

 <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> 309.56.01	<b>Page</b> 1 of 10
	<b>Original Effective Date:</b> 03/01/18	<b>New Effective Date:</b> 03/01/18
	<b>Supersedes:</b> N/A	<b>Dated:</b> N/A
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

**POLICY**

The Division of Adult Institutions shall regulate inmate access to and use of technology consistent with DAI security policies.

**REFERENCES**

DAI Policy 300.00.67 – Digital Formatted Legal Materials  
DAI Policy 309.20.03 – Inmate Personal Property and Clothing  
DAI Policy 309.15.01 – Institution Law Library  
DAI Policy 309.52.01 – Inmate Canteen  
DAI Policy 309.55.05 – Postsecondary Education Opportunities for Inmates

**DEFINITIONS, ACRONYMS, AND FORMS**

ADA– American with Disabilities Act

BTM – Bureau of Technology Management

DAI – Division of Adult Institutions

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 (CD, CD-ROM, DVD-ROM) and ‘floppy’ disks.

DOC – Department of Corrections

DOC-236D – Identification Property Access Record

DOC-2838 – Data Storage Device Activity Log

DOC-2839 – Inmate Access to OTIS Information Technology Resources User Agreement.

EdNet – Computers and devices connected to the Department of Corrections Education Network.

<b>DAI Policy #:</b> 309.56.01	<b>New Effective Date:</b> 03/01/18	<b>Page</b> 2 of 10
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

EILLS - Electronic Inmate Law Library System – the web-based legal research system customized for the Wisconsin DOC by a state contracted vendor.

LEP – Limited English Proficiency

Offender Technology Infrastructure Services (OTIS) – Education services computer network providing a modern, secure and cohesive information environment.

Remote Area Community Hotspot for Education and Learning (RACHEL) – An offline device providing a repository for educational curriculum and management.

SPED – Special Education

## **PROCEDURE**

### **I. Technological Access and Approval**

- A. Priority access to classroom computing resources shall be provided to inmates who have been identified and screened with an educational program need.
- B. Accommodations required by ADA, LEP and SPED shall be implemented in accordance with Federal and State laws.
- C. Secure password administration of all inmate computer accounts shall be managed by BTM.
- D. Education Director/designee shall assign appropriate staff to facilitate password administration and management for staff and inmates.
- E. Education Director/designee shall be responsible for developing, approving and monitoring inmate access to and use of computers, systems, programs and installed hardware/software.
- F. Education Director/designee may reset student passwords.
- G. Assessment tools or other forms of evaluation used within WI DOC shall determine educational needs and eligibility for education programming at appropriate level.
- H. Computer access for school programs and employability skills shall be assigned by staff.
- I. Education Director/designee shall provide a DOC-2839 to ensure identified inmates are aware of all restrictions and limitations applied to computer access.
- J. Inmates shall be permitted to use EdNet and OTIS networked devices solely for education, legal and re-entry purposes.

<b>DAI Policy #:</b> 309.56.01	<b>New Effective Date:</b> 03/01/18	<b>Page</b> 3 of 10
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

- K. All inmate computer account credentials shall be disabled when terminated from programming.
- L. All inmate logins and sharing activity in the OTIS environment shall be tracked and logged by BTM.

## **II. Technological Hardware Usage Procedure**

- A. Education programs shall permit eligible students and tutors to use equipment on the OTIS network.
- B. Personal or legal materials shall not be stored on the OTIS network.

## **III. Data Storage Devices**

- A. Inmates shall provide documentation to substantiate need for a data storage device.
  - 1. Access and possession are limited to needs for legal, educational or reentry purposes.
  - 2. Inmates requiring the use of data storage devices shall complete the DOC-2839.
  - 3. Inmates shall purchase a data storage device from a DOC approved vendor/canteen or facility Education Department
  - 4. Facilities where data storage devices are obtained through the Education Department shall develop a facility procedure for this process. Inmates shall reimburse the facility for the cost of the data storage device.
  - 5. Devices shall be labeled with the inmate's DOC number.
  - 6. Data storage devices and their content may be inspected by designated staff to prevent unauthorized activities.
  - 7. Inspection of data storage devices and their content shall be conducted with the inmate present.
  - 8. The inmate's assigned data storage devices shall be issued to him or her at the time of release.
- B. Inmates shall obtain their data storage device from the facility Education Director/designee.
  - 1. The inmate shall return the data storage device to staff upon completion of use.
  - 2. Data storage devices shall be secured by staff when not in use.
  - 3. The staff member shall log device activity on the DOC-2838.
- C. Possession of a data storage device outside of educational, legal or reentry purposes shall constitute contraband.

## **IV. Technological Training for Inmates**

- A. Inmates shall be provided with basic instruction on education applications required for the curriculum in which they are enrolled.

<b>DAI Policy #:</b> 309.56.01	<b>New Effective Date:</b> 03/01/18	<b>Page</b> 4 of 10
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

- B. Vendor-provided instructions shall be available for the EILLS.
- C. Inmates may be allowed access to software manuals in a classroom setting when curriculum and/or instructional needs require such access.

#### **V. Inmate Computer Use**

- A. Authorized inmates may use computers on the OTIS platforms to participate in facility programs and learning activities.
- B. Inmate access to computers shall occur under staff supervision.
- C. Prohibited uses include, but are not limited to composing, displaying, printing, downloading or forwarding material that is defamatory, false, inaccurate, abusive, obscene or pornographic to include gaming and gambling applications.
- D. Printing shall be provided in accordance with facility procedure.
- E. Tampering with any computer hardware or software settings, cable connections or peripheral device is prohibited.
- F. Computer hardware or software problems shall be reported to staff for evaluation and repair.

#### **VI. Security Parameters**

- A. All computer activities are subject to audit.
- B. Inmate access to the internet shall be restricted, monitored and logged electronically.
- C. Inmates shall not transfer any data storage device or content to another inmate.
- D. Upon release or transfer, data storage devices shall be placed in inmate DOC 236D.
- E. Printing and storage of legal documents is restricted to an inmate's current or open cases.

#### **VII. Confidentiality of Educational Records**

DOC staff shall observe all state and federal requirements regarding the handling and sharing of confidential student education records.

#### **VIII. Online Education (Post-Secondary Education)**

- A. Inmates may enroll in approved education programs at their own expense. Programs must be accredited.

<b>DAI Policy #:</b> 309.56.01	<b>New Effective Date:</b> 03/01/18	<b>Page</b> 5 of 10
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

B. The Department may co-sponsor education programs associated with apprenticeship or post-secondary online educational programs.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Wisconsin Women's Correctional System		
<b>Original Effective Date:</b> 03/01/18	<b>DAI Policy Number:</b> 309.56.01	<b>Page</b> 6 of 10
<b>New Effective Date:</b> 04/30/2021	<b>Supersedes Number:</b> 309.56.01	<b>Dated:</b> 5/06/2019
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		
<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 Jennifer McDermott		

**DEFINITIONS, ACRONYMS, AND FORMS**CPS – Corrections Program SupervisorDOC-184 – Disbursement RequestDOC-236- Property InventoryDOC-237 - Property ReceiptDOC-761 – Interview/Information RequestMSMU – Monarch Special Management UnitMWCC- Milwaukee Women's Correctional CenterOOA – Office Operations AssociateREECC- Robert E Ellsworth Correctional CenterRHU – Restrictive Housing UnitTCI – Taycheedah Correctional InstitutionWICS – Wisconsin Integrated Computer System**FACILITY PROCEDURE****I. Technological Access and Approval**

- A. Education (TCI/REECC)/CPS (MWCC)/designee shall consider DOC-761 request for approval of usage of data storage device purchase based on need. Request must include one of the following:
1. Written documentation of an upcoming court date or deadline, or special need.
  2. An open case number and case description, including an anticipated completion date.
  3. Written documentation or verification from teacher/professor/program provider for program or educational need.
  4. Written documentation or verification from program provider for reentry and enrichment verification.

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<b>Facility:</b> Wisconsin Women's Correctional System		
<b>New Effective Date:</b> 04/30/2021	<b>DAI Policy Number:</b> 309.56.01	<b>Page</b> 7 of 10
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

- B. Inmate shall complete DOC-184 to purchase data storage device and send to Education (TCI/REECC)/CPS (MWCC)/designee.
- C. Technological Access in RHU/MSMU Wing 1  
Inmates in RHU/MSMU Wing1 shall not have access to data storage devices.

**RESPONSIBILITY****I. TCI**

- A. Library staff/designee
  1. Once reviewed/approved, forward the DOC-184 to Business Office for processing.
  2. Complete the DOC-237 and forward to property department to update the DOC-236.
  3. Receive completed yellow copy of DOC-184 from Business Office to return to inmate.
  4. Engrave inmate DOC number on all purchased data storage devices.
  5. All data storage devices shall be secured by staff when not in use.
  6. Receive DOC-184 from inmate for specific request of copies from storage device.
  7. Make approved copies from data storage device as time and funds permit as verified in WICS – Inmate Banking regular account funds.
  8. Upon release or transfer, ensure data storage device is delivered in person to property department.
- B. Business Office
  1. Receive DOC-184 from librarian/designee and process for data storage device purchase.
  2. Return completed yellow copy of DOC-184 for purchase of data storage device to librarian/designee for issuance.
  3. Receive DOC-184 from librarian/designee to process charge for copy request.
- B. Property Staff
  1. Upon receipt of the DOC-237, update the DOC-236.
  2. Upon release or transfer, receive data storage device and place in DOC-236D.
- C. Inmate
  1. Sign the DOC-237 form.
  2. Submit DOC-761 and DOC-184 to the librarian/designee for requests of data storage device for approval.
  3. Turn in State of Wisconsin ID card to librarian/designee while utilizing the data storage device.
  4. Request printing in the presence of librarian/designee and complete DOC-184 for copies.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Wisconsin Women's Correctional System		
<b>New Effective Date:</b> 04/30/2021	<b>DAI Policy Number:</b> 309.56.01	<b>Page</b> 8 of 10
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

5. One week prior to release, the individual shall send a DOC-761 to Education Staff requesting the data storage device be routed to Property department to be secured in identification DOC-236D.

**II. MWCC Staff****A. CPS**

Once reviewed/approved, forward the DOC-184 to Business Office for processing.

**B. Property Sergeant**

1. Complete the DOC-237 and notify inmate to report to Property department to sign the DOC-237.
2. Engrave the data storage device with the individual's last name and DOC number.
3. Update DOC-236.
4. Route the data storage device to the assigned staff for storage.

**C. Control Center Staff**

1. Receive data storage device and store in secure designated location.
2. Distribute and collect data storage devices.
3. Monitor use of the data storage devices.
4. Consult with CPS with any concerns with the use of the data storage device.
5. Forward the data storage device to the Work Release Sergeant upon request from inmate.

**B. OOA**

1. Receive DOC-761 and DOC-184 from inmate for specific request of copies from data storage device.
2. Obtain a data storage device from Control Center staff.
3. Make approved copies from data storage device as time and funds permit as verified in WICS – Inmate Banking regular account funds.
4. Return data storage device to Control Center staff after completion of copies.

**D. Work Release Sergeant**

1. Upon receipt of the DOC-761, staff shall return the DOC-761 to the inmate to notify placement of the data storage device in the DOC-236D.
2. Upon release or transfer, ensure that data storage device is included in DOC-236D.

**E. Inmate**

1. Sign the DOC-237.
2. Submit DOC-761 and DOC-184 to the CPS for requests of data storage device for approval.
3. Notify the Control Center staff when data storage device is needed.



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<b>Facility:</b> Wisconsin Women's Correctional System		
<b>New Effective Date:</b> 04/30/2021	<b>DAI Policy Number:</b> 309.56.01	<b>Page</b> 9 of 10
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

4. Complete DOC-761 and DOC-184 and submit to OOA for specific requests of copies from data storage device.
5. One week prior to release send a DOC-761 to Control requesting the data storage device be routed to Work Release Sergeant to be secured in DOC-236D.

**III. REECC Staff****A. Education Staff**

1. Once reviewed/approved, forward the DOC-184 to Business Office for processing.
2. Complete the DOC-237 and notify inmate to report to Property department to sign the DOC-237.
3. Send data storage device to property department for engraving and store in secure designated location upon return.
4. Distribute and collect data storage devices.
5. Receive DOC-761 and DOC-184 from inmate for specific request of copies from storage device.
6. Obtain a data storage device from Control Center staff.
7. Make approved copies from data storage device as time and funds permit as verified in WICS – Inmate Banking regular account funds.
8. Monitor use of the data storage devices.
9. Consult with CPS with any concerns with the use of the data storage device.
10. Upon release or transfer, ensure data storage device is delivered in person to Work Release Sergeant.

**B. Property Staff**

1. Engrave the data storage device with the individual's DOC number and return to education staff for storage.
2. Update DOC-236 upon receipt of the DOC-237.

**B. Work Release Sergeant**

1. Upon receipt of the DOC-761, staff shall return the DOC-761 to the inmate to notify placement of the data storage device in the DOC-236D.
2. Upon release or transfer, ensure that data storage device is included in DOC-236D.

**C. Inmate**

1. Sign the DOC-237.
2. Submit DOC-761 and DOC-184 to the education staff for requests of data storage device for approval.
3. Notify the education staff when data storage device is needed.
4. Complete DOC-761 and DOC-184 and submit to Education staff for specific requests of copies from data storage device.

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<b>Facility:</b> Wisconsin Women's Correctional System		
<b>New Effective Date:</b> 04/30/2021	<b>DAI Policy Number:</b> 309.56.01	<b>Page</b> 10 of 10
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

5. One week prior to release, send a DOC-761 to education staff requesting the data storage device be routed to Work Release sergeant to be secured in DOC-236D.