

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.67	Page 1 of 6
	Original Effective Date: 12/13/12	New Effective Date: 05/15/20
	Supersedes: 300.00.67	Dated: 03/01/17
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Digital Formatted Legal Materials		
Guidance Document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Posting date 5/15/20

POLICY

The Division of Adult Institutions shall establish uniform guidelines for inmates to view legal material received in digital format. These guidelines shall provide inmates adequate opportunity to have access to legal material in digital format while ensuring access to the material is controlled in accordance with the security needs of the facility.

REFERENCES

Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)

Wisconsin Administrative Code s. DOC 306.20 – Personal Property

DAI Policy 306.00.16 – Contraband

DAI Policy 306.00.27 – Transportation of Inmates

DAI Policy 309.04.01 – Inmate Mail

DAI Policy 309.15.01 – Law Library

DAI Policy 309.20.03 – Inmate Personal Property and Clothing

DAI Policy 309.51.01 – Legal Loans

DEFINITIONS, ACRONYMS AND FORMS

Codec – A device or computer program capable of encoding or decoding a digital data stream or signal.

Data Storage Device – Instrument in various formats to facilitate transfer or storage of computer generated documents and media. Often, a portable/removable device commonly known as a USB drive, flash drive, jump drive, thumb drive, USB key, USB stick, memory stick or USB portable hard drive. Other formats may include read only computer disks

DFLM – Legal materials on a data storage device which is provided to inmates by their attorneys, courts or other legal representatives.

DOC – Department of Corrections

DOC-237 – Property Receipt/Disposition

DOC-2646 – Use of Digitally Formatted Legal Materials for Inmates

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RH – Restrictive Housing

PROCEDURE

I. Receiving Legal Material in Digital Format

A. DFLM may be received from:

1. Courts.
2. Administrative Law Judge.
3. Division of Hearings and Appeals.
4. Attorney(s).
5. Public Defender's Office.
6. Parole Commission.
7. Social Security Office.
8. Military.
9. Exception requests shall be submitted to DOC Legal Counsel for review and approval.

B. Each facility shall designate staff responsible for receiving and processing DFLM.

C. The inmate shall be notified by the DFLM coordinator/designee of any DFLM received by the facility. A DOC-237 shall not be completed.

Each facility shall designate staff to review the content with the inmate present to ensure content is legal in nature.

D. If any file is found to contain contraband, the data storage device may be subject to disposal in accordance with DAI Policy 306.00.16 after consultation with Office of Legal Counsel.

II. Permitted DFLM

A. DFLM shall be permitted into the facility for pending litigation. All other requests shall be considered on a case by case basis. Inmate shall provide sufficient information to justify the need for materials which may be substantiated by staff.

B. Quantity of DFLM received and stored shall not exceed 25 items. Exceptions shall be considered on a case by case basis by the DFLM Coordinator.

III. Guidelines For Access

A. A DOC-2646 shall be provided to the inmate for signature. If the inmate refuses to sign the form the inmate shall not be given access to the material and it shall be sent out at the inmate's expense or disposed of.

B. Each facility shall establish a process identifying the location and supervision requirements for inmates in general population or in RH to view DFLM on stand alone computers.

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- C. The inmate shall be provided an opportunity to review the material as soon as reasonably possible after the inmate makes the request. Inmates providing proof of a short deadline shall be prioritized for viewing the material.
- D. Inmates shall be provided time to review DFLM in accordance with guidelines for Law Library use. Additional time may be provided as determined appropriate.

IV. Storage and Removal

- A. DFLM pertaining to a criminal matter shall be stored at a designated secure location determined by facility procedure until the first criminal appeal as of right pursuant to Wisconsin Statutes s. 809.30 is exhausted in state court.
 - 1. Inmates intending to pursue federal habeas relief following the exhaustion of their first criminal appeal as of right shall inform institution staff in writing.
 - 2. DFLM pertaining to a criminal matter to be reviewed or being reviewed by means of a federal habeas petition shall be stored at a designated secure location determined by facility procedure until the first appeal is exhausted in federal court.
- B. DFLM pertaining to a civil matter shall be stored at a designated secure location determined by facility procedure until the first appeal is exhausted in state or federal court.
- C. The DFLM shall not be stored in the inmate's property.
- D. Once the DFLM is no longer allowed to be stored or the inmate decides it is no longer needed, the material shall be disposed of in accordance with DAI Policy 306.00.16.
- E. If an inmate has been released without their DFLM and cannot be located, the DFLM shall be retained in accordance with Administrative Code DOC 309.20 (4).

V. DFLM Transferred Between Facilities

- A. The DFLM Coordinator at the sending facility shall ensure the DFLM is clearly identified and transferred via a secure method to the receiving facility.
- B. DFLM shall be handled by staff only.
- C. The receiving facility shall route to the DFLM Coordinator.

VI. Copies

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- A. An inmate may only receive black and white copies of documents/photographs from DFLM. Exceptions may be made if the inmate can provide justification that color is an issue central to his or her case.
- B. Each facility shall establish a process that defines how an inmate is to request and receive copies of documents from DFLM. The inmate is responsible for the cost of copies.

VII. Allowed Formats to View Material

- A. DFLM shall be on any data storage device.
- B. E-mails to staff containing DFLM are not permitted.
- C. DFLM shall be compatible to be viewed in Microsoft Office. Video shall be exported to media in a format, and using a codec, that can be viewed on any computer running Microsoft Windows without the need for special software/viewers to be installed.
- D. Laptops shall be allowed to be brought into a facility by the entities listed in Section I.A. to view legal materials with an inmate.

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

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Columbia Correctional Institution		
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New Effective Date: 8/17/20	Supersedes Number:	Dated:
Chapter: 300 Administrative		
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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: <i>Larry Fuchs</i>		

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS**CCI – Columbia Correctional InstitutionDOC-184 – Disbursement RequestDOC-761 – Interview/Information RequestOOA – Office Operations Associate**FACILITY PROCEDURE**

- I. General Guidelines
 - A. Intake of DFLM
 1. DFLM will enter the institution via US Postal Service or commercial carrier.
 2. Property staff will deliver DFLM to the Librarian.
 3. If the DFLM is not in an approved format, the inmate will be called to the Library to identify the method of disposal.
 4. If the DFLM is in an approved format, the Librarian, who will serve as the DFLM Coordinator, will notify inmate of receipt and facilitate the completion of the DOC-2646. Librarian will create a folder for secure storage of material.
 5. The Librarian will conduct an initial review with inmate to ensure content is legal in nature. Upon completion of review, DFLM and DOC-2646 will be secured in the Library.
 - B. Access to Approved DFLM
 1. Inmate may access his DFLM during regular business hours and during scheduled library time.
 2. Inmate may request copies in accordance with Inmate Handbook Section 22.2 Photocopy Services.
 - C. Transfer or Disposal of DFLM
 1. If inmate is transferring or releasing, the DFLM Coordinator will ensure the DFLM is clearly identified with inmate's name and DOC number prior to routing.
 2. Once the DFLM is no longer allowed to be stored, the DFLM Coordinator will call the inmate to the Library to identify the method of disposal.
 3. Document disposal of DFLM on DOC-2646 and route.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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RESPONSIBILITY

- I. DFLM Coordinator
 - A. Ensure DFLM is in an approved format and arrange for secure storage.
 - B. Notify inmate of receipt of DFLM and initiate DOC-2646.
 - C. Upon receipt of DFLM, schedule a review with the inmate to ensure content is legal in nature and complete DOC-2646.
 - D. Upon inmate transfer and release, ensure the DFLM is clearly identified and transferred via a secure method to the receiving facility.
 - E. Dispose of DFLM no longer allowed and route updated DOC-2646.

- II. Education OOA
 - Process photocopy requests.

- III. Inmate
 - A. Sign DOC-2646.
 - B. Submit DOC-761 to DFLM Coordinator requesting initial DFLM viewing.
 - C. Request to view DFLM from Library Officer during regularly scheduled library time.
 - D. Complete a DOC-184 to request photocopies.
 - E. Return DFLM to Library Officer before leaving the Library.
 - F. Complete DOC-184 to dispose of DFLM.