

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Milwaukee Women's Correctional Center		
Original Effective Date: 09/01/14	Facility Procedure #: 900.40.03	Page 1 of 4
New Effective Date: 6/1/2021	Supersedes Number: N/A	Dated: 5/3/2021
Chapter: 900 Miscellaneous		
Subject: Photocopy Services		
Required Posting or Restricted:	<input checked="" type="checkbox"/> Inmate	<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted
Warden's/Center Superintendent's Approval: Julie Ustruck Wetzel, Corrections Center Superintendent		

PURPOSE

Establish a procedure by which inmates may access photocopy services for legal and personal needs.

REFERENCES

DAI 309.15.01 – Law Library

DAI 309.51.01 – Legal Loan

MWCC Inmate Handbook

Title 17 of United States Code – Copyright Law

Wisconsin Administrative Code s. DOC 309.51 - Funds for legal correspondence and copying

DEFINITIONS, ACRONYMS, AND FORMS

DOC-184 - Disbursement Request

Personal copies – any copies other than legal

FACILITY PROCEDURE**I. Operation Guidelines**

- A. Photocopying shall be completed by the Office Operations Associate.
- B. All requests shall be accompanied by a completed DOC-184 signed by the inmate requesting and receiving the photocopies.
- C. All photocopy requests shall include written instructions that clearly indicate the exact number of copies desired of each original document submitted.
- D. All photocopy requests requiring customization shall be clearly indicated in writing. Customization is limited to the following:
 1. enlargements or reductions – indicate what percentage,
 2. two-page-on-one,
 3. darkening or lightening,
 4. single-sided originals to double-sided copies,
 5. double-sided originals to single-sided copies.

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Milwaukee Women's Correctional Center		
New Effective Date: 6/1/2021	Facility Procedure #: 900.40.03	Page 2 of 4
Chapter: 900 Miscellaneous		
Subject: Photocopy Services		

- E. Inmates shall submit/deliver their own photocopy requests. Inmate shall not deliver requests or disbursements for another inmate.
- F. Inmates shall not purchase photocopies for other inmates or mail/pass them to other inmates.
- G. Photocopies shall not be made of the following:
1. Any materials that may violate DOC or institution regulations.
 2. Materials deemed to be a threat to the safety of staff, inmates, the community, or the security of the institution.
 3. Obscene, pornographic, Security Threat Group related or inappropriate materials.
 4. Altered documents.
 5. Checks or similar financial instruments.
 6. Articles printed off the Internet.
 7. Personal photographs or copies of photographs.
 8. Unpublished artwork, graphics, letterheads, stationery, and similar materials. This includes personal drawings.
 9. Blank forms, personal forms and form letters.
 10. Stationary or lined paper.
 11. Puzzle pages or coloring pages.
 12. Patterns, books, or magazines belonging to another inmate.
 13. Greeting cards (unless required by Court or Social Services).
 14. Copyright pictures (i.e. Disney characters) or puzzles (Sudoku, crossword).
- H. Photocopies shall be in compliance with Copyright Law of Title 17 of United States Code. Photocopies are provided for legal, educational, program, personal study or research. If the photocopy is used for purposes other than fair use, that user may be liable for copyright infringement. No more than 10% (ten percent) of a copyrighted work may be copied without written permission of the copyright holder per federal copyright regulations. This is a cumulative limitation for each copyrighted work.
- I. Photocopy cost = \$0.15 per page for letter/legal size (2 sided copy = \$0.30 per page). Inmates are required to have sufficient funds available to pay for photocopy requests at the time the request is processed.
- J. Inmates with insufficient funds that request photocopying of time-sensitive required legal materials are referred to the DAI Policy 309.51.01 – Legal

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Milwaukee Women's Correctional Center		
New Effective Date: 6/1/2021	Facility Procedure #: 900.40.03	Page 3 of 4
Chapter: 900 Miscellaneous		
Subject: Photocopy Services		

Loans.

- K. All photocopies will be provided as soon as reasonably possible after receipt of the inmate's request for copies, unless there are unusual circumstances, such as a request for an inordinate number of copies or absence of office personnel.

II. Legal Photocopies

- A. Requests for photocopies of legal documents or materials that may be reasonably construed to relate to legal concerns will be handled the same as personal copies.
- B. Upon verification of the inmate's account funds and review to determine that materials sent for photocopying are of a legal nature, the copying will receive priority attention over personal photocopies.
- C. Photocopies of blank legal forms will be limited to one per action per person. If an error is made when filling out the form, the form shall be returned to the front office and exchanged for a blank form. Multiple copies of blank legal forms will not be handed out.
- D. Requests for legal loan photocopies will be processed in accordance with DAI 309.15.01 and 309.51.01.
- E. Inmates submitting non-legal materials for handling under legal photocopy priority may be subject to discipline.

III. Personal Photocopies

- A. Personal materials of which photocopies are requested shall be brought to the front office when called by the staff.
- B. Upon verification of the inmate's account and review to determine those materials sent for photocopying are not prohibited, the materials will be photocopied on a first received-first copied basis.

RESPONSIBILITY**I. Staff**

- A. Office Operations Associate

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Milwaukee Women's Correctional Center		
New Effective Date: 6/1/2021	Facility Procedure #: 900.40.03	Page 4 of 4
Chapter: 900 Miscellaneous		
Subject: Photocopy Services		

1. Receive complete photocopy requests.
2. Verify inmate funds for copy request and sign staff name to approve or deny request.
3. Photocopy materials and note number of pages copied on DOC-184.
4. Return original and copies to inmate.
5. Forward DOC-184 to Business Office.

B. TCI Business Office

1. Verify inmate funds for copy requests.
2. Receive completed DOC-184 and process.
3. Process legal loan requests per DAI Policy 309.51.01, approve or deny, and forward approved DOC-184 requests for copies to appropriate department for copying.

II. Inmate

- A. Complete DOC-184 and deliver/forward items to the Office Operations Associate to be copied with requests.
- B. Follow DAI 309.15.01 and 309.51.01 policy to request legal loan for copy requests.