

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Oakhill Correctional Institution		
Original Effective Date: 3/6/95	Facility Procedure #: 900.710.02	Page 1 of 3
New Effective Date: 06/01/20	Supersedes Number: 900.710.02	Dated: 02/17/20
Chapter: 700 Program Services		
Subject: Inmate Photographs		
Required Posting or Restricted: <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Warden's/Center Superintendent's Approval: Warden Cheryl Eplett		

PURPOSE:

To provide a uniform procedure for directing the activities of Inmate photos. Photos are available to inmates and their visitors.

REFERENCES:

Wisconsin Administrative Code DOC 306 – Security
 Wisconsin Administrative Code 309 – Resources for Inmates
 DAI Policy & Procedure 309.00.01 – Inmate Work Placement
 OCI Policy & Procedure 113.01 – Money Transmittals
 (Disbursement Requests): Procedure for Approval and Handling of
 DAI Policy 309.20.03 Inmate Personal Property

DEFINITIONS, ACRONYMS AND FORMS:

DAI 303.02 – Security Threats Group

DOC-184 – Disbursement Request

DOC-643 – Interview/Information Request

DOC-2089A – Visiting Room Photo Log

DOC-2118 – Offender Work Application

I. General Guidelines

- A. An institution Inmate photographer shall be selected by the 2nd shift Lobby Sergeant.
 1. The 2nd shift Lobby Sergeant shall submit a Kiosk Inmate Job Vacancy Posting to DOC DL DAI OCI JOBS for posting on the kiosk.
 2. Inmates interested in applying for this job shall submit a DOC-2118 to the 2nd shift lobby Sergeant for review.
 3. The Lobby Sergeant shall submit the hiring selection to the Visits Security Liaison Supervisor for review and approval.
- B. The institution Inmate photographer shall use digital camera equipment to take and print photos.

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- C. Security Threat Group related photographs that include, but are not limited to; the display of gang related colors, signs, insignias etc. are not allowed.
- D. Photographs shall not display activity which is prohibited during visiting including sitting on laps or sexual contact. See DAI 309.06.01 Visiting.
- E. All Inmates who have photos taken shall be appropriately dressed in full state greens and shoes. Long sleeve undergarments (thermals, sweatshirts) are not allowed to be worn over or under state greens.
- F. Appropriate photographs shall include Inmates:
 - 1. Standing side by side with other individuals.
 - 2. Standing holding one's child.
 - 3. Standing alone.
- G. Inappropriate photographs that show the following are not allowed:
 - 1. Photos that display sexual conduct, as defined in DOC 303.14 between two individuals.
 - 2. Inappropriate poses that include but are not limited to:
 - a. Tilting of the head or body.
 - b. Hand or arm signs or gestures.
 - 3. Photos that display a possible threat to institution security shall be referred to a Security Supervisor for inspection.
- H. The price of photos shall be established by the Warden/Designee.

II. Procedures

A. Inmate Responsibility

- 1. Visits
 - a. Inmates requesting to have photos taken during a visit shall submit a signed DOC-184 to the Visiting Room Officer during the visit.
 - b. The Visiting Room Officer shall verify the Inmate has sufficient funds available before the photo is taken.
 - c. Inmates may have up to five (5) photos taken each day.
 - d. If an Inmate requests to retain a photo, the Visiting Room Officers shall review the digital photo on the camera for appropriateness prior to printing the photo.
 - e. After the photo is printed it shall be stamped with the 'OCI Approved Photograph' Xstamper and the Inmate name, Inmate DOC number, and approver initials shall be written in the stamp.

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- f. Photos with inappropriate poses or displays shall be directed to the Security Supervisors/Designee.
2. Non-visit photos
 - a. Non-visit photos shall be taken in the Visiting Room, Monday through Friday evening by appointment only.
 - b. Inmates shall contact the Lobby sergeant via interview request. Inmates shall complete, sign and attach a DOC-184 to the interview request to schedule an appointment in advance at the start of second shift.
 - c. Disbursements shall be processed by the Lobby Sergeant before you are called down to the Administration building, prior to the photos being taken.
 - d. Inmates may have up to five (5) photos taken each day.
 - e. Inmates shall provide a stamped addressed envelope to mail the photos out after they have been reviewed by the Lobby Sergeant.
- B. Lobby Staff Responsibility
1. Lobby Sergeant/Designee shall maintain an inventory of printer ink and paper. The camera equipment and supplies shall be secured in the Lobby.
 2. For lobby visit photos, Lobby Sergeant/Designee who verifies the Inmate's funds shall sign the DOC-184 and forward it to the Business Office for processing.
 3. Lobby Sergeant/Designee shall maintain the photographer timesheet and submit it to the Business Office for processing at the end of each pay period.
 4. Lobby Sergeant/Designee shall ensure inmates have a processed disbursement to hand over as proof of purchase of the photos.
 5. Lobby Sergeant /Designee shall ensure inmate photographs are appropriate.