



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Timothy A. Nelson

Name of Individual Certifying this Document / Proposed Document

Warden

Title

Timothy A. Nelson

Signature

04/17/2020

Date Signed

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Chippewa Valley Correctional Treatment Facility		
Original Effective Date: 05/15/20	Facility Procedure #: 960.104	Page 1 of 2
New Effective Date: 05/15/20	Supersedes Number: N/A	Dated: N/A
Chapter: 960 Programming		
Subject: Inmate Telephone Calls – Inter-Institution		
Required Posting or Restricted:	<input checked="checked" type="checkbox"/> Inmate	<input checked="checked" type="checkbox"/> All Staff <input type="checkbox"/> Restricted
Warden's/Center Superintendent's Approval: Timothy A. Nelson, Warden		

PURPOSE

To provide telephone communication between spouses, parents and children committed to another Wisconsin correctional or mental health institution.

REFERENCES

Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates

DEFINITIONS, ACRONYMS, AND FORMS

Case Manager – Social Worker or Treatment Specialist

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

DOC-184 – Disbursement Request

DOC-761 – Interview/Information Request

Family Member – Inmate's spouse, parent or child

Inter-Institution Phone Call – Phone calls between inmates at Wisconsin correctional or mental health institutions.

FACILITY PROCEDURE

- I. Inter-institution phone calls will be permitted to the inmate's family member.
- II. Inter-institution phone calls shall be scheduled through the inmate's case manager.
- III. Inmates may request an inter-institution phone call once every three months. Phone calls shall be limited to 15 minutes.
- IV. Payment for inter-institution phone calls.
 - A. Inmates shall be responsible for the cost of the phone call.
 - B. Only regular trust account funds shall be used to pay for the phone call.
 - C. Inmates will pay \$5.00 for the 15 minute phone call.
 - D. Charges may be waived at the facility's discretion in emergency situations.

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E. Inmates receiving inter-institution phone calls will not be charged.

RESPONSIBILITY

I. Staff

A. Case Manager

1. Receive DOC-761 from the inmate.
2. Verify availability of inmate funds.
3. Verify relationship of inmate to family member.
4. Determine if any court orders or no contact orders prohibit communication between the inmate and family member.
5. Review COMPAS notes to verify when the last inter-institution phone call occurred.
6. Contact the assigned case manager at the other facility to verify that the inmate housed in that facility is in agreement with speaking to the requestor. Schedule a mutually agreed upon date and time for phone call to take place.
7. Inform inmate of denial in writing.
8. Ensure completion of DOC-184 prior to call.
9. Directly dial the phone number provided by the other facility.
10. Directly monitor the phone call by remaining in the immediate area and placing the call on speakerphone.
11. Forward DOC-184 to the Business Office after completion of call.
12. Document the date of the completed phone call in COMPAS.

B. Business Office Staff

Receive and process DOC-184.

II. Inmate

A. Send a DOC-761 to your assigned case manager to include the name of the family member to be called, relationship, and facility.

B. Complete and sign DOC-184 for approved calls.