 <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.

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- 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.

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5. Metal cooking utensils.
6. Coffee makers.
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

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- 4. Commercially purchased foods shall be in cardboard, plastic or other containers that can be inspected.
- H. Aluminum foil wrapped items are prohibited.
- 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

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Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Jason D. Benzel, Warden 		

FACILITY PROCEDURE

- I. **Staff may only possess property items authorized by this policy when entering the following areas:**
 - A. Secured perimeter of the facility.
 - B. X-Building.
 - C. All towers.
 - D. Gatehouse sally port.
 - E. Perimeter/Transportation/Maintenance vehicles.
 - F. State Garage.
 - G. Warehouse.
- II. **Search of Staff Personal Property**
 - A. The Lobby Officer shall ensure that all staff personal property is inspected in accordance with this policy. If the Officer is not available, items shall be passed through the fluoroscopic/X-ray machine and then visually inspected by the Lobby Sergeant.
 - B. When staff enter the facility during times when the Lobby is not staffed, an Officer shall report to the Lobby to complete inspection. If an Officer is not available to respond to the Lobby, the staff shall enter through the Gatehouse sally port and a visual inspection of personal property shall occur at Central Control.
 - C. A table and bins shall be available in the Lobby for staff who choose to enter the facility with carrying devices that are not clear or do not allow complete visual inspection of the items in the carrying device.
 - D. Staff shall select the appropriate bin size to allow inspection of all items in the bin.
 - E. Staff who are required to empty their carrying device into a bin shall display the bin and carrying device for inspection by the Lobby Officer. Items in the

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bin that may conceal contents (e.g., jacket, sweater) shall be held by the staff separately to allow for inspection of the bin.

- F. Staff who elect to carry in personal property in a manner that requires additional screening are still required to be at their designated work location by the start of their shift.
- G. After the property has been visually inspected, the bin, contents and the carrying device shall be sent through the fluoroscopic/X-ray machine.
- H. After the property has been sent through the fluoroscopic/X-ray machine staff shall take the bin and carrying device through the secure Lobby vestibule doors to the tables to repack their carrying device. The empty bin shall be stacked on the table.
- I. Staff who have a clear carrying device that enables complete visual inspection of the contents shall display the carrying device to the Lobby Officer then send the device through the fluoroscopic/X-ray machine.
- J. Staff not carrying personal property may proceed directly into the facility and shall not be required to wait in line behind staff who have items to be inspected.
- K. The traffic flow of staff in the Lobby shall be maintained to ensure staff arrive on post on time. Lobby security doors shall not be held open for extended periods of time waiting for staff who require additional screening.
- L. Items that are prone to spilling/leaking shall be visually inspected only. The items shall not be sent through the fluoroscopic/X-ray machine.
- M. When concerns exist, additional physical inspection of the item shall be made.
 - 1. Security staff assigned to the Lobby 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.
 - 3. Additional screening of staff shall be approved by the Warden/designee.
- N. Staff members are not allowed to leave personal property with Lobby staff to store during their shift.
- O. Lockers in the Lobby area are for visitor use only.

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- P. Uniformed staff shall not bring spare uniforms into the facility. Items for uniform exchange are to be left in the X-Building/Armory for tailoring or taken out of the facility for personal tailoring.
- Q. Removal of State property requires approval from the Warden/designee.
- R. Staff property is subject to inspection during facility searches.
- S. Allowed personal property shall be properly stored and maintained to promote professional workplace appearance and to maintain health and safety standards.

III. Property Items Requests

In accordance with Section I.D of the policy, the following standards have been set.

- A. Personal necessary hygiene items that do not require approval:
 - 1. Tampons.
 - 2. Undergarment liners.
 - 3. Hand lotion up to 8 oz.
 - 4. Lip balm.
 - 5. Deodorant.
 - 6. Hairbrush/comb.
 - 7. Toothpaste/toothbrush.
 - 8. Dental floss (small container).
 - 9. Eye drops.
 - 10. Contact solution/case.
 - 11. Facial tissue.
- B. Additional items that do not require approval:
 - 1. Ground coffee/filters/creamers/sweeteners.
 - 2. Tea.
 - 3. Plastic or aluminum sealed drink bottles/cans.
 - 4. Prescription or reading eyeglasses and/or sunglasses.
 - 5. Eyeglass lens cleaner.
 - 6. Two drinking cups – non-ceramic/glass if beyond X-Building.
 - 7. Reading materials – only one item; shall be removed each day.
 - 8. Writing materials.
 - 9. Hearing aids.
 - 10. One change of personal clothing, non-uniform; shall be removed each day.
 - 11. Gum and mints.
 - 12. Flashlight.
 - 13. Timer.
 - 14. Ice pack inside cooler.

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15. The following items are allowed in addition to the carrying device and shall be removed each day:
- a. Protective helmets/clothing.
 - b. Up to one additional gallon of water in a clear container.
 - c. Snacks, treats intended to be shared with staff.
- C. Staff requesting permission to enter with additional property items shall complete DOC-2389 and submit for review.
1. Forms submitted requesting approval for the following items may be approved by the Department Head/Supervisor:
 - a. One-day entry of food containers or warming devices for staff gatherings. Metal utensils shall not be permitted.
 - b. Food items beyond what is required for individual consumption; e.g., candy dish items, snacks that shall remain onsite.
 2. DOC-2389s approved as described in Section C.1.a-b above shall be scanned and saved in the groups folder on the local network at: Groups\Visitor Authorization Memos\Staff Personal Property Authorizations.
- D. Staff requesting permission to enter with property items not described above shall complete DOC-2389 and submit the form for review to the Warden's Office.
- E. It is the staff's responsibility to produce an approved DOC-2389 when bringing property into the facility.
- F. DOC-2389s approved or denied by the Warden's Office shall be maintained in the Warden's Office. Approvals/Denials shall be returned by email to the staff who is responsible for maintaining the form and presenting the approved form to the Lobby at the time of entry.
- G. If the Warden's Office is not available to act on an urgent request, e.g., medical equipment, a Department Head or Security Supervisor may review and approve the form temporarily. The form shall then be routed to the Warden's Office for final approval.
- H. Staff shall produce the approved DOC-2389 upon request for any property kept at the facility.
- I. Personal or business issued cellular phones necessary for a legitimate business need may be approved by the Warden/Deputy Warden for use in X-Building only. Personal cell phones shall be stored in accordance with DCI facility procedure 900.203.01.

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- J. State issued cell phones and smart phones do not require a DOC-2389 but are not allowed beyond X-Building secure perimeter without approval of the Warden/Deputy Warden.
- K. State issued laptops and notebooks are allowed in the facility.
- L. A small container carrying only necessary medical supplies that has received approval shall not be considered a carrying device for the purpose of this policy.
- M. Medication required to be stored in original containers may be managed by requesting the pharmacy provide an additional container at no cost.
- N. Commercially wrapped 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 shall go through the fluoroscopic/X-ray machine unless there are concerns with spillage.
- O. Each DOC-2389 shall be evaluated individually based on each requestor's work location and job duties.

IV. Personal Plant Guidelines

- A. Plants only, no cut flowers, limit 3.
- B. Flowering plants are allowed provided they meet the following requirements:
 - 1. Plants shall be non-poisonous.
 - 2. Plants shall be legal to possess.
 - 3. No vine-type or climbing plants.
- C. Pots shall be of plastic or plastic-like materials (no glass, clay, ceramic or tin).
- D. Pots may be no larger than 10 inches in diameter.
- E. Plants shall not obstruct the view into the office or interfere with staff's visibility.
- F. Plants shall not exceed 24 inches.
- G. Plant care is the responsibility of its owner.
- H. Plant food or fertilizer is not permitted.