

 <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

RH – Restrictive Housing

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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 (5).

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

- 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.

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- 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: Wisconsin Secure Program Facility		
Original Effective Date: 12/13/12	DAI Policy Number: 300.00.67	Page 5 of 6
New Effective Date: 08/21/20	Supersedes Number: 300.00.67	Dated: 08/18/17
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Subject: Digital Formatted Legal Materials		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Gary Boughton		

DEFINITIONS, ACRONYMS, AND FORMSDOC-184 – Disbursement Request (Spanish and English)DOC-761 – Bilingual – Interview/Information Request Spanish/EnglishICE – Institution Complaint Examiner**FACILITY PROCEDURE****I. Receiving DFLM Material**

- A. When DFLM is received at WSPF it shall be delivered to the Security Suite and given to the Shift Supervisor. An incident report detailing who it was received from and the inmate involved shall be included in the incident report. This material shall be hand delivered and not routed through the mail.
- B. The WSPF Litigation Coordinator shall review the material to determine if it is legal in nature.
- C. The WSPF Litigation Coordinator shall store the DFML in the ICE Office, when not scheduled or being viewed by the inmate.
- D. WSPF Litigation Coordinator/designee shall ensure the DFML and stand alone computer sent to the unit for a scheduled review is secured in the Officer Station when not being actively used until it can be returned to the ICE Office.
- E. The WSPF Litigation Coordinator shall meet with the inmate and provide the DOC-2646 for review and signature.

II. Access to DFLM

- A. Inmates shall submit a DOC-761 to the WSPF Litigation Coordinator/Unit Supervisor to request access to the DFLM.
- B. The WSPF Litigation Coordinator/Unit Supervisor shall designate date and time on the inmates housing unit to review the DFLM utilizing the stand alone computer located in the ICE Office.
- C. The inmate shall view the DFLM in the housing unit attorney booth or other area approved by the Unit Supervisor as scheduled by the WSPF Litigation Coordinator/Unit Supervisor.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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III. Copies

- A. The inmate shall notify the DFLM Coordinator of what he would like copied from the DFLM.

- B. The inmate shall submit a DOC-184 for the cost of copies. Copies shall be \$.15 per page.

RESPONSIBILITY

I. Staff

The WSPF Litigation Coordinator is the designated DFLM Coordinator.

II. Inmate

- A. Ensure outside sources know what format DFLM shall be in.

- B. Notify the DFLM Coordinator when releasing or transferring to another institution.