

 <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 7
	<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 – 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.
  - 5. Metal cooking utensils.
  - 6. Coffee makers.

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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.

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- 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 Secure Program Facility		
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<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> Warden Gary Boughton		

**FACILITY PROCEDURE****I. Screening and Entrance Point**

- A. The lobby is the primary staff entrance point for the institution. All staff shall go through screening.
1. All personal, carry-in items shall be placed through the x-ray machine for inspection prior to admittance.
  2. Upon approval by a security supervisor, staff may be required to empty the contents of their pockets and/or remove their coat for visual and x-ray inspection.

**II. Search of Staff Personal Property**

- A. Lobby security staff shall ensure all staff personal property is inspected in accordance with this policy.
- B. When staff enters during times the lobby is not staffed, an officer shall report to the lobby to complete the inspection.
- C. Bins shall be available in the lobby near the x-ray machine for staff who choose to enter the institution with carrying devices which are not clear or do not allow complete visual inspection of the items in the carrying device.
- D. Employees who are required to empty their carrying device into a bin shall display the bin and carrying device for inspection by the lobby staff.
- E. Staff who elects to carry in personal property requiring additional screening 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.
- F. The bin, contents, and the carrying device shall be sent through the x-ray machine and then lobby staff shall visibly inspect all items.
- G. Staff who have a clear carrying device enabling complete visual inspection of the contents shall display the carrying device to the lobby staff then send the device through the x-ray machine.
- H. Staff not carrying personal property may proceed directly into the institution and shall not be required to wait in line behind staff who have items to be inspected.

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- I. State issued property is not included in the allowable personal property limits.
- J. Items prone to spilling/leaking shall be visually inspected only. The items shall not be sent through the x-ray machine.
- K. When concerns of personal property exist, a security supervisor shall be contacted.
- L. Staff members are not allowed to leave personal property with lobby staff for other staff to pick up or to store during their shift.
- M. Lockers in the lobby area are for visitor use only.
- N. Removal of state property requires approval from the Warden/designee.
- O. Staff property is subject to inspection anytime.
- P. Allowed personal property shall be properly stored and maintained to promote professional workplace appearance and to maintain health and safety standards.
- Q. Additional screening of staff shall be approved by the Warden/designee.

**III. Property Items Request**

- A. Personal hygiene items not requiring approval:
  - 1. Tampons.
  - 2. Undergarment liners.
  - 3. Hand lotion up to 8 oz.
  - 4. Lip balm.
  - 5. Hairbrush/Comb.
  - 6. Toothpaste/Toothbrush.
  - 7. Dental floss (small container).
  - 8. Eye drops.
  - 9. Contact solution/case.
  - 10. Deodorant
  - 11. Soap
  - 12. Facial Tissue
- B. Additional items not requiring approval:
  - 1. Ground coffee/filters. (In non-glass or non-metal containers)
  - 2. Tea. (In non-glass or non-metal containers)
  - 3. Prescription or reading eye glasses.
  - 4. Coffee cup – non-ceramic/glass.
  - 5. Staff are allowed to bring one non DOC item, (i.e., book, magazine, newspaper, puzzle/game book) into the institution. Staff shall be alert and

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monitoring inmate activities in their areas of work. Reading material shall not be read during times direct observation of inmates is expected (e.g. when inmates on the unit are out of their cells or staff is escorting/monitoring inmates in other areas of the institution). These items are not authorized where contact with the public occurs, must be stored out of view when not in use and shall be removed from the institution at the end of each workday.

6. Hearing aids.
  7. One change of personal clothing, non-uniform; shall be removed each day. (Not allowed in inmate living or work areas)
  8. Snacks, treats intended to be shared with staff; shall be removed each day.
- C. Employees requesting permission to enter with additional property items shall complete a DOC-2389 and submit for review.
1. DOC-2389 submissions 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.
    - b. Metal utensils shall not be permitted.
  2. Approvals described in section C.1 shall be scanned and saved in the groups folder at: Groups/Postings/Gate Passes/2389's
- D. Employees requesting permission to enter with property items not described above shall complete a DOC-2389 and submit the form for review to the Warden's Office.
- E. If the Warden's Office is not available to act on an urgent request (i.e. medical equipment) a department head or security supervisor may review and approve the DOC-2389 temporarily. The DOC-2389 shall then be routed to the Warden's Office for final approval.
- F. State issued cell phones, smart phones, tablets and laptops do not require a DOC-2389.
- G. A small container carrying only necessary medical supplies and has received approval shall not be considered a carrying device for the purpose of this policy.
- H. Medication required to be stored in original containers may be managed by requesting the pharmacy provide an additional container.
- I. Plastic or foil sealed drink/food items are allowed.
- J. Each DOC-2389 shall be evaluated individually based on each requestor's work location and job duties.