

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.58	<b>Page</b> 1 of 6
	<b>Original Effective Date:</b> 08/19/13	<b>New Effective Date:</b> 12/21/20
	<b>Supersedes:</b> 300.00.58	<b>Dated:</b> 02/19/18
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> 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 – Devices With Activated Cellular-Wireless Capabilities - Access in DAI Facilities

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

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out of the facility when same is contrary to rules and regulations and done without the consent of the Warden.

- 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.

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3. AM/FM radio.
4. Thermal containers containing glass or with removable inserts.
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

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- 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.
- 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**

<b>Facility:</b> Wisconsin Correctional Center System		
<b>Original Effective Date:</b> 09/06/13	<b>DAI Policy Number:</b> 300.00.58	<b>Page</b> 5 of 6
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<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Staff Personal Property		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> /s/ Quala Champagne		

**REFERENCES****DEFINITIONS, ACRONYMS, AND FORMS**

DOC-2466 – Incident report

**FACILITY PROCEDURE**

- I. Inspections
  - A. Each superintendent shall determine the appropriate screening and inspection points for entrance and exit.
  - B. Staff who carry in personal property may need to adjust their arrival time accordingly to allow for the additional screening. The requirement to be at the designated work location by the start of shift shall be enforced.
  - C. Shared food shall be allowed for identified days or events, and shall be inspected.
  
- II. Property Items Request
  - A. In accordance with Section I.D the following shall be allowed:
    - a. Coffee/filters.
    - b. Tea.
    - c. Condiments.
    - d. Eye glasses and sunglasses.
    - e. Appropriate reading materials – only one item; must be removed each day.
    - f. Hearing aids.
    - g. One change of personal clothing; must be removed each day.
    - h. Snacks and treats intended to be shared with staff.
    - i. Delivered/take-out food.
  
- III. Personal Cellular Phones / Personal Devices With Activated Cellular/Wireless Capabilities
  - A. Staff shall secure these devices in their center designated lockers or in their vehicle while in pay status.
  - B. Devices shall not be brought to off-grounds assignments while in pay status.
  
- IV. Personal toasters, pizza ovens, microwaves, and refrigerators are prohibited in individual offices and work spaces.

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