

 <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 7
	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 7
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 7
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 7
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: Kettle Moraine Correctional Institution		
Original Effective Date: 8/19/13	DAI Policy Number: 300.00.58	Page 5 of 7
New Effective Date: 03/26/21	Supersedes: 300.00.58	Dated: 3/9/18
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: Warden Jon Noble		

REFERENCES

DAI Policy 300.00.69 – Recreation Equipment and Facility Use by Staff

DOC Human Resources Policy 200.30.401 – Standard Hours of Work

FACILITY PROCEDURE

- I. Search of Staff Personal Property
 - A. Gatehouse security staff shall ensure all staff personal property is inspected in accordance with the above DAI policy.
 1. Bins shall be available for staff carrying devices that are not clear to allow complete visual inspection of the items.
 2. Staff emptying their carrying device into a bin shall display the bin and carrying device for inspection to the Gatehouse security staff.
 3. After the property has been visually inspected, the bin, contents and the carrying device shall be sent through the fluoroscopic machine/X-Ray machine.
 4. After the property has been sent through the fluoroscopic machine/X-Ray machine, staff shall re-pack the carrying device and return the bin to Gatehouse staff.
 - B. When staff are entering the facility using a vehicle and are in possession of personal property, they shall remove the personal property from the vehicle and take it into the Gatehouse to be inspected as noted in Section I.A. of this procedure.
 - C. When staff enter during times the Gatehouse is not staffed, a Security Supervisor/designee shall report to Gatehouse to complete the inspection.
 - D. Staff who have a clear carrying device that enables complete visual inspection of the contents shall display the carrying device to security staff for visual inspection and then send the device through the fluoroscopic machine/X-Ray machine.
 - E. Staff who elect to carry in personal property in a manner that requires additional screening may need to adjust their arrival time accordingly to allow for the screening process to be completed. Staff are required to be at their assigned posts at the start of their shifts as outlined in DOC Human Resources Policy 200.30.40.
 - F. State issued property is not included in the allowable personal property limits.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
New Effective Date: 3/26/21	DAI Policy Number: 300.00.58	Page 6 of 7
Chapter: 300 Administrative		
Subject: Staff Personal Property		

- G. Items prone to spilling/leaking shall be visually inspected only. The items shall not be sent through the fluoroscopic machine/X-Ray machine.
 - H. When concerns exist, additional physical inspection of the item shall be made.
 - I. Security staff assigned to the Gatehouse are authorized to move objects during the inspection process or require the staff member to move objects in order to ensure no inappropriate items are entering the institution.
 - J. A Security Supervisor shall be notified immediately when suspected contraband is discovered during a search/inspection or there is a question regarding unauthorized items.
 - K. Staff members are not allowed to leave personal property with Gatehouse staff for other staff to pick up or to store during their shift.
 - L. Lockers in the Gatehouse area are for visitor use only.
 - M. Cellphone lockers are for staff use only.
 - N. Additional screening of staff shall be approved by the Warden/designee.
- II. **Request from staff to bring in personal property items**
- A. DOC-2389 forms shall be submitted to the Warden/designee for approval of items not specified in this DAI policy and facility procedure.
 - B. If the Warden/designee is not available to render a decision on an urgent request (i.e. medical equipment), a Security Supervisor shall review and may approve the DOC-2389 temporarily. The DOC-2389 shall be routed to the Warden/designee for final approval.
 - C. It is the staff member's responsibility to maintain and produce, upon request by Gatehouse staff and/or supervisor, an approved DOC-2389 if they have received permission to bring in an item.
 - D. Upon completion of the DOC-2389, the original shall be kept by the relevant department head and a copy of the form shall be routed to the staff member who submitted it.
 - E. A small container may be approved for use to carry only necessary medical supplies. It is not to be considered a carrying device for the purpose of this DAI policy.
 - F. Personal property items that do not require approval may include, but not be limited to, the following:
 - 1. Feminine hygiene products.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
New Effective Date: 3/26/21	DAI Policy Number: 300.00.58	Page 7 of 7
Chapter: 300 Administrative		
Subject: Staff Personal Property		

2. Hand lotion up to 8 oz.
 3. Lip balm.
 4. Hairbrush/comb.
 5. Toothpaste/toothbrush.
 6. Dental floss (small container).
 7. Eye drops.
 8. Contact solution/case.
 9. Ground Coffee/filters.
 10. Tea.
 11. Prescription or reading eye glasses.
 12. Coffee cup-non ceramic in housing units.
 13. One piece of reading material-only to be utilized during designated breaks/ or as long as it does not interfere with job duties.
 14. Hearing aids.
 15. Commercially purchased food with a foil-type packaging (i.e. yogurt, Pop-Tarts, etc).
 16. Shared Treats (i.e. donuts/baked goods) for the day's consumption.
 17. Commercially delivered food for the day's consumption (i.e. pizza, Chinese food, etc.).
- G. Items not listed in Section II. F. 1-17 of this procedure shall be approved in advance by the Warden/designee using a DOC-2389.
1. Staff shall submit a DOC-2389 to their Department head/supervisor when requesting to bring in food containers or warming devices for staff gatherings. Metal utensils are not allowed.
- H. Allowable personal property shall be properly stored and maintained to promote professional workplace appearance and to maintain health and safety standards.
- I. Personal gym clothes, tennis shoes and towels are allowed while staff are utilizing recreation facilities, provided they fit in the approved carrying device. When these items are not in use by staff, they should be stored in a locked location (i.e. locked office, locked file drawer/cabinet). Personal items shall not be stored in locker rooms or changing rooms.
- J. Upon exiting the facility, staff shall send their property items/carrying devices through the fluoroscopic machine/X-Ray machine.