

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.58	Page 1 of 9
	Original Effective Date: 08/19/13	New Effective Date: 12/21/20
	Supersedes: 300.00.58	Dated: 02/19/18
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Staff Personal Property		

POLICY

The Division of Adult Institutions shall allow staff to possess authorized personal property items upon entrance to the facility.

REFERENCES

Wisconsin Statutes s. 175.60 (16) (a) – License to Carry a Concealed Weapon, Prohibited Activity
Wisconsin Statutes s. 175.60 (15m) (a) (b) – License to Carry a Concealed Weapon, Employer Restrictions
Wisconsin Statutes s. 302.095 – Delivering Articles to Inmate
2011 Wisconsin Act 35 – Relating to carrying a concealed weapon
Wisconsin Administrative Code s. DOC 306.19 – Search of Staff
Executive Directive 80 – Carrying a Concealed Weapon
DAI Policy 300.00.04 – Cellular Telephones/Personal Digital Assistants
DAI Policy 300.00.47 – Use of Metal Detectors
DAI Policy 300.00.60 – Carrying a Concealed Weapon
DAI Policy 306.00.36 – Entrance Procedures
DAI Policy 306.00.16 – Contraband
Attachment – Types/Sizes of Totes Allowed

DEFINITIONS, ACRONYMS AND FORMS

Clear – See-through to the extent all property items contained inside are identifiable.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2389 – Staff Personal Property Authorization

OC – Oleoresin Capsicum

PROCEDURE**I. General**

- A. It is a violation of law under Wisconsin Statutes to deliver articles to an inmate or to receive articles from an inmate for the purpose of conveying the article out of the facility when same is contrary to rules and regulations and done without the consent of the Warden.

DAI Policy #: 300.00.58	New Effective Date: 12/21/20	Page 2 of 9
Chapter: 300 Administrative		
Subject: Staff Personal Property		

- B. Personal property items should typically be limited to work related items only. Staff may only possess property items authorized by this policy when entering a facility. All property shall be subject to search prior to entrance into or exit from a facility.
- C. Staff are responsible for the care, secure storage, proper use and safeguarding of any personal property they are permitted to bring into the facility or maintain on facility property.
 - 1. Staff shall consult with their immediate supervisor and/or a Security Supervisor regarding the appropriateness of an item.
 - 2. Warden/designee has the final decision for the introduction of any article as determined on the DOC-2389.
- D. Area supervisors shall monitor areas of responsibility to ensure policy and appropriate security practices are being followed.
- E. The Department bears no responsibility for the loss, theft or damage of personal property.

II. **Allowed Property**

- A. Staff are permitted to carry the listed items into a facility for staff use only:
 - 1. Carrying device- limited to approximately 1080 cubic inches in size.
 - 2. One non-glass/non-ceramic beverage container, not to exceed 32 ounces.
 - 3. One day planner/portfolio.
 - 4. Food and/or drink items for daily consumption.
 - 5. Plastic eating utensils.
 - 6. Prescription medications in a reasonable amount (two day dosage).
 - 7. Over-the-counter medications in a reasonable amount.
 - 8. Compact umbrella.
 - a. No spiked ends.
 - b. Limited to a maximum size of 15 inches closed.
 - 9. Seasonal clothing (sweater, jacket, etc.) appropriate to applicable policies.
 - 10. One spare pair of footwear appropriate to applicable policies.
 - 11. Wallet, keys, loose coins.
 - 12. Personal hygiene items.
- B. The following items are allowed with an approved DOC-2389:
 - 1. Medical equipment (the medical condition for which the approval is made shall not be known) including but is not limited to:
 - a. Injectable medications.
 - b. Syringes.
 - c. Medical appliances.
 - 2. Pagers and notebooks.
 - 3. AM/FM radio.
 - 4. Thermal containers containing glass or with removable inserts.
 - 5. Metal cooking utensils.
 - 6. Coffee makers.

DAI Policy #: 300.00.58	New Effective Date: 12/21/20	Page 3 of 9
Chapter: 300 Administrative		
Subject: Staff Personal Property		

7. Office/work space décor.
8. Other items may be requested for review.

III. Prohibited Items

- A. The following personal items are prohibited:
 1. Incapacitating agents (i.e. OC, mace, etc.).
 2. Firearms.
 3. Edged weapons.
 4. Ammunition.
 5. Explosives and explosive devices.
 6. Alcoholic beverages.
 7. Tobacco and items related to tobacco use.
 8. Electronic cigarettes, vaping devices and items related to their use.
 9. Illegal drugs, drug paraphernalia and non-personally prescribed narcotics.
 10. Handcuffs, handcuff keys and any other related equipment not issued by the facility.
- B. Other objects or materials not listed above which may compromise the security and order of the facility.

IV. Search of Staff Personal Property

- A. Property items shall be searched unless exemption is granted by the Warden/Superintendent/designee.
- B. The introduction of contraband into the facility by a staff member may result in disciplinary action, as well as a referral made to law enforcement, which may result in criminal prosecution.
- C. All carry in personal items shall be screened through the fluoroscopic machine/X-Ray machine and/or visual inspection, unless special permission is granted by the Warden/designee.
- D. When a clear carrying device is utilized and all property items contained inside are identifiable, the contents may not need to be emptied.
- E. Carrying devices that are not clear shall have the contents emptied by the staff member for proper inspection of the property items.
- F. All food items shall be appropriately inspected.
- G. Food items shall be:
 1. Self-contained
 2. In clear plastic wrap
 3. In a clear resealable container
 4. Commercially purchased foods shall be in cardboard, plastic or other containers that can be inspected.
- H. Aluminum foil wrapped items are prohibited.

DAI Policy #: 300.00.58	New Effective Date: 12/21/20	Page 4 of 9
Chapter: 300 Administrative		
Subject: Staff Personal Property		

- I. Staff may be required to empty the contents of their pockets and/or remove their coat for visual inspection, inspection through fluoroscopic machine/X-Ray machine or both.

- J. Staff may be subject to additional screening procedures.

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Chippewa Valley Correctional Treatment Facility		
Original Effective Date: 08/19/13	DAI Policy Number: 300.00.58	Page 5 of 9
New Effective Date: 05/28/21	Supersedes: 300.00.58	Dated: 02/19/18
Chapter: 300 Administrative		
Subject: Staff Personal Property		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Timothy A. Nelson, Warden		

REFERENCES

CVCTF Procedure 940.106 Uniform Staff Clothing

DEFINITIONS, ACRONYMS AND FORMS

Cubic Feet – Length x Width x Height

CVCTF – Chippewa Valley Correctional Treatment Facility

FACILITY PROCEDURE

- I. Property Entrance
 - A. Staff may possess property items as authorized when entering the following areas:
 1. Secured perimeter of the facility
 2. Administration Building
 3. Gatehouse and Sallyport
 4. All Maintenance Outbuildings
 5. Northern Wisconsin Center Warehouse and Barn
 6. Facility Vehicles
 - B. Property Items prohibited in areas identified in I.A., 1-5 include but are not limited to:
 1. Aerosol containers of any type excluding medication dispensing devices
 2. Flammable items including perfume, cologne, aftershave, astringents, matches and lighters
 3. Tobacco products and smoking materials
 4. Metal food utensils
 5. Tools
 6. Locks
 7. Electronic Devices – Exception: Staff may store personal cell phones, tablets, etc. in lockers in the Gatehouse. Devices must be turned off.
 8. Personal appliances including refrigerators, microwaves, and toasters. Appliances are available for use in common areas including the Administration Building, Security Suite and Basement Breakroom.
 - C. Inappropriate or unapproved items shall be removed from the facility immediately.
 - D. Allowed personal property must be properly stored and maintained to promote a professional workplace appearance and to maintain health and safety standards. Items damaged or no longer required must be removed

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Chippewa Valley Correctional Treatment Facility		
New Effective Date: 05/28/21	DAI Policy Number: 300.00.58	Page 6 of 9
Chapter: 300 Administrative		
Subject: Staff Personal Property		

from the facility. Items missing from staff work areas must be reported to a Security Supervisor.

- II. Search of Staff Personal Property
 - A. Gatehouse staff shall search all staff personal property and operate the fluoroscopic/x-ray machine for staff entering the facility.
 - B. Staff entering when the Gatehouse is not staffed shall report to the Control Center for personal property search prior to accessing work location.
 - C. Bins are available to hold personal property while searched.
 - D. Staff not carrying personal property may proceed directly into the facility and are not required to wait in line behind staff who have items to be inspected.
 - E. Staff may need to adjust their arrival time to allow for additional screening. The requirement to be at the designated work location by the start of shift shall be enforced.
 - F. Staff will have priority over visitors.
 - G. Items prone to spilling or leaking will be visually inspected and not sent through the fluoroscopic/x-ray machine.
 - H. Commercially sealed food items (e.g. soups; yogurt, etc.) and food that can be visually inspected (e.g. clear Tupperware; sandwich in a clear bag or other clear container) and is carried in either by hand or use of a clear carrying device does not need to be scanned by the fluoroscopic/x-ray machine.
 - I. Commercially produced individual food items brought into the facility do not need to be opened/unwrapped for inspection: e.g. Subway, McDonalds, Culvers; however, the bag shall be opened for visual inspection and must go through the fluoroscopic/x-ray machine unless there are concerns with spillage.
 - J. Additional physical inspection of items shall be made when concerns exist.
 - 1. Security staff are authorized to move objects during the inspection process or may require the staff member to move objects in order to ensure no inappropriate items are entering or exiting the facility.
 - 2. A Security Supervisor shall be notified immediately when suspected contraband is discovered during a search or inspection.
 - K. Staff shall not intentionally conceal food or other personal property items on their person to avoid search or visual inspection by Gatehouse staff.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Chippewa Valley Correctional Treatment Facility		
New Effective Date: 05/28/21	DAI Policy Number: 300.00.58	Page 7 of 9
Chapter: 300 Administrative		
Subject: Staff Personal Property		

- L. Staff members shall not leave personal property with Gatehouse staff for storage or for other staff to pick up during their shift. Staff shall store protective helmets and protective clothing in the Gatehouse.
 - M. Staff property is subject to inspection during facility searches.
 - N. Scanning of personal property upon exit shall not be done on a routine basis.
 - O. Additional screening of staff shall be approved by the Warden/designee.
 - P. Uniform exchange items are addressed in CVCTF Procedure 940.106.
- III. Allowed Property
- A. All items in Section II.A of this policy are authorized to be left in the institution.
 - B. Personal hygiene items are allowed in moderate amounts. No more than one of each item is allowed. Dental floss must be in a small container.
 - C. Staff are limited to one pair of shoes and one sweater or jacket left in the facility.
 - D. Plastic or aluminum sealed drink bottles and cans are allowed.
- IV. Property Items Request
- A. Items that do not require approval and are authorized to be left on grounds:
 1. Ground coffee/filters.
 2. Non-refrigerated creamer in a 15 oz. container or less.
 3. Sugar or sugar substitutes in original container or packaging. Sugar cubes are not allowed.
 4. Tea.
 5. Cocoa and other drink mixes in moderate amounts.
 6. Gum and mints.
 7. Plastic beverage container, bowl and utensils.
 8. Office supplies including pens, pencils, file folders, sticky notes, and paperclips.
 9. Prescription, reading, and sun glasses.
 10. Ice pack.
 - B. Items that do not require approval and are not authorized to be left on grounds:
 1. Personal reading materials.
 - a. Items may only be brought in or read by staff that have an unpaid lunch.
 - b. Only one item is allowed and must be removed each day. Reference materials for professional staff are excluded from this limit.
 - c. Reading is only allowed during official breaks and unpaid lunch.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Chippewa Valley Correctional Treatment Facility		
New Effective Date: 05/28/21	DAI Policy Number: 300.00.58	Page 8 of 9
Chapter: 300 Administrative		
Subject: Staff Personal Property		

- d. Items may not be read when observation of inmates is expected.
 - e. Reading materials are not authorized at any time where direct contact with the public occurs. (i.e. Gatehouse, Visiting Room)
 - 2. One change of personal clothing.
 - 3. Hearing aids.
 - 4. Snacks and treats intended to be shared with staff.
- C. Urgent requests, i.e., medical equipment, may be granted by a Department Head or Security Supervisor. The DOC-2389 will be routed to the Security Director/designee for final approval.
- D. A small container carrying only approved necessary medical supplies shall not be considered a carrying device.
- E. Staff may request approval utilizing a DOC-2389 to have one candy dish. Candy dishes must be made of a non-glass/non-ceramic material.
- F. Staff may request approval utilizing a DOC-2389 to have no more than two live plants potted in plastic pots.
- G. A DOC-2389 shall be evaluated based on the requestor's work location and job duties.

RESPONSIBILITY

- I. All Staff
 - A. Submit a DOC-2389 to Supervisor to request authorization to bring in a property item.
 - B. Provide an approved DOC-2389 to Gatehouse staff as needed.
 - C. Complete a DOC-2389 when removing approved property from facility and forward to Supervisor.
- II. Staff Supervisor
 - A. Review DOC-2389 for appropriateness.
 - B. Return and discuss inappropriate DOC-2389's with staff.
 - C. Forward appropriate DOC-2389's to Security Director/designee for approval and or posting.
 - D. Approve urgent DOC-2389's as needed.
- III. Security Director/designee
 - A. Review and approve or deny DOC-2389.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Chippewa Valley Correctional Treatment Facility		
New Effective Date: 05/28/21	DAI Policy Number: 300.00.58	Page 9 of 9
Chapter: 300 Administrative		
Subject: Staff Personal Property		

- B. Forward approved or denied DOC-2389 to requesting employee and copy Supervisor.
- C. Ensure copies are posted in the Groups/Warden folder.
- D. Ensure approved copies are posted for staff gatherings in the appropriate group folder.