



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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 Montils

Name of Individual Certifying this Document/Proposed Document

Office of Management + Budget Director

Title


Wendy Montils

Signature

6/25/19

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.39.03	Page 1 of 3
	Original Effective Date: 02/25/13	New Effective Date: 01/19/18
	Supersedes: NA	Dated: 02/25/13
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Inmate International Telephone Calls		

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.

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- 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		
Original Effective Date:	DAI Policy Number: 309.39.03	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 309 Resources for Inmates		
Subject: Inmate International Telephone Calls		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> 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