DAI Policy 309.51.01- Legal Loans.

If you are indigent and would like to request a legal loan you may do so by contacting the Business Office. Legal loans may be used to purchase legal supplies. They may also be used for legal postage and copies of legal materials. If you have been approved for a legal loan, legal supplies may be obtained by sending a disbursement request along with a completed order form to the Business Office/Legal Supplies. Requests are available on the supply cart. Requests must be submitted by Monday. Each inmate is allowed to send one request per week. Legal supplies obtained by legal loans may only be used for legal work. Legal supplies shall be limited to the amounts consistent with the allowable property limits of the inmate's current status.

LEGAL PROPERTY

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

LEGAL SERVICES

DAI Policy 309.15.01

Reasonable efforts shall be made to ensure adequate legal services are available to indigent inmates. Usually these legal services shall be provided by outside agencies such as LAIP. Service providers may include lawyers, law students, aides supervised by lawyers, and paraprofessionals. A selection of law books, statutes, and legal materials is available for use in the Unit law library.

Legal materials shall be available from the institution law library. All requests of legal material should be made via an Interview/Information Request (DOC -761). Citations should be as exact as possible, containing the correct titles, volume numbers and page numbers so materials may be located quickly. The library staff shall not perform legal research nor shall it respond to overly general reference requests.

Legal materials not available in the unit law libraries may be available from the law librarian. Inmates may inquire about these on a case by case basis. If these resources are on file a copy may be purchased from the law library by sending a request and money disbursement. If they are not on file and they are not mandated by the State of Wisconsin, they shall not be available.

You may request copies of standard legal forms. This non-mandated service may be provided in quantities deemed appropriate by the Librarian. These forms are to be used only for the purpose for which they were designed.

Sentencing portions of your court transcripts may be reviewed through the Records Office, if available at the institution, by submitting an Interview Request to the Records Office.

Requests for photocopies of legal materials shall be submitted to the 3rd shift Sergeant. You shall be charged 15 cents per page. A photocopy request (DOC 1874) stating your desire to have photocopies made should be submitted to the Unit Sergeant along with a Disbursement

Request

Staff shall process photocopy disbursement requests based on the actual cost of the copies indicated and not on the estimated cost which the inmate writes on the disbursement request. This process may result in more or less funds being charged to the inmate's account, but it shall ensure an inmate's copies are delivered as requested.

LIBRARY BOOKS

WSPF Facility Procedure 900.380.00– Library Services. -

You may check out books by writing a request to the Librarian.

You must submit your request to an officer no later than 10:00 PM on Tuesday nights and the books shall be delivered each Friday. You may check a book out for two weeks. You may request a book each week as long as you are not over the allowed limit for your status. If you want to renew a book, you must fill out an Interview/Information Request Form to the Librarian, prior to the due date. You may renew a book only one time.

Library books are not to be passed or traded with other inmates.

LINEN EXCHANGE

DAI Policy 309.24.01- Personal Hygiene and Hairdressing.

Linen exchange shall take place once a week. This shall be done on a roll for roll basis. It is your responsibility to make sure there are no knots in the linens you are turning in to exchange. Linens are to be passed in a manner allowing staff to be able to readily account for the allotted amount of sheets and pillow cases. Staff shall inspect for damage or contraband when receiving linens. It is your responsibility to immediately notify staff if you receive linen appearing damaged or altered.

Blanket exchange shall be conducted approximately every 3 months.

MAIL/CORRESPONDENCE

DAI Policy 309.04.01- Inmate Mail.

If you are receiving mail through the U.S. Postal Service the correct address is:

Inmate Name and Number
Wisconsin Secure Program Facility
P.O. Box 9900
Boscobel Wisconsin WI 53805-0901

If you are planning on having something sent by UPS, Federal Express, or any other land delivery the correct address would be:

Inmate Name and Number
Wisconsin Secure Program Facility

1101 Morrison Drive
Boscobel, Wisconsin 53805

It is important you include the ground address or the package shall be returned to sender for a fee. The Facility shall not assume responsibility for any of those fees.

If funds are being sent into your account it must be a money order with your proper institution name and number written on it. The proper mailing address for incoming funds would be:

Wisconsin Secure Program Facility
Business Office (Inmate Accounts)
P.O. Box 1000
Boscobel, WI 53805

If any other item/correspondence intended for you is included in the envelope the item/correspondence shall be forwarded to you with a reminder correspondence should be sent to PO Box 9900. If any check or money order is sent in with regular correspondence to you via PO Box 9900 the letter and all contents shall be returned to the sender.

Letters ready for mailing should be slid through the cell door to be picked up by officer Staff. All mail must be outside your door and ready to be picked up by 10:00 pm. Any mail that shall not fit through the door must be handed out during regular service before 10:00 PM. Traps shall not be opened for mail pick up after 10:00 PM. Mail shall be delivered to the Unit Monday-Friday.

Embossed envelopes are available through the canteen or the vendor's catalogs. You may purchase up to 30 per week (not to exceed the allowable number in cell) by submitting a disbursement request payable to the institution. When you receive the envelopes your inmate number should be written or stamped in red by the Business Office, if the number is incorrect or not on the envelopes inform unit staff immediately.

Postage Disbursements: Correspondence is to be sent in embossed envelopes. Disbursements may only be used for extra postage, special postage, legal loan correspondence, or greeting cards. Correspondence in envelopes marked "Writing Materials" shall only need a disbursement request if it is overweight.

MEALS

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

Breakfast 6:35 am – 7:35am
Lunch 11:00 am – 12:00 pm
Dinner 3:50 pm – 4:50pm

You must take the entire tray/meal into your cell when it is delivered. Upon meal tray pick up staff shall inspect your tray as outlined in the Cell Front Transactions / Movement Rules. 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 must 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 shall be evaluated upon intake.

If you require non-emergency medical attention you must 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 third shift mail pickup.

Medical requests are to be sent to HSU in these envelopes and are to be placed outside the your 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 need to fill out a Medication Refill Request (DOC-3035C) and submit it to HSU.

MEDICATION

Medication shall be delivered to your cell. When it is time for medication distribution it shall be announced over the intercom. If you receive PRN medications, you shall need to 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 shall not need to call up via intercom for your PRN meds. You are expected to stand at your door with the cell light on and be wearing trousers during med. pass. You must give your name and number as requested. If you do not want your medication you must give the officer a verbal refusal when they stop at your door.

The officer shall place the medication cup on your trap prior to instructing you to approach from the center of your cell. You must take the medication while being directly observed by staff. You are to open your mouth for inspection after you have taken your medication. Set the cup on the trap for the officer to discard prior to being directed to move back to the center of your cell.

Diabetic kits shall contain: insulin, glucometer, test strip(s), lancet(s), alcohol pad(s) and syringe(s). The inmate shall return all kit items to the officer after completing his testing.

Failure to follow orders may be handled through the disciplinary process. Inmates allowed to keep in-cell medication are responsible for taking the medication as prescribed. You are not allowed to remove or alter any labels on the in-cell medication cards/containers. All unused medications and empty medication cards shall be returned to unit staff to return to HSU. Empty keep on person (KOP) containers and/or medications shall be returned to unit staff or exchanged one-for-one when given refills.

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 over-shirt is required for all visits as well as any movement off the unit. You may be required to sit down and place your feet through the lower trap for application of leg restraints. Prior to doing so you shall show your hands, front and back, to the escorting officers, then take a seated position and place both hands flat on the floor behind you. Once the leg restraints have been placed on you,

you shall stand, again show the escorting officers your hands, front and back, and follow directions for placement in wrist restraints. Any time you are exiting your cell or after completion of recreation or law library, you shall need to hand your shoes out to the officer. The shoes shall be searched and shall remain in the hallway until after the pat search is complete. Once the pat search is complete you shall step into your shoes and then be escorted to your destination. Refusal to step into your shoes or put your shoes on after the pat search may result in the refusal of the scheduled activity. During the escort you shall be expected to remain facing forward at all times. You shall be expected to follow all staff directives.

NOTARY

DAI 300.00.56 Notary Services to Inmates.

Notary service is provided to Alpha and Foxtrot on Tuesday & Friday.

If you need something notarized send a Notary Service Request Form to the Records Office. These forms are available on the unit.

Requests must be received by the Records Office by Friday of the previous week for notary service on Tuesday and received by Wednesday for notary service on Friday.

PHONE CALLS

DAI Policy 309.39.02 - 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, shall be monitored and recorded.

If you wish to make a phone call, you must request it in writing by completing a request on a DOC-245 Make Telephone Call form, with the phone number you are wishing to call written on the request. These forms may not be altered in any way.

Inmates on back of cell restriction shall require Unit Manager/Security Department approval for phone calls.

If your attorney would like to speak to you by phone, he/she must contact the Program Department, during normal business hours to arrange the call. A time and date shall be set up for your attorney to call you.

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.

PROGRAM REVIEW COMMITTEE

Refer to WSPF Facility Procedure 900.400.01 – Re-Classification Review.

PROPERTY

DAI Policy 309.20.03 - Inmate Personal Property and Clothing.

The Property Officer shall inventory your property upon arrival; all allowable items shall be delivered to you on the unit. You shall be allowed to request property one time. No other property exchanges shall be allowed.

All inmates shall be issued the following state issued items:

CLOTHING ~

- Underwear (1 pair)
- Pants (1 pair)
- t-shirt (1)
- Over shirt (1)
- Canvas Shoes (1 pair)
- Socks (1 pair)
- Long sleeved shirt ~ issued in the cooler months.

LINEN ~

- Washcloth (1)
- Towel (1)
- Pillowcase (1)
- Sheets (2)
- Pillow (1)
- Blankets (2)
- Mattress (1)

MISC ~

- Writing Pens (2)
- Toothpaste (2)
- Soap (2)
- Toothbrush (1)
- Toilet paper (2)

Requests for purchase of release clothing from outside vendors may be submitted ten (10) weeks prior to release date. All requests must have **prior approval** of the Unit Supervisor.

Inmates may have clothing sent, or brought in, by a family and/or friends when the inmate is 60 days or less to release date.

Inmates in a restrictive housing status are not allowed to order or receive any electronics (except TV) or personal clothing/shoes without prior Unit Supervisor approval.

PSYCHOLOGICAL SERVICES

If you are experiencing emotional problems, you should contact the Psychological Services Unit or a Psychologist with your specific request via Psychological Service Request (DOC 3035B). In an emergency you may contact the Sergeant or Officer on the unit.

RECREATION

WSPF Facility Procedure 900.536.05- Recreation- Segregation.

Recreation days and times shall vary per unit; please see unit schedule. You are not allowed to bring any items with you to recreation. While at recreation you must remain fully clothed (pants, shirt/T-shirt; worn properly). For those who have earned television privileges, exercise programs are available for in-cell activities.

RELIGIOUS

DAI Policy 309.61.01 - Religious Beliefs and Practices.

If you are interested in religious services, contact the Chaplain via Interview Request.

RESTRICTIONS / SECURITY PRECAUTIONS

DAI Policy 306.00.34 Restrictions/Security Precautions-Inmate Management.

Security Supervisors may place inmates on restrictions and/or security precautions when an incident report or conduct report is written. The Security Director shall review the restriction/precaution and give the inmate formal notice if he/she concurs.

SHOWERS/CLOTHING EXCHANGE

DAI Policy 309.24.01- Personal Hygiene and Hairdressing.

Showers shall be made available three times per week. 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 clothing or linens that appear to be damaged or altered. You shall be required to follow staff direction when passing laundry out. You shall be required to separate and fold your laundry (lights and darks) prior to passing them out.

You may use a nail clipper during scheduled times if requested (see unit schedule.) You shall be required to return the nail clippers after the authorized usage time periods in the same condition as it was given. Fingernails shall be kept trimmed and shall not extend past the end of the finger. Dental floss shall also be issued upon request during scheduled times (see unit schedule). You must also return the floss after the authorized usage time periods.

SOCIAL SERVICES

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

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 your 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 must be used for its intended purpose, not as a weight, barricade, tent, etc. When you are sleeping, you must lay in a manner where staff can easily verify your health and safety. Your feet must 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 11:00 pm to 5:30 am you are expected to keep noise on the unit to a minimum as men are asleep. Yelling, loud talking/noises or disruptive behavior is prohibited **at all times**.
- "Urinating or defecating anywhere other than your toilet bowl 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 your toilet.
- Do not tamper with your 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.
- Your 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 must 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 restitution being ordered. You should immediately notify a staff member if you discover damage or alterations to your cell or its contents.

SUPPLIES

Supplies shall be passed two times per week (on unit supply days) on second shift. If you need any 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 (staff shall verify if your pen is no longer usable).

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.

Forms shall be exchanged on 3rd shift on a one-for-one exchange. As you use a form and put it out to be mailed, 3rd shift staff shall give you a new form. All inmates shall initially be given a packet of forms (this packet is institution property and is not to be written on, intentionally damaged/altered, or used for personal property). Upon your departure, the packet should be complete as you have been exchanging forms one for one.

Upon your arrival it is your responsibility to verify your forms packet is complete using the list on the outside of the forms packet. If you are missing any forms you should notify staff immediately, during their normal unit rounds, so you have all appropriate forms.

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

VISITS

DAI 309.06.01 - Visiting.

All visits shall be no-contact visits. Phase Red and Yellow inmates shall utilize video visitation. Phase Green inmates shall be allowed face to face no contact visits and/or video visits. If your attorney comes to visit and needs you to sign documents there are attorney visit booths on the unit for this purpose.

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.

You shall be allowed one hour per week. Any questions or concerns related to visiting should be directed to Program Services. Requests for extended and/or visits need to be made to the unit Social Worker.

VISITING HOURS

Tuesdays and Thursdays ----- 8 a.m. to 11 a.m.
Saturdays, Sundays & Holidays ----- 8 a.m. to 4 p.m.

Video Visit Schedule

Tuesday 8:00 AM to 11:00 AM RCI
Thursday 8:00 AM to 11:00 AM MSDF
Saturday 10:00 AM to 11:00 AM RCI
Saturday 8:00 AM to 10:00 AM and 1:00 PM to 4:00 PM MSDF
Sunday 8:00 AM to 11:00 AM and 1:00 PM to 4:00 PM MSDF

ADMINISTRATIVE CONFINEMENT

DAI Policy and Procedure 308.00.01 Administrative Confinement.

Inmates in Administrative Confinement status shall receive property and privileges consistent with DAI 309.20.03 attachment A.

Inmates in Administrative Confinement may receive 3 (fifteen minute) phone calls per month.

HIGH RISK OFFENDER PROGRAM (HROP)

WSPF Facility Procedure 900.315.00- High Risk Offender Program.

HROP is a program for approved inmates to transition from Administrative Confinement to General Population. Inmates who are accepted into the HROP are still in Administrative Confinement Status.

The security phases are designed to encourage your positive adjustment while at this institution and provide an opportunity for your successful return to a less restrictive institution. The goal is to provide a controlled increase in privileges and responsibilities in order to promote acceptable conduct. This is accomplished utilizing a process that provides individuals a chance to attain security phases while at this institution and placement in a less restrictive institution.

Your behavior can change your security risk status at any time. If you engage in negative conduct, it may result in a demotion of your phase status. You may be demoted by a review team. You may also be promoted to a higher phase based on decreased risk. The recommendation to demote or promote shall be made by the unit's multidisciplinary team.

Upon arrival at this institution you shall be given an intake assessment. This shall include an evaluation of program placement, psychological issues, adjustment, medical needs, and other areas of concern. Upon completion of this evaluation, you shall be assigned to an appropriate unit. HROP may only be initiated and/or recommended by the unit's multidisciplinary team.

HROP PHASES

1. Phase Red
 - a. Inmates on Phase Red shall be required to participate all required programming. Inmates need to contact the Programming Department to request participation in these programs. Inmates shall also be required to participate in Adult Basic Education if this

has been identified as a need. Send an Interview Request to the Education Department to enroll in education.

- b. Inmate movement shall occur with inmates in restraints as defined in WSPF Procedure 900.516.03.
- c. 3 (fifteen minute) phone calls shall be allowed per month
- d. 5 out of cell hours per week
- e. No congregate activity during this phase
- f. Minimum length of stay on this phase is 4 months.

2. Phase Yellow

- a. Inmates on Phase Yellow shall be required to participate in all required programming. Inmates need to contact the Programming Department to request participation in these programs. Inmates shall also be required to participate in Adult Basic Education if this has been identified as a need. Send an Interview Request to the Education Department to enroll in education.
- b. Inmate movement shall occur with inmates in restraints as defined by WSPF Procedure 900.516.03.
- c. 3 (fifteen minute) phone calls shall be allowed per month
- d. 5 out of cell hours per week.
- e. Inmates may be allowed to participate in congregate activity with other inmates out of cell, specifically small education and programming groups.
- f. Minimum length of stay on this phase is 4 months.

3. Phase Green

- a. Inmates on Phase Green shall be required to participate in all required programming. The Programs Department shall assign inmates to the group based on identified A&E needs, Unit Team recommendation and facilitator availability.
- b. Out of cell movement, on the unit, shall occur without restraints unless deemed necessary by a Security supervisor or Unit Manager.
- c. 5 (fifteen minute) phone calls shall be allowed per month
- d. Up to 10 out of cell hours per week.
- e. Inmates shall participate in congregate out of cell activities including recreation, programming and education.

DISCIPLINARY SEPARATION

WSPF Facility Procedure 900.538.04- Segregation Program.

The Disciplinary Separation Process is designed to encourage your positive adjustment while in restrictive housing status and to provide an opportunity for your successful return to the Institution's general population. The goal is to provide a controlled increase in privileges and responsibilities in order to promote acceptable behavior. Inmates may earn time off their disciplinary separation sanction for positive behavior.

Your behavior can change your Step program status at any time. If you engage in negative behavior you may be demoted in Step Status by the Security Supervisor, Unit Supervisor or Unit Sgt with proper documentation and or discussion with the Security Supervisor and or Unit Supervisor. You shall remain in this status pending review by the Restrictive housing Review Team. The following shall apply to the Step process:

The Restrictive housing Review Team shall review you every 30 days, although you may be reviewed earlier if appropriate. The Security Director and Warden shall review the Team's recommendation. There is no guarantee you shall transition through Step levels at the same rate as other inmates. Your time structures in Restrictive housing, conduct history, behavior, etc., are all considered during review. Involvement in the Step series does not imply you may not be considered for administrative confinement following your segregation time.

If your level of risk is a concern you may be considered for placement into Administrative Confinement.

DISCIPLINARY SEPARATION STEP SERIES

Step One:

You shall be placed in this step upon your initial entry into the program. You may also be demoted to this step due to inappropriate behavior, pending conduct report (s) or conduct report disposition (s). You shall remain in this level until reviewed by the Restrictive housing Review Team and a recommendation for Step Two is made based on your acceptable behavior, conduct record, etc. With the exception of special circumstances all Step 1 inmates shall be housed on Alpha Unit.

Privileges:

- Phone calls: One 15 minute call per month
- Visiting: One hour per week
- Canteen: See Step Order Sheet
- Property: See WSPF Allowable Segregation Property List
- Library books: You may check out three books per library policy
- Personal books: See WSPF Allowable Segregation Property List

Step Two:

You may attain this level as a result of acceptable behavior and attitude while in step one.

Privileges:

- Phone calls: Two 15 minute calls per month
- Visiting: One hour per week
- Canteen: See Step Order Sheet
- Property: See WSPF Allowable Segregation Property List
- Library books: You may check out three books per library policy
- Personal books: See WSPF Allowable Segregation Property List

Step Three:

You may attain this level as the result of continued acceptable behavior and attitude while in Step Two.

Privileges:

- Phone calls: Three 15 minute calls per month
- Visiting: One hour per week
- Canteen: See Step Order Sheet
- Property: See WSPF Allowable Segregation Property List

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- Library: You may check out three books at a time per library policy
- Personal books: See WSPF Allowable Segregation Property List
- Electronics: You may have your personal television, if you do not have one you **may** be provided an institution television.

TLU

Inmates in TLU status shall receive property and privileges consistent with step 3 inmates on the housing unit they are assigned.