

 <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> 309.20.03	<b>Page</b> 1 of 23
	<b>Original Effective Date:</b> 06/01/77; 08/01/80	<b>New Effective Date:</b> 03/25/19
	<b>Supersedes:</b> 309.20.03	<b>Dated:</b> 03/16/17
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

**POLICY**

The Division of Adult Institutions shall ensure inmates are allowed to obtain and possess approved personal property, clothing and hobby items.

**REFERENCES**

Wisconsin Administrative Code s. DOC 309.02(16) – Pornography  
Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail  
Wisconsin Administrative Code s. DOC 309.05 – Publications  
Wisconsin Administrative Code s. DOC 309.20 – Personal Property  
Wisconsin Administrative Code s. DOC 309.40 – Clothing  
Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying  
DAI Policy 300.00.26 – Correspondence Courses  
DAI Policy 300.00.35 – Americans with Disabilities Act  
DAI Policy 300.00.67 – Digital Formatted Legal Materials  
DAI Policy 303.00.02 – Restrictive Housing Programs and Review  
DAI Policy 306.00.16 – Contraband  
DAI Policy 309.00.50 – Pornography  
DAI Policy 309.04.01 – Inmate Mail  
DAI Policy 309.20.02 – State of Wisconsin Identification Card  
DAI Policy 309.61.01 – Religious Beliefs and Practices  
DAI Policy 309.61.02 – Religious Property  
DAI Policy 310.00.03 – Inmate Property Depreciation Schedule  
DAI Policy 500.30.35 – Optometry Services  
DAI Policy 500.70.27 – Gender Dysphoria – Management and Treatment  
DAI Policy 500.80.15 – Transfer of Medication  
Attachment A – Personal Property Chart  
Attachment B – Hobby Property Chart  
Attachment C – Grandfathered Items

**DEFINITIONS, ACRONYMS AND FORMS**

ADA – Americans with Disabilities Act

A&E – Assessment and Evaluation

CIP – Challenge Incarceration Program

Error! Not a valid link.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 2 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

Commercial Carrier – United Parcel Service (UPS), FedEx, SpeeDee Delivery, or other professional delivery service.

Commercial photograph – A photograph for which the photographer is paid for images rather than works of art. Wholesale, retail and professional uses of photography would fall under this definition. Photos of this nature include, but are not limited to: advertisements, merchandising, product placement to promote or sell a product or service.

Commercial Publication – Printed matter, including books, newspapers, magazines and pamphlets, which is offered for sale or distribution.

Contraband – Any item which inmates may not possess; is not authorized by the institution; is not state property and is on the institution grounds (or in an assigned area of inmates on work release/special projects) but not in the possession of any person; comes into an inmate's possession through unauthorized channels or which is not on the inmate's property list and is required to be; is stolen property; is damaged or altered; or is used as evidence for a disciplinary hearing and deemed contraband by the adjustment committee or hearing officer.

DAI – Division of Adult Institutions

DCI – Dodge Correctional Institution

DOC – Department of Corrections

DOC-184 – Disbursement Request

DOC-236 – Property Inventory-Male

DOC-236A – Property Inventory-Female

DOC-236D – Identification Property Access Record

DOC-236F – Hobby Inventory

DOC-237 – Property Receipt / Disposition

DOC-237A – Property Receipt / Disposition (Long form)

DOC-243 – Notice of Non-Delivery of Mail/Publication

DOC-661 – Hobby Enrollment

DOC-1130 – A&E Property and Clothing Record

DOC-1303 – Property Transfer Tag

Error! Not a valid link.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 3 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

DOC-1416 – Offender Property Delivery

DOC-3332B – Medical Restriction/Special Needs

Ferrule – A metal sleeve used especially for joining or binding one part to another (as pipe sections or the bristles and handle of a brush).

Grams to Ounces – 28 Grams = One (1) ounce

HSU – Health Services Unit

ICC – Interstate Corrections Compact

ICE – Institution Complaint Examiner

ID – Identification

IGA – Inter-Government Agreement

Initial Classification (IC) – Assessment and evaluation of new admissions (previously A&E).

RH – Restrictive Housing

TCI – Taycheedah Correctional Institution

TLU – Temporary lock-up

USPS – United States Postal Service

WCCS – Wisconsin Correctional Center System

WWCS – Wisconsin Women’s Correctional System

## **PROCEDURE**

### **I. General**

#### **A. Vendor catalog system**

1. The DOC has contracted with vendors to provide inmate personal property items which have been approved.
2. Facilities shall designate a staff member responsible for receiving and distributing the property/hobby catalogs upon their arrival.
3. Facilities shall develop a procedure for notifying inmates of any price changes in the property/hobby catalogs.
4. Items shall be ordered by inmates using order forms provided by the vendors. Inmates shall also submit a DOC-184 in accordance with their facility ordering procedure.
5. Inmates are required to pay applicable sales tax.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 4 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

6. Items may be purchased by family or friends:
  - a. From contracted vendors via Internet web sites or toll free phone numbers.
  - b. Subject to specified monetary limits for certain hobby items.
7. Items received that are deemed faulty or the wrong item sent by the vendor shall be returned at the expense of the vendor. Wrong size or color ordered by the inmate or family member shall be returned at the inmate's expense.
8. With prior approval, allowable property items not available through the contracted vendors may be ordered from other vendors. Examples include, but are not limited to, prescription eye glasses, publications, certain religious items and release clothing. Orders shall be processed in accordance with facility procedure.
9. Established limits on allowable personal property do not include items provided by the facility.

#### B. Personal Property

1. Allowable personal property may vary between facilities depending on the security, physical plant and/or treatment programs at the facility.
2. Personal property for inmates in a transit status (e.g., awaiting transfer) may be limited or restricted.
3. Facilities which house inmates in "temporary hold" status shall establish procedures to determine what personal property items belonging to inmates in transit status may be limited/restricted.
4. A record shall be kept of all authorized property in the inmate's possession utilizing DOC-236/236A/236F or DOC-1130. These forms shall be utilized to inventory all inmate personal property during intake, transfer, TLU and release.
  - a. Staff shall list the serial and/or model numbers of electronic items when available on the DOC-236/236A/236H.
  - b. Staff inventorying property shall sign the form.
  - c. Inmate shall sign the form upon receiving personal property.
  - d. Staff shall issue a completed DOC-236/236A/236F to the inmate at intake upon completion of inventory.
  - e. Property staff shall record additions or deletions to the inmate's recorded inventory.
  - f. Facilities shall develop a procedure to secure property when it is outside of the direct control of the inmate (e.g., transfer, RH or observation placements).
5. All personal property (excluding medically prescribed items, hobby materials, legal materials, electronic equipment, typewriters, fans or other large items) shall not exceed 8,192 cubic inches (equivalent to a container measuring 32" x 16" x 16"). Canteen items are considered personal property and count towards the cubic inch limit.
6. Property in excess of established limits shall be disposed of in accordance with facility procedure.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 5 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

7. Written notice shall be provided on a DOC-237/237A to the inmate within 10 days of the disposal of any personal property.
  8. Fees required for disposal of televisions or electronic items shall be at the expense of the inmate. All incoming property must be new, shipped directly from the vendor with a receipt which lists each item and its value or a packing slip from the vendor which lists each item.
  9. With prior approval, exceptions (e.g. cost, used books) may be made for medical appliances, books, correspondence course materials and specified religious items.
  10. Inmates shall immediately report all missing property items to designated staff.
  11. A 90-day waiting period is established before missing property may be replaced after reporting the missing item in writing to the Property Department.
  12. Upon receiving new electronics or musical instruments, staff shall plug them in and/or test them in the inmate's presence.
  13. If items are working properly, staff shall engrave them with the inmate's name and DOC number.
  14. Staff shall complete a DOC-237/237A whenever an inmate receives or disposes of personal property.
    - a. DOC-237/237A shall be completed as stated above except as noted in Section I.C.9.
    - b. Staff shall list the serial and/or model numbers of electronic items when available on the DOC-237/237A.
    - c. DOC-237/237A distribution for all property received, destroyed or sent out via commercial carrier is as follows:
      - i. White – Property Department file.
      - ii. Yellow – Inmate.
      - iii. Blue – Unit.
      - iv. Pink – Use determined by facility.
  15. Inmates shall maintain copies of DOC-237/237A and vendor receipts.
- C. Publications include newspapers, magazines, catalogs, pamphlets and books.
1. Publications must be received directly from publishers, approved retail outlets or other recognized commercial sources and shall not exceed 11" x 14."
  2. Inmates shall write their full name and DOC number on the inside cover of all allowable publications they are issued.
  3. Books and publications received directly from State Representatives and other elected officials shall be reviewed on a case by case basis and may be allowed in accordance with Wisconsin Administrative Code s. DOC 309.05.
  4. Publications shall be reviewed in accordance with Wisconsin Administrative Code s. DOC 309.04 and 309.05.
    - a. Publications which meet standards of code listed above may be denied based on an individual's criminogenic needs.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 6 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

- b. A list of reviewed publications is available for staff to access on myDOC at: myDOC/Offender Management/Security and Emergency Operations/Publications.
  - c. This reviewed publications list shall be posted in facility libraries and updated on a monthly basis.
5. Posters, CDs and other non-allowed property items may be removed from a publication if the integrity of the publication shall not be affected by removal of the item.
  - a. Inmates shall dispose of the non-allowable item per facility procedure.
  - b. Pages of disallowed content may not be removed.
6. Denial of magazines and books shall be documented by title utilizing DOC-243 with copies provided to the inmate, sender and Security Director/designee, if a publication is denied for reasons stated under Wisconsin Administrative Code s. DOC 309.05(2). When multiple inmates receive the same publication, a list of all inmates shall be included with a single DOC-243 to the sender of the publication.
7. When a sender's address does not appear on the shipping label of a magazine, a search for the mailing address in the publication shall occur.
  - a. The facility may also utilize an Internet search to secure a return address to send the DOC-243.
  - b. When a sender return address cannot be located, staff shall document in the sender section of the DOC-243, No Return Address Located.
8. Non-allowable publications shall be disposed of in accordance with DAI Policy 309.04.01 and facility procedure.
  - a. Non-allowable publications shall be recorded by title on a DOC-243.
  - b. If the inmate returns the publication to the sender, a copy of the DOC-243 shall be included.
  - c. Postage applied shall be at the inmate's expense.
  - d. If the inmate requests to appeal the publication's denial, it shall be held pending ICE review.
9. Disposable publications such as newspapers, magazines, catalogs and pamphlets, do not require a property receipt or record but count toward the total of publications in the inmate's possession.
10. Allowable publications for which an inmate does not have a subscription, shall require the completion of a DOC-237 as these items are not considered disposable property.
11. Fantasy role playing games and associated materials shall not be permitted; e.g., Dungeons and Dragons, Magic: The Gathering.
12. Maps that may compromise the security of the facility, safety of the public or safety of staff shall not be permitted. Atlases and/or individual maps shall be no larger than 11" x 14".
13. Combined possession limit of twenty five (25) publications.
14. Publications for inmates in RH are allowed in accordance with DAI Policy 303.00.02.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 7 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

D. Legal

1. Legal materials may be retained when necessary for legal actions.
2. Legal material shall be limited to a box no larger than 20" x 20" x 20" or 8000 cubic inches.
3. Photographs are permitted when required for an active legal case.
  - a. These photographs shall not count toward the personal photograph limit of 50 but shall comply with guidelines as outlined in Section X.C.
  - b. These photos may not be displayed in cell.
4. Digital formatted legal materials are allowed in accordance with DAI Policy 300.00.67.
5. The Warden/designee may permit temporary short-term storage to inmates who demonstrate a need for additional material in conjunction with ongoing litigation. The storage of additional materials shall be consistent with fire codes and regulations.

E. Value of Property

1. The cost of electronic items or musical instruments shall not exceed \$350.00 each, excluding taxes and shipping costs.
2. The cost of prescription eyeglass frames shall not exceed \$125.00, excluding taxes and shipping costs.
3. The cost of personal footwear shall not exceed \$125.00, excluding taxes and shipping costs.
4. With supervisory approval, certain clothing items for inmates on work release or assigned to project crews may exceed spending limits. The cost of all other individual property items shall not exceed \$75.00 each, excluding taxes and shipping costs.
5. Property shall arrive with:
  - a. A receipt which lists each item and its value; or,
  - b. A packing slip which lists each item.
  - c. If the value is not documented, staff shall confirm the purchase price from the vendor.

F. Damaged or Worn Property

1. Property items that are broken, altered or worn to the extent of being nearly or completely unserviceable shall be classified as contraband and disposed of in accordance with facility procedure.
2. Property items that have minor damage, are still in working order and are not a safety risk may be allowed to be retained by the inmate with approval from the Security Director/designee.
3. Property may be sent out at the inmate's expense or processed per facility procedure.
4. Inmates may be charged a disposal fee, when required by the facility.

G. Repair of Property

1. Repair of property shall be at the inmate's expense.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 8 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

2. Facilities shall determine which property items may be sent for repair under warranty to the manufacturer or to an approved retail outlet for items not covered by warranty.
  3. Property items replaced by the manufacturer under warranty may be an equivalent product and must meet current specifications.
- H. Prescription Glasses/Reading Glasses
1. Prescription eyeglass frames may not exceed \$125.00. Reimbursement for glasses will not exceed \$125.00 for frames and lenses.
  2. Tinted lenses are not allowed unless documented medical approval from HSU is provided.
  3. Photochromatic/transitional lenses are allowed. HSU approval is limited to verifying the inmate requires prescription glasses and requirements for tints.
  4. Fashion glasses without prescription lenses are not permitted.
  5. All frames are subject to security inspection.
    - a. Frames with exposed logos or writing may not be allowed.
    - b. Multi-colored frames may not be allowed.
  6. Frames and lenses shall be ordered together from the same vendor.
  7. Limit two (2) personal or a combination of (1) personal and one (1) State pair of glasses.
  8. One pair of over-the-counter reading glasses are allowed and are not counted towards the prescription glasses limit.
  9. Per DAI Policy 500.30.35, inmates shall not be issued state eyeglasses if they already have a pair of personal eyeglasses in their possession or if they choose to purchase a pair of personal eyeglasses.
  10. Eyeglass cases shall be permitted for each pair of glasses.
  11. Eyeglass cases shall be soft sided. However, rigid, clear cases shall be allowed as long as they do not contain a metal hinge.
  12. Additional personal prescription glasses may be approved when determined medically necessary.
  13. Contact lenses are not permitted unless medically necessary and approved.
  14. Cleaning cloths are allowed when they are received with the glasses.
- I. Tamper evident seals
1. Tamper evident seals shall be affixed to electronics and major property items.
  2. The number of seals shall be determined by the size or shape of the item.
  3. Destruction or alteration of seals by an inmate may result in disciplinary action.
- J. Non-Standard Property Items
1. Facilities may permit certain non-standard property items specific to that facility's program as authorized in Section I.B.
  2. Non-standard property items permitted at one facility may not be permitted at another.



<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 9 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

3. WCCS/WWCS facilities may allow non-standard, job specific property items which allow inmates to possess items necessary for work release and project crews.
  - a. Inmates must have a job which requires non-standard property items.
  - b. Non-standard property items shall be sent out at the inmate's expense when no longer needed for the job/project.
4. Facilities shall identify non-standard property items. Inmates shall be responsible for the removal of these items prior to transfer to another facility.
5. Items not permitted at the receiving facility must be sent out of the facility or disposed of prior to transfer.
6. Non-standard property items shall be allowed for inmates who have documented disabilities. These items may include, but are not limited to:
  - a. Vibrating alarm clocks.
  - b. Walkers.
  - c. Wheelchairs.
  - d. Long shoe horns.
  - e. Sock hooks.
7. Inmates who require non-standard medical property items shall have an active DOC-3332B on file. The facility ADA Coordinator shall assist the inmate with this process, reviewing the request and ensuring proper documentation is on file, if approved.

## **II. Grandfathering Inmate Personal Property/Clothing Items**

- A. The DAI Administrator may deny items previously approved based on reasonable security justification.
- B. When property items are removed from the approved listing the DAI Administrator shall direct the disposition of items no longer authorized as reflected on Attachment C.
- C. Inmates shall be responsible for contacting the facility's Property Department to turn property items in for proper disposal prior to the effective date the property item(s) are no longer permitted.

## **III. A&E Intake Property**

- A. Personal property of inmates in A&E shall be limited to basic needs.
- B. A&E inmates who have current magazine and newspaper subscriptions shall be allowed to possess these items up to the allowed limit of 25.
  1. New subscriptions and book orders shall not be allowed.
  2. A&E inmates may possess one (1) religious book.
  3. A&E inmate property on Intake shall be logged on DOC-1130.
  4. Inmate social security cards, birth certificates, driver's license, State identification cards, passports and Forward Health Card shall be inventoried and retained in secure storage upon intake in a DOC-236D. Refer to DAI Policy 309.20.02.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 10 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

5. Inmates arriving from federal and other out-of-state facilities via ICC/IGA shall be processed according to the following guidelines:
  - a. Inmates received who have a Wisconsin sentence and need to complete the A&E process shall be treated as a new admission.
  - b. Allowable property shall be in accordance with DCI and TCI's facility procedures for this policy.
6. Inmates received as an ICC/IGA trade may be allowed to retain property that meets this policy's specifications. No food products, hobby or hygiene items shall be allowed.

#### **IV. Inmate Personal Hobby, Craft & Musical Activities Property**

- A. The approved Hobby Property Chart is Attachment B to this policy and delineates items which have been approved by the DAI Property Committee, in consultation with the DAI Security Chief.
  1. The DOC has contracted with vendors to provide inmates with approved hobby items.
  2. All products offered for sale in the DAI authorized catalogs have been pre-screened by the DAI Property Committee and approved to meet DAI policy specifications.
  3. Total quantity of inmate hobby property is restricted, as specified in Attachment B.
  4. Hobby material orders shall not exceed \$100.00 per calendar month (combined total, including inmate and friend/family purchases), excluding taxes, shipping and handling (musical instruments excluded).
- B. Inmates in the following status are not permitted to purchase hobby items or musical instruments due to short-term facility stay:
  1. IC status at DCI or TCI.
  2. CIP.
  3. Facilities may develop procedures limiting purchase of hobby items within six months of inmate's release.
- C. Facilities shall establish procedures for inmates to request hobby enrollment utilizing DOC-661.
  1. Inmates may be registered for no more than two hobbies concurrently.
  2. Each musical instrument is considered a separate hobby.
- D. Completed hobby projects may be sold through the facility's hobby program or shall be disposed of per facility procedure.
  1. Inmates shall not sell, trade, give/send or barter completed hobby projects to other inmates.
  2. Sales of hobby items shall not be permitted by consignment.
- E. Inmate personal religious property is accommodated per DAI Policy 309.61.02. Hobby projects may be approved for congregate (chapel) religious art only, not for inmate personal religious property.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 11 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

F. Music

1. Facilities shall allow inmates to purchase only the following musical instruments. Musical instruments shall not exceed \$350, excluding sales tax and shipping/handling.
  - a. Acoustic guitar.
  - b. Harmonica.
  - c. Keyboard.
2. Musical instruments shall be engraved for identification purposes. Prior to engraving, staff shall ensure the inmate will accept the instrument.
3. Electrical musical instruments played in cells/rooms must be played through a headset. Amplifiers or speakers are not allowed.
4. Guitar cleaning and string replacement shall be completed in a designated area as determined by the facility. Facilities shall provide a cleaner.
5. Facilities with music rooms may purchase facility instruments and related equipment for inmate use.

G. Crafts

1. Facilities shall allow the following hobbies and inmates shall be allowed to purchase and possess associated items from the approved Attachment B if they are registered for that particular hobby:
  - a. Model making.
  - b. Beading.
  - c. Yarn crafts.
  - d. Drawing and painting.
2. All liquids, paints and glue are reviewed by the DAI Property Committee for safety prior to offering in the catalogs. Cyanoacrylate (e.g., Super Glue, Krazy Glue) is not allowed.
3. All size specifications are in standard units of measure, but equivalent metric amounts are allowed.
4. All containers must be plastic. No glass or metal/foil.
5. Facilities may provide craft supplies not authorized for inmate purchases to enhance hobby opportunities.
  - a. Facilities shall develop procedures for control of these items.
  - b. Facilities may purchase supplies and charge inmates per project.

V. **Processing Inmate Personal Property at the Sending Facility**

- A. Inventory all property and record on DOC-236/236A/236F. A copy of the completed DOC-236/236A/236F shall be given to the inmate.
1. Consumables include, but are not limited to candy, cookies, crackers, chips, drink mixes, gum, soup mixes, deodorant, shampoo, toothpaste, etc.
  2. Opened containers
    - a. Edible products that have been opened are not allowed.
    - b. Liquid and hygiene products that have been opened are allowed provided they are clear or translucent and in their original factory container that is clear or translucent allowing staff to view the product.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 12 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

- c. Opened hobby products must be searchable; if not searchable, items shall be disposed of per facility procedure.
  3. Unopened containers
    - a. Edible and hygiene products that have not been opened (factory sealed) are allowed.
    - b. In addition, liquid or hygiene products that are clear or translucent and in their original factory container that is clear or translucent allowing staff to view the product shall be permitted.
  4. Medication (controlled and non-controlled) shall be packed separate from all other property per DAI Policy 500.80.15.
  5. Photos shall be counted and the number documented on DOC-236/236A.
  6. Electronic items
    - a. Staff shall inspect the items to ensure they are properly engraved and belong to the inmate by verification of the correct serial number.
    - b. Staff shall ensure the electronic item is in working condition.
    - c. Property items that have minor damage but are still in working order and are not a safety risk shall be documented on a DOC-236/236A.
    - d. TVs, radios and typewriters shall be packed in the original boxes with the original Styrofoam inserts, if available. If original packing material is not available, these items shall be packed using protective packing material, either bubble wrap, packing peanuts, or similar materials to ensure protection during transport.
- B. File original DOC-236/236A/236F in the sending facility's property file.
- C. DOC-236/236A/236F shall be placed in a manila envelope marked "PROPERTY FORMS" for each receiving facility.
- D. The name of the receiving facility and total number of boxes shall be recorded on the sealed envelope.
- E. If a DOC-236D exists for a transferring inmate it shall be forwarded to the receiving facility in a manila envelope labeled with the receiving facility's name.
- F. If a DOC-236D accompanies an inmate upon transfer it shall be stored in a secure location within the facility's Property Department.
- G. WCCS and WWCS sites without a Property Department shall designate a secure location for storage of the DOC-236D.
- H. Transfer property shall be packed and sealed in boxes no larger than 16"x16"x16".
- I. DOC-1303 shall be attached to each box/item (electronics, typewriters, musical instruments, etc.).

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 13 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

- J. DOC-1416 shall be completed in triplicate by the sending facility for each receiving facility/jail.
  - 1. All boxed property, electronic items, vital documents (DOC-236D) and other property shall be listed.
  - 2. Staff preparing the DOC-1416 shall sign and print his/her name in designated area upon completion.
  - 3. Transporting staff shall check the DOC-1416 to verify all property listed is accounted for and then print and sign his/her name in the designated area.
  
- K. Personal property received from any vendor after an inmate has transferred shall be forwarded by the receiving facility via designated commercial carrier to the inmate's current facility.
  - 1. Shipping costs shall be paid by the facility that receives the property from the vendor.
  - 2. The DCI transportation unit shall not transport this type of property.
  
- L. Personal property for inmates placed at the DCI Infirmary
  - 1. The sending facility is not allowed to transfer personal property for inmates temporarily housed in the DCI Infirmary.
  - 2. The inmate's assigned supervision shall be DCI before the personal property is to be shipped or approval must be granted by the DCI Warden/designee.

**VI. Responsibilities for Transport Staff Processing Property**

Transportation staff shall issue the receiving facility staff the following:

- A. Copy of the DOC-1416 upon verification and receipt of staff signature.
  
- B. A manila envelope containing copies of the DOC-236/236A/236Fs.
  
- C. A second manila envelope containing the DOC-236Ds.

**VII. Processing Inmate Personal Property at the Receiving Facility**

A. Receiving facility staff shall:

- 1. Receive, verify and sign the DOC-1416 from the transportation staff.
- 2. Receive the manila envelope containing copies of the DOC-236/236A/236Fs for filing in the inmate's master property file.
- 3. Receive the manila envelope containing the DOC-236Ds and secure per Section V.F.
- 4. Inventory all allowable incoming property on the DOC-236/236A/236F. Retain original in the Property Department and route a copy to the housing unit and the inmate.
- 5. Test electronics and musical instruments in the inmate's presence.
- 6. Upon verifying ownership, engrave electronics and musical instruments that arrive without the inmate's name and DOC number on them.
- 7. Document any minor damage to property items that are still in working order and pose no safety risk on a DOC-236/236A/236F.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 14 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

- B. Unauthorized property shall be recorded on a DOC-237/237A and marked as contraband.
- C. Inmates shall designate a method of disposal for contraband items per facility procedure. This shall be documented by staff on the DOC-237/237A.

### **VIII. Disposal of Personal Property or Unauthorized Property**

- A. Unauthorized property shall be processed and recorded as contraband on DOC-237/237A.
- B. The inmate may select one of the following options for disposal within 30 days:
  - 1. Donating the item to a non-profit organization of the facility's choice.
  - 2. Donate the item to the facility if authorized by facility procedure.
  - 3. Destroying the item:
    - a. In the facility's Property Department in the presence of staff.
    - b. A fee may be charged for disposal of some items per Section I.B.8 of this policy.
  - 4. Sending out the item to a person on the inmate's approved visiting list by designated commercial carrier at the inmate's expense
  - 5. Personal property may be sent out on a visit if authorized by facility procedure.
- C. Facility shall determine the method of disposal if inmate fails to provide notification:
  - 1. Method shall be recorded on the DOC-237/237A.
  - 2. The inmate shall be routed a copy of this DOC-237/237A to inform him/her of the disposition of the personal property.
- D. Property sent out by commercial carrier or USPS:
  - 1. Facilities shall establish procedures for the use of commercial carriers or USPS pack and ship services to make them available to inmates.
    - a. Property items may be sent out via designated commercial carrier, if tracking and insurance are desired.
    - b. The USPS does not automatically track or apply insurance. These services must be purchased separately.
    - c. Inmates who choose not to purchase tracking or insurance on their package, accept the risk of loss.
  - 2. Property shall be packaged in an appropriate shipping container.
- E. Items purchased on credit by the inmate, including membership in book clubs, shall not be accepted and shall be immediately returned to the sender at the inmate's expense. Inmate may be subject to discipline.
- F. Items normally allowed that are received from a private residence or a non-DOC approved vendor shall not be accepted and shall be considered

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 15 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

contraband and disposed of per facility procedure. Release clothing is exempt from this restriction as inmates do not retain the items in their possession.

- G. Items that are contraband and pose a security concern may be disposed of immediately per DAI Policy 306.00.16.

## **IX. Approved Property Items**

Approved personal property consists of items and quantity limits specified in Attachments A, B & C, in accordance with general criteria as specified in this section.

### **A. Electronic Equipment**

1. Upon receiving new electronics or musical instruments, staff shall plug them in and/or test them in the inmate's presence.
2. If items are working properly, staff shall engrave them with the inmate's name and DOC number.
3. Units must be equipped with an earphone jack, and headphones or ear buds must be used.
4. Duplication of an electronic item is not allowed.
5. Units with remote speakers or remote control devices are not allowed.
6. Only clear plastic or translucent models, unless otherwise approved by the DAI Property Committee.

### **B. Jewelry**

1. All jewelry items, which because of shape or configuration are apt to cause a laceration if applied to the skin with force, shall not be allowed.
2. Earrings, rings or other small ornaments (i.e., nose rings, nipple rings, etc.) that are affixed to holes pierced in the skin are not allowed.
3. Refer to DAI Policy 309.61.02 for specifications and allowances of religious property.
4. Rings
  - a. Inmates may receive a ring from a vendor or directly from their family.
  - b. A ring shall be processed through the property room, per facility procedure.
  - c. A wedding set consisting of an engagement and wedding ring shall be considered one ring.
  - d. The maximum value of compensation available to an inmate under DAI 310.00.03 for claims related to lost or damaged ring is \$75.00.

### **C. Personal Photographs**

1. Limit of fifty (50) total.
2. Images on single thickness film, digital photos and images reproduced utilizing a computer scanner and printer.
3. Photographs which have been digitally altered by changing the background or any other part of the photo may not be allowed.
4. Photographs are required to be square or rectangular in shape.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 16 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

5. Personal photos shall not require a DOC-237 to be completed. The number of photos shall be recorded on DOC-236 whenever an inventory is completed.
6. Multiple digital photos are permitted on an 8½" x 11" standard sheet of paper; limit of eight sheets and each sheet shall count as one photo.
7. Self-developing double thickness Polaroid pictures are only allowed from DOC facility photo projects.
8. Possession upon transfer of Polaroid pictures taken by facilities providing a photo service shall be regulated by the receiving facility.
9. Security Threat Group-related photographs that include, but are not limited to; the display of gang related colors, signs, insignias, etc., are not allowed.
10. Photos that pose a threat to facility security and/or the rehabilitative interests of the inmate are not permitted.
11. Commercially produced photo books containing personal photographs shall be allowed but limited to 25 pages and be no larger than 8½" x 11".
  - a. The number of photographs in these books shall not count toward the allowable limit of 50 single photos, and is not considered a publication.
  - b. Inmates shall be allowed to possess one photo book or one photo album.
  - c. The photos contained in a photo book shall be evaluated the same as a personal photo for purposes of review and denial.
12. Personal photographs that include nudity, human excretion and sexual behavior as described in Wisconsin Administrative Code s. DOC 309.02 are not allowed.
13. Reproduced photos of family, relatives, friends or other personal photos are not considered commercially published photographs.
14. Commercially published photos are not allowed.
15. Laminated photographs and other laminated materials are not allowed.

#### D. Personal Clothing

1. All clothing is expected to fit properly.
  - a. Oversized or baggy clothing shall not be allowed.
  - b. Undersized clothing which may be determined to be overly tight shall not be allowed.
2. The following are prohibited:
  - a. Clothing articles with pictures, writing or appliquéés on them.
  - b. Fur; real or fake.
  - c. Camouflage designed clothing.
  - d. Leather clothing – real or imitation; footwear and belts may be leather.
  - e. Clothing that is mesh or of see-through material.
  - f. Lycra/spandex-like material.
  - g. Any obscene material or objectionable printing or lettering.
  - h. Decorative cutouts or slits.
  - i. Clothing and footwear with inside/concealed pockets.
3. The color gray is defined as a light to medium shade of gray. No dark gray or charcoal gray is allowed.



Error! Not a valid link.

<b>DAI Policy #:</b> 309.20.03	<b>New Effective Date:</b> 03/25/19	<b>Page</b> 17 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

4. Clothing for medical needs shall be reviewed by the facility Special Needs Committee.
5. Gender dysphoria identified inmates shall follow policy DAI Policy 500.70.27.
6. Trade names or trademarks are allowed on inmate clothing, but only products of legitimate manufacturers that incorporate their trade name or trademark on the garment in an unobtrusive manner are allowed.
  - a. The trademark or logo shall not exceed 2" x 4."
  - b. Logo size limitations not applicable to footwear.
7. Inmates are permitted to purchase no more than two pairs of footwear per calendar year. Newly purchased footwear may necessitate the disposal of a previously owned pair in order to comply with the allowable limit.
8. Work Release and Project Crew Items:
  - a. Inmates must be housed at work release or project crew facilities prior to ordering standard items, as noted on Attachment A.
  - b. Non-standard items required for a specific job or project may be approved by the Warden/Superintendent/designee. These items are to be disposed of prior to transfer to another facility.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Makda Fessahaye, Administrator

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Kettle Moraine Correctional Institution		
<b>Original Effective Date:</b> 01/01/08	<b>DAI Policy Number:</b> 309.20.03	<b>Page</b> 18 of 23
<b>New Effective Date:</b> 04/14/21	<b>Supersedes Number:</b> 309.20.03	<b>Dated:</b> 11/16/19
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		
<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 Jon Noble		

### REFERNCES

DAI Policy 306.00.16 – Contraband

DAI Policy 309.45.02 – Attachment A - Release Funds Allowable Uses

### DEFINITIONS, ACRONYMS, AND FORMS

DOC-2466 - Incident Report

KMCI – Kettle Moraine Correctional Institution

### FACILITY PROCEDURES

#### I. GENERAL GUIDELINES

- A. Inmates shall have several options to process items deemed contraband which include sending out items via U.S. Mail or commercial carrier at the inmate's expense, donate to a non-profit organization of KMCI's choice (e.g. Salvation Army or the KMCI Library if the item is a publication) or dispose of item
- B. Failing to inform staff of how contraband items should be processed shall result in staff using their discretion as to how these items shall be handled (e.g. disposal, donation, etc.) in accordance with Section VIII. A-G of this DAI policy.
- C. Inmates are responsible for paying the fees for the disposal of any electronic item they have to dispose of. Fees are set by the company contracted for recycling/disposal of the items.
- D. Inmates shall inform unit staff of any property item that has been lost or stolen and request a DOC-2466 be completed to document this information.
- E. Note, even if an item is approved to order, it is still subject to review and possible denial upon arrival and inspection.
- F. Ordering release clothing shall be done in accordance with Attachment A of DAI Policy 309.45.02 and section VIII.F. of this DAI policy.
- G. Inmates shall submit their release clothing orders to their assigned Social worker for review and approval/denial.
- H. Clothing catalogs from non-DOC approved vendors may be made available for inmate use in the Library. Items from these catalogs may only be used for ordering release clothing items.

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Kettle Moraine Correctional Institution		
<b>New Effective Date:</b> 04/14/21	<b>DAI Policy Number:</b> 309.20.03	<b>Page</b> 19 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

- I. Inmates may submit orders to be processed for release clothing no more than 90 days prior to their release date.

### II. Guidelines for Obtaining and Possessing Hobby Items

- A. Inmates who arrive at KMCI with hobby items shall not be allowed to possess those items while housed on Unit 16.
  1. Hobby items shall be stored in Property.
  2. Property Sergeant/designee shall provide inmates who arrive at KMCI with hobby items a DOC-661 for them to complete and return to the Property Sergeant/designee.
  3. The Property Sergeant/designee shall forward the completed DOC-661 forms to the mailroom staff/designee to create hobby files.
  4. Inmates who arrived at KMCI with hobby items, shall contact the mailroom staff/designee upon transfer out of unit 16 to request their stored items.
- B. The mailroom staff/designee shall ensure inmates register with Hobbies before participating in hobby crafts by completing a DOC-661. The completed DOC-661 shall be kept in the inmate's DOC-236F in the Property Department.
- C. Inmates shall not order hobby items until they are approved to participate in a hobby activity by the mailroom staff/designee. If a hobby item arrives before an inmate is approved for a hobby, it is considered contraband and shall be processed per DAI Policy 306.00.16.
- D. Inmates can register for a different hobby activity once every six months.
- E. All hobby craftwork, including crochet, shall be performed in the inmate's room, with the exception of playing guitars and harmonicas, which may also be used on the unit recreation area.
- F. Inmates shall only have one storage receptacle for hobby items in their possession.
- G. When ordering hobby items, the property staff/designee shall:
  1. Approve or deny all inmate hobby property requests prior to the order being placed.
  2. Forward approved DOC-184s for hobby items to the Business Office.
  3. Ensure proper disposal of non-allowable items with the inmate in accordance with this DAI policy, as well as with DAI Policy 306.00.16.
  4. Verify and distribute allowable orders to the inmate.
  5. Record all newly received items on the inmate's DOC-236F on file in the Property Department and on a DOC-237.
  6. Distribute copies of the DOC-237 to the inmate, housing unit and the inmate's hobby file.

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Kettle Moraine Correctional Institution		
<b>New Effective Date:</b> 04/14/21	<b>DAI Policy Number:</b> 309.20.03	<b>Page</b> 20 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

### III. Guidelines for sending out completed hobby projects

- A. Completed hobby projects are not allowed outside of cell unless transporting it to property to send out.
- B. The mailroom staff/designee shall receive all completed hobby projects and arrange for their disposal or shipment out of KMCI. If the hobby project is appropriate for donation (as determined by staff), the inmate may choose to donate the item to a non-profit organization of KMCI's choosing.
- C. Pop up greeting cards or greeting cards with glued on embellishments shall be sent out via hobbies.
- D. If the inmate either refuses or is unable to ship out a completed hobby project, it shall be disposed of in accordance with this DAI policy, as well as with DAI Policy 306.00.16.
- E. Sending completed hobby projects out via commercial carrier.
  1. Upon ensuring the inmate has enough funds to ship out the completed hobby project, the mailroom staff/designee shall complete a DOC-237 and provide the inmate with a DOC-184 for him to fill out to send out the item.
  2. The inmate and the mailroom staff/designee shall pack and seal the completed hobby project for shipping.
  3. If the project is completed in class and paid for, the inmate and instructor shall package the item and complete the DOC-237 and DOC-184, and transport the package to the Property Department.
  4. Property staff shall send the package out via commercial carrier and route the original DOC-184 to the Business Office and the carbon copy to the inmate after the cost is determined and noted on the form.
- F. Sending completed hobby projects out via USPS.
  1. If inmates choose to send small hobby items out via USPS, they shall be advised this is done at their own risk. There is no tracking number available to use if the item is lost by the USPS.
  2. KMCI is not responsible for any delay or damage that occurs to items inmates send out via USPS.
  3. The mailroom staff/designee shall determine if the item should be sent via USPS or commercial carrier. If the mailroom staff/designee determines this cannot be appropriately sent by the USPS, then the item shall be shipped out via commercial carrier per this DAI policy.
  4. Inmates shall bring an envelope to the Property Department upon being called and complete a DOC-237 and DOC-184 with the mailroom staff/designee to mail out the small hobby project.
  5. After the item is approved to be sent out via USPS, the mailroom staff/designee shall document on the DOC-237 and DOC-184 what the item is that is being mailed out.
  6. The inmate shall complete and sign the DOC-184 for postage and then seal the envelope in the mailroom staff/designee's presence. The

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Kettle Moraine Correctional Institution		
<b>New Effective Date:</b> 04/14/21	<b>DAI Policy Number:</b> 309.20.03	<b>Page</b> 21 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

mailroom staff/designee shall then route the item to the Mailroom to be sent out.

7. Inmates attempting to send out any hobby item, with the exception of single thickness greeting cards, through the USPS without first having it reviewed and approved by the mailroom staff/designee may be subject to disciplinary action.

### IV. RESPONSIBILITIES

#### A. Business Office staff shall:

1. Accept the orders from inmates submitted on correct order forms supplied by the vendors.
2. Verify the inmate calculated sales tax properly for orders being sent to vendors.
3. Sort the orders by vendor.
4. Complete the order form for vendor, print check and submit order.
5. Post the order to the inmate's account.
6. Process credits to inmate accounts when applicable.

#### B. Warehouse staff shall:

1. Accept packages from commercial carriers used by vendors.
2. Refuse packages with no inmate name and DOC number.
3. Sign for packages.
4. Place accepted packages in the locked cage.
5. Give outgoing packages to the commercial carrier.

#### C. Property Department staff shall:

1. Take any outgoing packages to be sent via commercial carrier to the Warehouse.
2. Remove received packages from the locked cage and put them through the scanner in the Warehouse.
3. Enter packages on the "Received Property Log."
4. Transport packages from the Warehouse to the Property Department (to be handled by staff only).
5. Upon opening the packages, the following shall be completed:
  - a. Initial the entry in the "Received Property Log."
  - b. Inspect the package for contraband.
  - c. Determine if the property item(s) are listed in the approved vendor catalogs. If they are non-standard items (i.e. eyeglasses), ensure they meet the requirements listed in this policy.
  - d. Check the receipt and/or packing slip to verify it shows name of vendor, date of purchase and/or price.
  - e. Fill out a DOC-237 and sign.
  - f. Place the order in the appropriate housing unit's property bin.
  - g. Call the inmate to the Property Department and distribute/dispose of/donate/or hold the property item for ICE review.
  - h. Process the DOC-237 per the distribution noted at the bottom of the form.

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Kettle Moraine Correctional Institution		
<b>New Effective Date:</b> 04/14/21	<b>DAI Policy Number:</b> 309.20.03	<b>Page</b> 22 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

- i. Record issued property items on the inmate's electronic DOC-236.
  6. Inventorying property belonging to inmates transferring to KMCI.
    - a. Items not allowed to be in an inmate's possession while housed in Unit 16 shall be stored in the Property Department.
    - b. Itemize property not allowed at KMCI on a DOC-237 and note its' disposition:
      - Send out via commercial carrier at the inmate's expense.
      - Dispose of.
        - Donate to a non-profit organization of KMCI's choice (e.g. Salvation Army or the KMCI Library if the item is a publication).
        - Hold for ICE review.
    - c. Issue allowable property items.
    - d. Give inmate a copy of DOC-236.
  7. Check the vendor receipt against the merchandise in the package to ensure accuracy of the order.
  8. Process property items which the inmate requests be sent out via commercial carrier and/or USPS.
- D. Housing Unit staff shall:
6. Send inmates to the Property Department upon notification from Property staff.
  7. Inventory and pack property for inmates placed in RH.
  8. Ensure the Patrol officer transfers the inmate's property to RH.
  9. Inventory and pack inmate property upon notice of transfer to another facility or release.
  10. Ensure compliance of this DAI policy and of possession limits during room searches.
  11. Complete a DOC-2466 upon verifying, at the inmate's request, that he does not have a missing or stolen item in his possession.
- E. Inmates shall:
6. Ensure sufficient funds are available in their account prior to ordering.
  7. Accurately complete vendor order forms and DOC-184s for hobby items and submit them for processing to the mailroom staff/designee for review.
  8. Be responsible for the cost of shipping non-allowable items back to the vendor or to another location of the inmate's choosing.
  9. Examine all incoming items in the order while in the Property Department. If the wrong size/color or a defect is noted, the inmate may return the items to the vendor via a call tag at no expense to him.
  10. Process all returns of hobby items with the mailroom staff/designee.
    - a. All returns shall include a copy of the invoice /packing slip with a notation as to why the item is being returned.
    - b. A DOC-184 shall be completed for postage if the return is not due to vendor error.
  11. Take possession of the item(s) he ordered and leave the Property Department with it once they have ensured it is acceptable. It should be

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Kettle Moraine Correctional Institution		
<b>New Effective Date:</b> 04/14/21	<b>DAI Policy Number:</b> 309.20.03	<b>Page</b> 23 of 23
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Inmate Personal Property and Clothing		

noted once it leaves the Property Department, it can no longer be verified if the item(s) was not been altered or tampered with.

12. Pay the cost for shipping if the inmate wants to return the item(s) after leaving the Property Department with it.
13. Inform family and friends of this DAI policy/KMCI procedure to ensure orders are properly made.
14. Contact the Property Department upon release from RH or placement into a general population housing unit in order to receive items held.
15. Stay within allowable limits as listed in this DAI policy/attachments and/or the inmate handbook.
16. Request denied items be held for ICE review and submit an inmate complaint per DOC 310.07(2) to contest the denial.
17. Notify the Property Department/mailroom staff/designee of the need to send property out if it is:
  - a. Over the limit.
  - b. Damaged/worn and a safety risk.