GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Wendy Monfils
Name of Individual Certifying this Document/Proposed Document

Office of Management & Budget Director
Title

Wendy Monfils
Signature

6/25/19
Date Signed
POLICY
The Division of Adult Institutions shall allow inmates to make international phone calls to a close family member.

REFERENCES
Wisconsin Administrative Code s. DOC 309.39 – Inmate telephone calls
Wisconsin Administrative Code s. DOC 309.405 – Telephone calls to attorneys
Wisconsin Administrative Code s. DOC 309.41 – Incoming and emergency calls
Wisconsin Administrative Code s. DOC 309.48 – Procedure for inmate requests for disbursements of inmate account funds
DAI Policy 309.39.01 – Monitoring and Recording of Inmate Telephone Calls
DAI Policy 309.45.02 – Inmate Trust System Deductions

DEFINITIONS, ACRONYMS, AND FORMS
Close Family Member – An inmate’s natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent surrogate is within the definition of parent if an inmate substantiates that a claimed surrogate did in fact act as a parent to the inmate, although the parent surrogate was not an adoptive, foster or step parent.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-184 – Disbursement Request

International – Locations outside of the fifty United States

PROCEDURE
I. General Guidelines
   A. Inmates may place an international telephone call to a close family member once per month.

   B. Staff shall advise inmate that international calls, especially calls to mobile numbers, may be expensive.

   C. The inmate shall be responsible for the actual cost of the call. Only regular account funds shall be used.
D. The call shall not exceed ten minutes without Warden/Superintendent/designee approval.

E. Calls shall originate from a facility land line and shall be monitored by a facility staff member.

F. Inmates in Restrictive Housing status may be prohibited from placing international calls, except when permitted under Wisconsin Administrative Code s. DOC 309.41(2).

G. The Warden/designee may make exceptions to any limits on inmate calls in the case of emergencies as defined in Wisconsin Administrative Code s. DOC 309.41.

H. This policy does not supersede attorney calls as described in DAI Policy 309.39.01.

I. At the request of the Warden/designee, the DAI Administrator may impose limitations on calls in order to preserve the security and orderly management of the facility and to protect the public.

J. Facilities shall establish procedures for:
   1. Approving, monitoring and placement of an inmate international call.
   2. Reviewing phone bills to ensure the inmate is responsible for the actual cost of the international call utilizing DOC-184 consistent with Wisconsin Administrative Code s. DOC 309.48.

Administrator’s Approval: _____________________________ Date Signed: ______________
Jim Schwochert, Administrator
DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name

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Chapter: 309 Resources for Inmates

Subject: Inmate International Telephone Calls

Will Implement [ ] As written [ ] With below procedures for facility implementation

Warden’s/Center Superintendent’s Approval:

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE
I.  
   A.  
   B.  
      1.  
   
      2.  
         a.  
         b.  
         c.  
      3.  
   
   C.  
II.  
III.  

RESPONSIBILITY
I. Staff  
II. Inmate  
III. Other