

# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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## 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.

William Poliard

Name of Individual Certifying this Document/Proposed Document

Warden - DCI

Title

[Handwritten Signature]

Signature

6/25/2019

Date Signed

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




# **DODGE CORRECTIONAL INSTITUTION**

## **GENERAL POPULATION HANDBOOK**

**This handbook is to remain in your possession until you leave this institution and is to be turned in to your Unit Officer prior to leaving. If this handbook is lost, altered, or damaged, you may be charged a fee for replacement.**

REVISED: July, 2014



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This handbook includes rules of acceptable behavior for daily living. You are required to follow all rules of the Department of Corrections, including Administrative Codes, Division Policies, and rules specific to DCI. A booklet, *Rules of the Department of Corrections DOC 303*, relating to discipline, code of inmate offenses, and disciplinary procedure has been issued for the information and guidance of all inmates and lists the rules of conduct all inmates are expected to follow. Administrative Code and Division policies and DCI procedures are available in the Library.

In accordance with DOC 300 IMP 2, Limits of Confidentiality, you will be afforded confidentiality regarding certain information as defined on the form *Limits of Confidentiality of Health Information* (DOC-1923).

In accordance with DAI Policy 306.00.01 – Electronic Monitoring Surveillance, activities occurring on correctional institution property may be monitored and recorded without the person being aware, subject to designated exclusions.

Any institution which houses maximum and medium security inmates is considered a maximum security institution.

This handbook should be considered a general guideline as not all directives/policies/procedures can be totally covered in complete detail within this handbook. Any changes that occur or are directed by the institution after the printing of this handbook take precedence. This handbook and the guidelines herein will remain in effect until the next updated version is distributed.

Additional policies and procedures affecting inmates, other than those in this inmate handbook, are available for review in the Library.

Should you have suggestions or ideas to improve the operation or conditions of Dodge Correctional Institution, you may submit these to the Office of the Warden.

### **RULES OF THE DEPARTMENT OF CORRECTIONS**

You have been issued the *Rules of Department of Corrections DOC 303*, relating to discipline, code of inmate offenses, and disciplinary procedures.

Rules have been established in order to maintain order and security, and to provide for the protection of persons and property within the institution. Review it carefully and frequently. The policies and procedures contained in this GP Handbook are in addition to the general rules contained in DOC 303.

### **LIMITED ENGLISH PROFICIENCY (LEP) POLICY NOTICE**

The Wisconsin Department of Corrections (DOC) shall, within available resource constraints, take reasonable steps to continue providing Limited English Proficiency (LEP) offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the inmate. The DOC shall not retaliate against any LEP offender for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

## **PREA (Prison Rape Elimination Act)**

### **You Have The Right To Be Safe From Sexual Violence**

1. While you are under the supervision of the Division of Adult Institutions in the Wisconsin Department of Corrections, no inmate or staff has the right to pressure you into any sexual acts. Regardless of your gender, age, size, race, ethnicity or sexual orientation, you have the right to be safe from any sexual advances and acts.
2. The Federal government passed the Prison Rape Elimination Act (PREA) in 2003 to help prevent, reduce and eliminate any sexual misconduct between inmates and between inmates and staff.
3. Under Wisconsin law or the Division of Adult Institutions rules:
  - a. Sexual intercourse, contact or conduct between inmates and between inmates and staff is prohibited.
  - b. Sexual assault of an inmate or staff member will be investigated and referred for prosecution pursuant to the laws of Wisconsin.

### **Zero Tolerance**

1. You must respect others. It is never right to pressure someone to engage in a behavior he/she does not want to do. You do not have the right to force any type of sexual behavior on a person. There should be no joking or teasing of any kind of a sexual nature. These behaviors will not be tolerated.
2. Sexual acts or contacts between inmates (like holding hands, kissing, etc.) even when both people want to, are not allowed. Both inmates involved in sexual conduct will be held accountable.
3. It is never appropriate for a staff member to make sexual advances or comments, or to engage in sexual contact with an inmate. Even if the inmate wants to be involved with a staff member, the staff member is not allowed to participate. Wisconsin law and the Wisconsin Department of Corrections specifically forbids sexual activity between inmates and staff, contractors or volunteers.
4. Staff is subject to discipline and prosecution regardless of whether you consent to such activity. There are no exceptions.
5. Retaliation against any person who reports sexual activity will not be tolerated.

### **What Is Sexual Misconduct?**

1. Sexual Assault or Sexual Contact – When one or more inmates tries to force or convince another inmate to participate in a sexual act through manipulation or through the use of threats, intimidation, inappropriate touching or other actions.
2. Sexual Conduct – Any type of sexual activity between inmates which includes asking for, paying for, promising, threatening or communicating with another person in any manner, including orally or in writing, to have sexual intercourse. It also includes exposing, touching or gesturing to the inmate's own intimate parts to attract the attention of another person or using sexually explicit language.
3. Sexual Assault of a Staff Member BY AN INMATE – You may be charged with the crime of First, Second, Third, or Fourth degree sexual assault and prosecuted.
4. Sexual Assault or Sexual Conduct BY A STAFF MEMBER – When a staff member engages in, or attempts to engage in, a sexual act with any inmate.
  - a. This includes the staff member intentionally touching the inmate's intimate parts with the intent to abuse, humiliate, harass, or degrade the inmate, or arouse or gratify the sexual desire of any person.
  - b. Sexual behavior can include, but is not limited to, indecent, profane or abusive language or gestures of a sexual nature, inappropriate visual surveillance of inmates, making sexually offensive comments or gestures, solicitation of sexual activity through promises of favors, or threatening an inmate for refusing sexual advances.
5. A properly conducted pat search does not constitute staff sexual misconduct and is not the basis for a complaint.

### **How To Report An Incident Of Sexual Misconduct Or Sexual Assault**

1. It is important that you tell a staff member as soon as possible if you have been sexually assaulted, have been threatened or are being asked to do something sexually.
  - a. You can tell a Social Worker, Psychologist, Chaplain, Warden, Shift Supervisor, Sergeant, Officer, Health Service Unit (HSU) staff, or any other staff member.
  - b. DOC staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials that have a need to know in order to perform their duties.
2. There are other ways to report sexual misconduct or an assault if you are not comfortable talking with staff. You can:
  - a. File a complaint. Complete *Offender Complaint (DOC-400)* which is available on all housing units or from the Institution Complaint Examiner. This is a confidential process.  
**OR**
  - b. Write directly to the Warden, Division of Adult Institutions (DAI) Administrator or Secretary of the Wisconsin DOC. You can send the Warden an *Interview/Information Request (DOC-761)* reporting sexual misconduct. To ensure confidentiality, place in a sealed envelope.  
**OR**
  - c. Dial the reporting line 777 which is a free call on the inmate telephone system.  
**OR**
  - d. Contact the local law enforcement agency. You can report a sexual assault by contacting local law enforcement directly, or through a third party.

### **What To Do If You Are Assaulted**

1. If you are sexually assaulted, you should report it immediately to staff who will offer you immediate assistance and protection if needed. Staff will also refer you for a medical examination and clinical assessment.
2. Even though you may want to clean up after the assault, it is important **NOT TO** shower, wash yourself, drink or eat anything, change your clothing, or use the bathroom before you see medical staff.
3. Medical staff will gather any physical evidence of the assault, examine you for injuries (some may not be visible to you) and check for sexually transmitted infections.
4. Please remember that by reporting the crime of a sexual assault or sexual misconduct right away, you are assisting in helping stop this harmful behavior and sending a message to the perpetrator that this behavior will not be tolerated.

**NO MATTER WHERE YOU GO OR WHERE YOU LIVE, YOU HAVE THE RIGHT TO BE SAFE FROM SEXUAL VIOLENCE.**



## CHAPTER 1 – RESOURCES FOR INMATES

### **CANTEEN**

*Refer to DAI Policy 309.52.01 – Inmate Canteen*

1. Canteen orders are filled weekly, packaged into clear bags, and delivered to you at your housing unit. You are allowed one Canteen order per week. Maximum spending for General Population inmates is limited to \$37.50 per week.
2. The Unit Officer distributes Canteen statements and order forms on the day prior to the unit's scheduled Canteen day.
  - a. You must have your Canteen order form and signed account statement attached and returned to the Unit Officer before 8:45 PM on the evening before Canteen.
  - b. No orders will be accepted after that time. Submitted Canteen orders will not be retrieved or returned for the addition or deletion of items.
3. You are responsible for accurately filling out the Canteen order form, using the most current Canteen price list. You must make sure there is money in your account before ordering. If you overspend your regular account balance, you may be subject to disciplinary action for ordering Canteen without sufficient funds.
4. You will not be allowed to place a Canteen order within 24 hours of your transfer. Canteen orders that arrive after property has been packed for transfer will be returned to Canteen and the order amount credited to your account.
5. An Officer will provide your canteen order to you.
  - a. You are responsible for checking to see that you have received all items purchased before opening the sealed plastic bag.
  - b. If you believe a mistake has been made, tell the Officer immediately before opening the sealed bag.
  - c. You and the Officer are required to sign the two-part receipt before the bag is unsealed.
  - d. The original is returned to Canteen and you keep the copy.
  - e. The signatures indicate that you accept the order. If you accept your order by signing the receipt, or by leaving the immediate area, you cannot claim a mistake has been made.
6. If a mistake is found, it must be written on the receipt, and signed by both you and the Officer. The entire sealed order and attached receipts are to be returned to Canteen. Orders returned to Canteen for replacement will be reviewed and you will be notified of the resolution.
7. You are required to keep your Canteen receipt until each item from your order is gone. Any inmate, who possesses items from Canteen and does not have a Canteen receipt, may be subject to disciplinary action. The Canteen receipt is your property slip until the product is gone.
8. All plastic Canteen bags are to be given to the Officer for disposal immediately after being unsealed.
9. Canteen items purchased are for your individual use and may not be taken from your housing unit.
10. The Canteen order form has order limits and possession limits on most items which may not be exceeded.
11. Any trading or receiving of Canteen items from another inmate is unauthorized transfer of property.
12. Bottles, cardboard cases and containers may only be used for the purpose intended and they must be disposed of in the designated receptacles on the housing unit when their original content has been consumed. The only containers inmates are allowed to have are the cups and bowls from Canteen and an approved pitcher with a cover from an approved source.
13. Canteen is regulated by your status at the time you receive your order form.

### **COURT APPEARANCES**

1. Inmates must wear State-issued clothing when making off-grounds trips. State-issued clothing includes state shoes, socks, underwear, pants, shirts and jacket. No personal clothing is to be worn. All items are subject to the rules in the county

where the court is located. Inmates are not allowed to bring any personal property items back from court except the following items they took with them:

- a. Legal materials.
  - b. One wedding ring.
  - c. One pair of glasses.
2. Counties may not allow inmates to retain possession of personal property while in the jail. It is advised these items are secured in your footlocker prior to leaving.

### **DETAINEES/WARRANTS**

1. Upon receipt of a detainer by the institution, you will be served the detainer. If appropriate, you may apply for prompt disposition.
2. If you believe you have an outstanding warrant but this institution has not received it, contact the appropriate District Attorney, Sheriff's Department, Clerk of Courts, your attorney, or you may confer with your Social Worker to check the status of possible detainees.
3. Records Office staff do not track pending detainees that have not been officially filed at this institution.

### **ELECTRONIC MONITORING**

*Refer to DAI Policy 306.00.01 – Electronic Monitoring Surveillance*

1. Monitoring and/or surveillance of inmate activities may occur anywhere in the institution subject to the following exclusions:
  - a. Activity or area where no inmate is present or likely to be present unless authorized by DOC, law enforcement or court order.
  - b. Inmate/attorney visits.
  - c. Pre-authorized inmate to inmate discussions of legal matters in the Law Library unless the Security Director/designee reasonably believes the discussion will threaten the security of the institution. Visual surveillance will occur but will not include the content of legal materials.
  - d. Medical/treatment/clinical discussions where confidentiality is an issue.
2. Requests to not monitor inmate to inmate legal discussions in the Law Library must be submitted to the Security Director for prior approval.

### **FUNERALS AND FAMILY ILLNESS**

*Refer to DAI Policy 309.00.08 – In Memoriam Visit, Video-Audio Recording Review*

Inmates are not permitted to attend funerals or visit family members who are gravely ill. Your Social Worker or a Chaplain may be able to arrange for special communication with your family members or to view videotaped services.

### **HAIRCUTS**

*Refer to DAI Policy 309.24.01 – Personal Hygiene and Hairdressing*

*Refer to DCI Procedure 900.512.02 – Locks of Love Donation Program* to learn more about the anonymous donation of hair to the Locks of Love Program.

### **INMATE COMPLAINT REVIEW SYSTEM (ICRS)**

*Refer to DCI Procedure 900.103.02 – Complaint Review System – Inmate*

The purpose of the Inmate Complaint Review System (ICRS) is to give inmates in adult institutions a process by which grievances may be expeditiously raised, investigated and decided.

The Administrative Rule governing the ICRS is Wisconsin Administrative Code Ch. DOC 310, and is available in the Library to provide further information on proper procedures.

Inmates writing to staff must follow the chain of command in an effort to informally resolve the issues prior to filing an *Offender Complaint (DOC-400)*. All levels prior to the Warden's office must be exhausted before filing an inmate complaint. These levels are listed on the *Institution Resources Guide* available on your unit. You must start at

the lowest level before going to the next step. If you have not done so, the Institution Complaint Examiner (ICE) may direct you to do so, prior to accepting the complaint. The department shall not exclude impaired, handicapped or illiterate inmates from full participation in the ICRS. Failure to follow the chain of command and/or sending requests to multiple staff at the same time will result in your request not being acknowledged.

1. Complaints filed by an inmate or group of inmates shall:
  - a. Be typed or written legibly on forms supplied for that purpose.
  - b. Be signed by the inmate(s).
  - c. Not contain language that is obscene, profane, abusive, or threatens others, unless such language is necessary to describe the factual basis of the substance of the complaint.
  - d. Be filed only under the name by which the inmate was committed to the department or the legal name if an inmate has had a name change.
  - e. Contain only one issue per complaint, and shall clearly identify the issue.
2. Inmates may not file more than two (2) complaints per calendar week, excluding complaints that raise health and personal safety issues, including confidentiality of health records. The ICE may waive this limit for good cause.
3. An inmate shall file a complaint within 14 calendar days after the occurrence giving rise to the complaint, except that the ICE may accept a complaint late for good cause.
4. The ICE shall use discretion in deciding the method best suited to determine the facts, including personal interviews, telephone calls and document review, except that the processing of complaints under s. DOC 310.08(3) shall be limited to review of the record. The ICE shall direct complaint recommendations to the appropriate Reviewing Authority (RA), or the ICE may reject a complaint.

### **Complaint Appeal Process**

1. An inmate may appeal a rejected complaint within 10 calendar days only to the appropriate RA who shall only review the basis for the rejection of the complaint. The RA's decision is final.
2. A complainant dissatisfied with the RA's decision may, within 10 calendar days after the date of the decision, appeal that decision by filing a written request for review with the CCE on *Corrections Complaint Examiner Review* (DOC-405).
3. The CCE will make a recommendation on your appeal to the Secretary of the Department of Corrections. The Secretary will review the material submitted and render a decision.

Appeals to the CCE must be sent directly, at the inmate's expense, to the CCE via U.S. Mail at:

Corrections Complaint Examiner  
Department of Corrections  
P.O. Box 7925  
Madison, WI 53707-7925

*Offender Complaint (DOC-400)* forms and envelopes, *Offender Complaint Appeal (DOC-405)* forms, and *Request for Review of Rejected Complaint (DOC-2182)* forms for ICRS use are available on the housing units. Inmates may also request these forms from the ICE Department on an *Interview/Information Request (DOC-761)*.

If your complaint contains a false statement, making that false statement outside the ICRS constitutes the offense of lying about staff.

### **INTERVIEWS WITH STAFF**

Before requesting an interview with a staff member, inmates must review the *Institution Resources Guide* to determine the proper person to contact for their concerns.

1. Should you desire to meet with any staff member, *Interview/Information Request (DOC-761)* forms are available on the unit.

2. Provide all information requested on the form, including the specific reason for the interview.
3. If the request is an emergency, an Officer or Work Supervisor can telephone the staff member you wish to see.
4. Generally, staff interviews will be held during free hours and you should indicate your free hours on the form.
5. Instructions for proper routing of these forms may be obtained from your Unit Officer.

### **LEGAL MATTERS AND SERVICES**

*Refer to DAI Policy 309.15.01 – Institution Law Library*

*DAI Policy 309.51.01 – Legal Loans*

1. DCI will make reasonable attempts to assist you in obtaining meaningful access to the courts, legal materials and in contacting outside agencies for legal assistance. In most cases you can write to:
  - State Public Defender/Appellate Department
  - 131 W. Wilson Street
  - PO Box 7862
  - Madison, WI 53707-7862
2. This agency assists in post-conviction relief with a major emphasis on direct appeal. More information can be obtained through the DCI Library or your Social Worker.
3. Indigent inmates are entitled to the assistance of the State Public Defender in connection with:
  - a. A direct appeal of the new conviction or sentence.
  - b. Revocation proceedings in which the inmate has not waived hearings.
  - c. A new pending misdemeanor or felony charge.
4. You may write to the Public Defender's Office in the county of your conviction. The Public Defender Office's involvement in post-conviction cases is entirely discretionary and is likely to be determined by caseload pressure and the likelihood of success.
5. Legal Assistance to Institutionalized Persons (LAIP) is a clinical program located within the Remington Center at the University of Wisconsin Law School. Mailings to the program should be directed to the following address:
  - Legal Assistance to Institutionalized Persons Program (LAIP)
  - Frank J. Remington Center for Education
  - Research and Service in Criminal Justice
  - University of Wisconsin Law School
  - 975 Bascom Mall
  - Madison, WI 53706-1399
6. Inmates are permitted to work on legal matters in the Law Library or on their housing unit.
  - a. Inmates on the same housing unit, or using the Law Library, may assist one another.
  - b. You may not charge or be paid for assisting another inmate with legal matters.
  - c. Legal materials may be routed to other inmates within the institution by placing the material in an unsealed envelope and mailing the materials utilizing the U.S. Postal Service.
  - d. Inmates may not pass legal materials in the Library, on the housing units or at recreation.
  - e. The institution is not responsible for legal materials which are mailed to other inmates.
7. Inmates are not allowed to work on legal materials while in assigned work status.

### **LIBRARY**

*Refer to DCI Procedure 900.512.01 – Library Services*

1. The services of the DCI Library are available to all inmates. Daytime Library use is available to all eligible inmates. General Population inmates will have the

- opportunity to sign up to attend Library on a form posted on the unit.
2. Evening Library use is available to General Population inmates through the use of the "Library Sign-up Sheet", posted on General Population unit bulletin boards. Additional time may be requested by asking the staff Librarian before the expiration of the original period. The granting of additional time is dependent on the number of users and the requester's activity.
  3. The policies and procedures of the DCI Library are available for review in the Library. Questions regarding the Library area, and suggestions for additions to the collections or improvement of services, should be made in writing to the staff Librarians.
  4. Personal property, with the exception of pens, pencils, writing paper, typing paper, and legal materials, is not allowed in the Library.
    - a. Inmates will not be permitted in the Library area if in possession of envelopes, folders, accordion files, or any other type of product or vehicle designed to carry personal or legal materials.
    - b. Items must be carried into the Library loose and open. Inmates in possession of any item that violates this rule will immediately be sent back to the unit, will forfeit the Library visit and may be subject to disciplinary action.

### **Books/Magazines/Newspapers**

1. Books on a variety of subjects are available to be borrowed from the Library.
  - a. Books are loaned for a four-week period.
  - b. Eight items may be borrowed when visiting the Library, but an individual may not have more than eight items checked out at any one time.
  - c. Reference and Law Library materials are for use only in the Library.
  - d. Library materials may not be given to other inmates for use or return to the Library.
  - e. You are responsible for the condition and prompt return of Library materials.
2. A selection of current issues of magazines and newspapers is available to read while using the Library or may be borrowed for a four-week loan period.
3. You may be subject to disciplinary action for lost, damaged and overdue materials.

### **Donations**

*Refer to DCI Procedure 900.104.01 – Donations – Approval of*

### **Law Library**

*Refer to DAI Policy 309.15.01 – Institution Law Library*

1. The Law Library is accessible by request on an *Interview/Information Request (DOC-761)*.
2. The electronic legal collection contains selections from Federal and State Statutes and case law. DOC Administrative Rules, DAI policies, DCI procedures and various other self-help materials are also available in the Law Library.
3. All legal materials must be used at the tables in the Library area.
4. Typewriters are available for use in the Library.
5. A Law Library clerk is available to provide assistance in locating legal material and legal services.
  - a. Legal advice is not given, but assistance in contacting outside sources for legal assistance is provided.
  - b. You may have another inmate's assistance with legal work while in the Library area. To accomplish this, both inmates must submit an *Interview/Information Request (DOC-761)* listing the name of the other inmate and the desire to work together. The Librarian will schedule both inmates at the same time.

### **Notary Service**

*Refer to DAI Policy 300.00.56 – Notary Services to Inmates*

1. Notary service is available in the Library.

2. The following are statutory items for which inmates may request notary services:
  - a. Affidavits to support or oppose a motion for summary judgment.
  - b. Affidavits to establish indigence, for Petitions for Writs of Mandamus, Certiorari, or Prohibition.
  - c. Filing a notice of claim with the Attorney General's Office under Wisconsin Statutes s. 893.82(5).
  - d. For filing a lawsuit for money damages, return of property, etc., in circuit court or small claims courts.
  - e. A petition for a Writ of Habeas Corpus under Wisconsin Statute s. 782.04. NOTE: This document must be notarized by Records Office staff.
  - f. Responses to discovery documents such as interrogatories or requests for admissions.
  - g. Prisoner Litigation Reform Act forms CV-438 and CV-440 under 1997 Wisconsin Act 133.
  - h. Statutory Form of Power of Attorney under Wisconsin Statutes s. 244.61.
3. For requests not covered above, you are required to produce the statute or court order requiring notarization.
4. There may be situations where an insurance company, a bank, a real estate company or some other entity may require that a document be notarized. Such a requirement should be stated in writing by the agency requiring notarization. You are required to produce the document requiring notarization.

**Photocopy Service**

*Refer to DCI Procedure 900.116.01 – Photocopy Requests – Inmate*

1. Staff, in compliance with Federal Copyright Laws and DCI policies and procedures, will process photocopy requests as institutional resources permit.
  - a. You will be charged the current rate for copies. That rate is currently \$.15/page for letter/legal size. A two-sided copy is \$.30 per page.
  - b. Send requests for copies of your correctional records to the department possessing these records.
  - c. Requests for photocopies of legal papers may be made through the Library. Time-sensitive legal copy requests must contain proof of time deadlines.
2. Requests for personal photocopies may be made through Support Services with Social Services Director approval according to the DCI procedure referenced above.
3. Photocopy requests are subject to review by staff and shall only be processed if sufficient funds exist in the inmate's account and requests do not violate DOC rules or the safe and secure operation of the facility.

**MAIL/CORRESPONDENCE**

*Refer to DAI Policy 309.04.01 – Inmate Mail*

*DCI Procedure 900.113.01 – Money Handling*

Inmate mail address: For Correspondence Only  
 YOUR FULL NAME and DOC NUMBER  
 Dodge Correctional Institution  
 PO BOX 700  
 Waupun, WI 53963-0700

Mailing address for money orders/ cashier's checks only: YOUR FULL NAME and DOC NUMBER  
 Dodge Correctional Institution  
 PO BOX 800  
 Waupun, WI 53963-0800

DCI business address: NAME and DEPARTMENT  
 Dodge Correctional Institution  
 PO BOX 661  
 Waupun, WI 53963-0661

Vendors shipping to DCI & YOUR FULL NAME and DOC NUMBER  
inmate catalog orders for Dodge Correctional Institution  
property address: 644 Maxon St.  
Waupun, WI 53963

1. Mail will normally be delivered daily Monday through Saturday, except for federal holidays. Outgoing mail must be delivered to the Unit Officer no later than 10:00 PM for delivery to the Post Office the following day.
2. On all outgoing mail you must include:
  - a. Full name.
  - b. DOC number.
  - c. Institution name and address.
3. All outgoing mail (whether it is personal correspondence, legal material, packages, etc.) is stamped, "This Letter Has Been Mailed From the Wisconsin Prison System."
4. You may correspond with anyone (unless expressly denied) as long as your correspondence does not violate federal law, court orders, state statutes, or DOC/DAI/DCI policies and procedures. Correspondence between inmates and with parolees must be submitted unsealed and is subject to monitoring.
5. Correspondence will be opened, censored and subject to inspection for contraband.
  - a. Correspondence from the parties listed in Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail, will be opened by staff in the presence of the inmate.
  - b. Staff will remove the contents of the envelope, shake out the envelope, and inspect the contents, page by page, in order to determine whether it contains contraband or if the purpose of the correspondence is misrepresented.
  - c. Staff may read the mail if they have reason to believe it is other than a legal document. If correspondence contains contraband, staff may confiscate the correspondence.
6. No cash, coins, or personal checks are accepted on behalf of an inmate. Only cashier/vendor checks and money orders are permitted.
  - a. Cash or personal checks are returned to the sender at the inmate's expense along with a *Notice of Non-Delivery of Mail/Publication (DOC-243)* completed by the Mailroom staff indicating why the contraband was non-deliverable.
  - b. Inmates will be called to the Mailroom to bring a stamped envelope for returning the contraband.
  - c. If it cannot be determined who sent the cash/coin, it will be deposited into the State General Fund.
7. Mail will not be delivered if it contains contraband.
8. If it is incoming mail, the letter and a written notice stating why the letter was not delivered shall be sent to the sender, unless the sender was an inmate.
  - a. The inmate to whom the letter was sent shall be given a written notice that the letter was not delivered and the identity of the sender.
  - b. If correspondence contains contraband or if the inmate refuses to show the contents of the envelope to staff, staff may confiscate the correspondence.
  - c. If the inspection reveals contraband or violation of institution rules, prosecution or disciplinary action may be taken and future correspondence privileges may be withdrawn or suspended for up to six months.
  - d. If outgoing correspondence is denied, the inmate is notified.
  - e. Appeals can be made in writing to the Warden.
9. There are no limits on the number of letters sent out or received; however, there is a possession limit of 25 pieces of personal incoming mail – one letter per envelope.
10. Materials and documents taken from the Internet and Web page sites are allowed in accordance with *DAI Policy 309.04.01 – Inmate Mail*.
11. Any inmate reusing U.S. postage stamps after the stamp or stamps have been

- canceled is in violation of Wisconsin Administrative Code s. DOC 303.36 – Misuse of State or Federal Property.
12. The sending of blood/body fluids through the mail, concealed in correspondence constitutes a health hazard for infectious diseases and is not permitted.
  13. Before you send your item to the Mailroom, certified, registered or insured mail forms (available in the Library) must be submitted with a *Disbursement Request (DOC-184)* noting the following:
    - a. Name and address of the addressee.
    - b. Type of service desired (for example, certified only, restricted delivery, return receipt or return receipt showing to whom delivered, date and address of delivery).
  14. Embossed envelopes may be purchased through the institution Canteen or vendor Canteen catalogs only.
    - a. Upon receiving envelopes from the Canteen, the Officer will stamp your DOC number on the back, bottom right corner, before you leave the area.
    - b. Any stamped/embossed envelopes in your possession without your DOC number stamped in the proper place or having an altered/tampered DOC number, are considered contraband and you may be subject to disciplinary action.
    - c. You are limited to 30 envelopes in your possession at any time.
  15. All letters to foreign countries must have the amount and denomination of postage printed on them.
    - a. You must submit a *Disbursement Request (DOC-184)* with the envelope/letter to be mailed to the Mailroom.
    - b. When sending an envelope to a foreign country, a *Disbursement Request (DOC-184)* must be attached to the envelope and "international mail" written on the form. The Mailroom will note on the form the remaining funds required to send the correspondence.
    - c. The Mailroom Officer will process the request and submit the *Disbursement Request* to the Business Office for deduction from your account.
  16. Any oversized envelope or envelopes, believed to exceed first-class postage, must have a signed *Disbursement Request (DOC-184)* attached authorizing the additional postage required.
  17. If you are indigent, postage requests for legal correspondence must be submitted to the Business Office.
  18. Administrative rules do not allow inmates to open charge accounts or possess charge cards.
  19. All "First Class" or "Registered" mail to and from vendors known to send goods without advance payment will be screened.
    - a. All such mail is to be left unsealed until reviewed.
    - b. Inmates who attempt to secure goods without payment or who receive billing for goods already received while incarcerated may be subject to discipline.
  20. The unit mail/drop box will only be opened by 3<sup>rd</sup> shift staff for retrieval of items.

### **MANUFACTURER and VENDOR COUPONS, OFFERS, SWEEPSTAKES**

*Refer to DCI Procedure 900.413.02 – Manufacturer and Vendor Coupons, Offers, Sweepstakes*

1. Inmates are not permitted to possess or use manufacturer/vendor coupons. Such items, when received by an inmate, may be sent out through the mail to family and friends. Inmates will not be permitted to retain these items in their personal property. Offers for free magazine issues are also prohibited.
2. Inmates are not permitted to participate in any type of sweepstakes, promotion, or any other type of activity which involves gaming or gambling, whether or not there is a cost to enter. Inmates are not allowed to collect and retain bottle caps from Canteen purchases.



## **MEDICAL, DENTAL AND PSYCHOLOGICAL SERVICES**

### **Access to Health Services**

1. The Health Service Unit (HSU) is open daily.
2. If you need non-emergency medical services, or wish to ask a question, complete a blue *Health Services Request & Copayment Disbursement Authorization (HSR) (DOC-3035)*. Do not use an *Information/Interview Request (DOC-761)*.
  - a. Follow the instructions on the HSR to fully complete the form.
  - b. Describe the medical problem as clearly as possible. If you do not wish to see someone from the Health Services Unit (HSU), but are asking for information, indicate this in the space provided on the HSR.
  - c. The HSR is a confidential document. Place the completed HSR in the Service Request Envelope available on your housing unit. Seal the envelope and circle HSU on the outside of the envelope.
  - d. Give the sealed Service Request Envelope to your Unit Officer.
  - e. Service Request Envelopes are collected every morning from the housing unit.
3. HSU staff will evaluate your HSR. Appointments are scheduled as necessary.
4. HSU staff will respond to your HSR by completing the bottom half of the HSR in writing and returning the second page of the HSR to you in a confidential manner.

### **Emergency Care: If at any time you are experiencing a health emergency immediately notify staff in your area.**

### **Medical Co-Payment**

Inmates are charged a \$7.50 co-payment for face-to-face contact with a health care provider that is the result of an inmate initiated request for health care services. This includes a Health Services Request or request made through non-health facility staff. No inmate will be refused health care for inability to pay a co-payment.

Follow-up health appointments determined and scheduled by health care providers will not be charged a medical co-payment.

There are also various over-the-counter medications and medical supplies available through the DCI Canteen for purchase for self-treatment of routine health concerns.

### **Injuries/Off-site Medical Appointments and Hospitalizations**

If you are injured, it is your responsibility to immediately notify the staff member supervising the area.

Off-site medical appointments and hospitalizations are arranged through the HSU at the direction of the Medical Practitioner. University of Wisconsin Hospital and Clinics in Madison, Waupun Memorial Hospital, as well as other community health facilities, provide services requested through the DCI Medical Practitioners. The UW Hospital in Madison and Waupun Memorial Hospital have Security Units and hospitalization will occur in that unit, unless otherwise determined. If hospitalized, you must abide by Security Unit visiting rules as they pertain to those people who are permitted to visit and also to the general rules of conduct. Greens will routinely be worn when traveling to the clinic/hospital (exception may be made for emergencies).

Health Service staff are not allowed to inform you of the date or time of your off-site medical/hospital appointment per security regulations.

Inmates refusing an off-site clinic/hospital appointment will be asked to sign a refusal of treatment form.

## **Medications**

### **Non-Controlled Medications**

1. These are medications that are issued to inmates and do not remain under the direct supervision of staff.
2. Non-controlled medications are self-administered by the inmate.
3. A white label denotes all non-controlled medications.
4. Non-controlled medication should be locked in your footlocker in your cell at all times.
5. Cards with unused, discontinued, or outdated medications must be given to the Unit Officer for return to HSU.
6. Non-controlled prescription medications that may be kept on your person include:
  - a. Rescue inhalers.
  - b. Nitroglycerin tablets.
  - c. Glucose tablets.
7. Any loose medication that is not on a labeled medication card is considered contraband.
8. If you have questions regarding your non-controlled medications you may submit a HSR to Health Services. You are responsible for knowing what medications you are taking and why you are taking the medication.

### **Controlled Medications**

1. Controlled medications are under staff control and kept in secure locations.
2. A yellow or yellow-highlighted label denotes all controlled medications.
3. Discuss with your Unit Officer how to access your controlled medications:
  - a. Do you have to come to the desk and ask for the medication?
  - b. Do they call you up to the desk?
  - c. Do they bring the medication around the unit to each cell?
4. In some units, the Officers control all medication.
5. Whenever you move to a new housing unit, ask how to get your controlled medications.
6. Certain controlled and non-controlled medications are dispensed only through the HSU. If your medications are dispensed through HSU you will receive a permanent pass from HSU.
7. If you have questions regarding your controlled medications you may submit a HSR to HSU. You are responsible for knowing what medications you are taking and why you are taking the medication.

### **Medication/Medical Supply Refills**

1. Medication refills are only processed Monday through Friday. Medication refills are not processed on Saturday, Sunday or holidays.
2. When you are seven days from running out of your medications, request to have them refilled. You may request a medication refill by:
  - a. Follow the instructions for completing the *Medication/Medical Supply Refill Request (DOC-3035C)* refill request. Do not use an *Information/Interview Request (DOC-761)*.
  - b. The *DOC-3035C* is a confidential document. Place the completed *DOC-3035C* in the Service Request Envelope available on your housing unit. Seal the envelope and circle "HSU" on the outside of the envelope.
  - c. Give the sealed Service Request Envelope to the housing Unit Officer.
  - d. Envelopes are picked up daily and delivered to HSU.
  - e. A response will be sent back to you in a confidential manner when you submit your refill request on the *DOC-3035C*.
  - f. Medication refills will be delivered to your housing unit when HSU receives them from Central Pharmacy.
  - g. If after five days you have not received your refill, submit a *Health Services Request & Copayment Disbursement Authorization (HSR) (DOC-3035)* to HSU and indicate that you have not received your medication refill.

### **Comfort Items**

Comfort items are such things as shoes, extra blankets and pillows, extra or alternative mattresses, thermal clothing, gloves, sunglasses, and other similar items.

The most common incorrect assumption about such items is that they are necessary for proper medical care. This is not the case for the vast majority of medical conditions. Thus, requests for these sorts of items are not medical issues.

At DCI, the HSU staff is committed to providing quality medical care for significant medical problems. We will not address comfort issues unless they are clearly indicated as medically necessary to treat significant medical conditions.

Among reasonable exceptions to this policy are things like low bunk, stair or tier restrictions and legitimate work restrictions. These exceptions will be made only when clearly necessary for treatment of significant medical conditions. Don't ask HSU to intervene in job assignments – that is a matter for discussion with the work supervisor.

HSU is here to address significant medical needs, and to deliver quality care for those medical needs.

### **Lay-in Status**

*Refer to DAI Policy 309.55.02 – Lay-In and Sick Cell Status*

Lay-in status is a process that is initiated by an inmate who is too ill to report to a work assignment or has been sent back from a work assignment because they are too ill to work. The HSU issues medical sick cell status.

### **Medical Appointment Cancellation**

You may refuse to keep an outside hospital or clinic appointment. You will be required to sign a waiver form that you refused medical treatment.

### **DENTAL SERVICES**

1. The DCI Dental Services Unit (DSU) is open Monday through Friday from 6:45 AM to 2:45 PM.
2. To request dental care you must complete a *Dental Service Request (DSR) and Copayment Disbursement Authorization (DOC-3392)*. Do not use an *Information/Interview Request (DOC-761)*.
  - a. Follow the instructions on the DSR to fully complete the form. Describe the dental problem as clearly as possible.
  - b. If you are asking for information only and are not requesting a dental appointment, indicate this in the space provided on the DSR.
  - c. The DSR is a confidential document. Place the completed DSR in the Service Request Envelope available on your housing unit. Seal the envelope and circle "Dental" on the outside of the envelope.
  - d. Give the Service Request Envelope to your Unit Officer.
  - e. Service Request Envelopes are picked up daily from the housing unit.
  - f. The dentist will evaluate your DSR.
3. Dental staff will respond to your DSR in writing by completing the bottom half of the DSR and returning the second page of the DSR to you in a confidential manner. The response will give you an idea of how soon you will be seen.
4. DSRs are handled as follows:
  - a. If the dental problem is determined by the dentist to be urgent, you will be called to see the dentist within one to two days.
  - b. If the dental problem is determined by the dentist to be routine, you will be put on a waiting list to receive treatment. When your name gets to the top of the list, you will be called for an appointment.
  - c. You may remain on a waiting list for some time. Submitting a second slip is not necessary if your name is already on the list.

5. Emergency dental problems or injuries should be brought to the attention of the staff as soon as possible. Some examples of emergencies are:
  - a. Broken jaw.
  - b. Oral bleeding that does not stop.
  - c. Allergic reaction to dental medications.
  - d. Swelling that makes it difficult to breathe.
6. There is a \$7.50 co-pay charge for each requested dental appointment.
7. You may refuse dental treatment. Inmates refusing recommended dental treatment will be asked to come to the DSU to sign a refusal form.
8. Not all dental services are available to inmates. Dental services available are listed on a form included in your entrance packet entitled *Dental Services Available During Incarceration*. Additional copies of this form are available in the DSU.
9. Personal items related to dental health are available for purchase in Canteen.

### **PSYCHOLOGICAL SERVICES**

1. DCI Psychological Services is onsite Monday through Friday from 7:45 AM to 4:00 PM.
2. If you need non-emergency psychological services, or wish to ask a question, complete a *Psychological Service Request (PSR) (DOC-3035B)*. Do not use an *Information/Interview Request (DOC-761)*.
  - a. Follow the instructions on the PSR to fully complete the form.
  - b. Describe the mental health problem as clearly as possible. If you do not wish to see someone from the Psychological Services Unit (PSU), but are asking for information, indicate this in the space provided on the PSR.
  - c. The PSR is a confidential document. Place the completed PSR in the Service Request Envelope available on your housing unit. Seal the envelope and circle "PSU" on the outside of the envelope. Give the Service Request Envelope to your Unit Officer.
3. Service Request Envelopes are picked up daily from the housing unit.
4. PSU staff will evaluate your PSR. Appointments will be scheduled as necessary.
5. PSU staff will respond to your PSR in writing by completing the bottom half of the PSR and returning the second page of the PSR to you in a confidential manner.
6. Emergency mental health problems should be brought to the attention of your Unit Officer as soon as possible.
7. There is no co-pay for Psychological Services.
8. You will be informed of your right to refuse services.

### **HEALTH CARE RECORD ACCESS**

#### **Health Care Record (HCR)**

All inmates have a multi-part HCR primarily consisting of a Medical Chart, Patient Request Folder, Dental Record and Psychological Services Unit Record. Parts of the HCR are kept in the Health Services Unit, Dental Services Unit and Psychological Services Unit.

#### **Confidentiality of HCR**

1. Under Wisconsin and federal laws, the DOC must protect the confidentiality of your health information. This generally means that you must sign an authorization (consent) before the DOC may share health information with anyone, including your family members.
2. Legal exceptions exist that permit sharing of health information without your consent.
3. Health staff members have a right to access your health information to provide you with needed medical, dental and mental health care.
4. In a correctional facility, certain non-health employees may access a limited amount of your health information to do their jobs. For example:
  - a. An Institution Complaint Examiner may review limited health information to

- investigate a complaint that you file.
  - b. Members of a Mental Health Multi-Disciplinary Team or a Special Needs Committee need some limited health information to make decisions about you.
  - c. An Officer may sometimes be present during a health appointment for security reasons and may deliver certain medications.
5. DOC health staff may share health information with outside community (off-site) health providers in order to make sure that you receive needed health care.

### **Requesting a HCR Review and/or Copies**

1. If you want to review your HCR and/or request copies of documents you must complete the appropriate request form, depending on what part of the HCR you wish to review:
  - a. *Health Service Request (HSR) (DOC-3035) (Blue)*
  - b. *Dental Service Request (DSR) (DOC-3392) (Yellow)*
  - c. *Psychological Service Request (PSR) (DOC-3035B) (Green)*
2. In addition to completing a HSR, DSR or PSR, Wisconsin law requires that patients sign a written authorization form before reviewing and/or receiving copies of health care information about themselves. The DOC uses the *Authorization for Use and Disclosure of Protected Health Information (PHI) (DOC-1163A)* to describe the information you wish to review and/or copy.
3. It is recommended that you complete a DOC-1163A that will permit you to review your own entire HCR during your incarceration. That will eliminate the need to complete a form every time you want to review your HCR. Enter "end of incarceration" as the effective time period of the form on the back side/second page.
4. When you request a record review on the HSR, DSR or PSR, an appointment should be scheduled within 30 days of the request unless the HIPAA Compliance Officer approves a one-time 30 day extension for good cause.
  - a. There is no charge for a record review appointment, and it will usually be for 30 minutes.
  - b. You are allowed to take notes using supplies provided by the staff member overseeing your review.
  - c. You may choose documents you want copied by marking pages in a manner directed by staff.
  - d. Be aware that if you remove, destroy, write upon or in any way alter any document in your HCR, a staff member may write a conduct report for destruction of State property.
  - e. If you behave inappropriately during a record review, the supervising staff member may end the appointment.
5. A record review appointment is not needed when you describe in your HSR, DSR or PSR the specific documents you wish copied clearly enough that staff can locate the documents in your HCR.
  - a. You must complete a *Disbursement Request (DOC-184)* at 15 cents per side of a page.
  - b. Copies must be provided within 30 days unless the HIPAA Compliance Officer approves a one-time 30 day extension for good cause.

### **Disclosing Health Information to Someone You Choose**

1. You have the right to sign an *Authorization for Use and Disclosure of Protected Health Information (PHI) (DOC-1163A)* or legally equivalent form, to allow another individual or agency of your choice to review and/or obtain copies of your health information.
2. You must check boxes or write a description of the information that the DOC may disclose to the person or agency you name on the form.
3. The recipient of copies of the records must pay copying fees.
4. You may not authorize another inmate to review your records or obtain copies.

### **Advance Directives**

Advance Directives include a Power of Attorney for Healthcare or a Declaration to Physician (Living Will). The state approved forms are available through the HSU or Library. The forms meet all the legal requirements of the laws governing the advance directives.

#### **Power of Attorney for Healthcare (POA-HC)**

A POA-HC is a legal document that you ("principal") complete and sign in front of two witnesses, either two Social Workers or Chaplains or a combination of each, naming another individual ("agent") to make your health care decisions for you if you ever become unable to make those decisions for yourself.

A POA-HC is a way for you to plan ahead to authorize someone you trust ("agent") to make your health care decisions if you ever become temporarily or permanently unable to do so yourself. A POA-HC allows your agent to make as many of your health care decisions as you wish, not just the limited ones covered by a Declaration to Physician (Living Will) as described below.

Completing a POA-HC allows you to choose the individual you want to make decisions about your health care. You should discuss your wishes about your healthcare decisions with the agent (person you choose to represent you); for example, do you want your POA to have power over the feeding tube if you are unable to eat or drink? You can include in the POA-HC specific directions to your agent about decisions you want the agent to make.

If you do not complete a POA-HC, and are unable at some point to make your own health care decisions, a Physician must determine who has authority to make decisions for you. In Wisconsin, a family member, including a spouse, is not automatically legally authorized to make health care decisions for you. To avoid problems arising if you become very ill or have an accident, it is best to complete a POA-HC document naming the family member, or other individual that you trust as your agent.

Without a POA-HC, someone may have to ask the court to appoint a guardian of the person for you. This process can be costly, time-consuming, cumbersome and emotionally draining. It may not result in the appointment of the person you would have chosen to be your guardian. Additionally, the guardian may not know your wishes about your health care, and make decisions with which you would disagree.

The POA-HC must be activated for the named agent to make decisions for you. To be activated, two Physicians, or a Physician and a Psychologist, must decide that you are not able to make your own health decisions due to mental incapacity. You may revoke (cancel) the POA-HC at any time.

#### **Declaration to Physician (Living Will)**

A Living Will is a set of instructions signed by a patient telling a physician what to do in very limited situations. It is in effect only when a person is in a persistent vegetative state, or when a person is terminally ill and death is imminent. A Living Will does not name an agent to make decisions for you. A Living Will is recommended only when the you have no one to make decisions for you.

### **MONEY/INMATE ACCOUNTS**

*Refer to DAI Policy 309.45.02 – Inmate Trust System Deductions and DAI Policy 309.55.01 – Inmate Compensation Plan*

#### **Child Support**

If an Order/Notice to Withhold Income for Child Support is received, deductions will be taken from any money received for an inmate.

### **Crime Victim and Witness Assistance Surcharge**

Per Wisconsin Statute s. 973.045, the courts will impose a surcharge of \$67 for each misdemeanor offense or count and \$92 for each felony offense or count. Surcharges will be collected by the institution at a rate of twenty-five percent (25%) of all receipts received until the surcharge has been paid in full.

### **Disbursement Requests**

*Refer to DCI Procedure 900.106.01 – Fund Disbursement – Inmate*

1. The *Disbursement Request (DOC-184)* is used to request for money to be withdrawn from your account.
2. You may request disbursement of \$25 or less to anyone on your visiting list or a close family member once every 30 days for personal reasons by sending a *Disbursement Request (DOC-184)* to the your Social Worker. Requests can be sent to other entities for bill payments, court fees, etc.
3. Requests for disbursement in excess of \$25 to anyone on your visiting list or close family member may be made only with written approval of the Social Services Director. Discuss such requests with your Social Worker prior to submitting the request.
4. *Disbursement Requests (DOC-184)* for the purchase of personal property items shall be submitted to the Property Room Sergeant.
  - a. No personal envelope is necessary when purchasing from DOC approved canteen vendors.
  - b. Those vendor orders are sent out once a week on Thursdays.
  - c. All other outside purchases must include an envelope with the disbursement request.
5. You are not allowed to transfer funds from your accounts to other inmates.

### **Earnings**

The hourly rate for all inmates varies from Pay Range 1 to 5. Earnings are posted to your account every two weeks. Inmates who are medically unassigned or awaiting a job assignment will earn \$.05 per hour.

### **Release Account**

1. You are required to have 10% of your income placed in an account that will become available at the time of release. This will assure you will have funds available at the time of release.
2. A release account will be established for you by transferring 10% of all general inmate account deposits into a separate release account. All deposits to your account are affected, including wages, hobby sales, and gifts, with the following exceptions:
  - a. Work/study release money.
  - b. Refunds from outside purchases.
  - c. Approved claims on complaints.
  - d. Interest earned in a regular savings account.
  - e. Any deposits received while in A&E status.
3. The maximum amount withheld for a release account is \$5,000.
4. You may deposit release account funds into an interest bearing account established in your name at a bank designated by the institution.
5. Two separate savings accounts will be established if you already have an interest bearing account and request that the release account funds be deposited in an interest bearing account.
6. You are permitted to transfer regular account funds into your release account.
7. Within one year of release, release funds may be used to obtain a birth certificate, State ID and driver's license. Release accounts may be used within thirty (30) days of your release for the purchase of release clothing and/or release out-of-state transportation.
8. If you do not have clothing for your release, you are required to use funds from

your release account to purchase adequate clothing. Failure to do so will result in your account being charged for the institution clothing worn upon your release.

### **Restitution**

Inmates are encouraged to make restitution while incarcerated. In addition, courts may order restitution for payment while incarcerated. For information, contact the Business Office.

### **RECORDS OFFICE**

1. Records Office staff maintain Social Service/Legal files, compute release dates, establish parole eligibility dates, serve legal process and processes detainers. If you need to review your Social Service or Legal files, send a request to the Records Office.
2. Release dates are based on the Judgment of Conviction, Revocation Order and Warrant, and institutional adjustment.
  - a. If you believe information on these documents is incorrect, it is your responsibility to have it corrected.
  - b. Corrections on the Judgment of Conviction must come from the court.
  - c. Corrections on the Revocation Order must be resolved through your DCC agent.
3. When requesting copies of file materials, please specify the number of copies you would like and include a completed *Disbursement Request (DOC-184)* with your request to the Records Office. If you have funds available, copies will be made and forwarded to you.

### **TELEPHONE CALLS**

*Refer to DCI Procedure 900.420.01 – Telephone Calls – Inmate*

*DAI Policy 309.39.01 – Monitoring and Recording of Inmate Telephone Calls*

1. Calls are recorded and monitored by the institution. Throughout the call, a recorded message indicates that the call is from a correctional facility. There is a warning message at the end of the call notifying you the call will be ending at the prescribed time.
2. For proper identification purposes, all inmates are instructed to record their first and last name during their first telephone call. If you need to reset your telephone introduction, submit a request to the Security Shift Supervisor.
3. Basic instructions for use of the telephone may be obtained from the Unit Officer. Requests to place a telephone call should be made to the Unit Officer.
4. Telephone calls are limited to 15 minutes.
5. If you have telephone connection problems, report these to the Unit Officer immediately, and submit an *Inmate Telephone Problem Report* to the Business Office. The problem must be clearly stated and all the facts provided, including the number called, the time of the call, and the error message received.
6. Attempting or completing telephone calls and relaying messages for inmates who are not authorized to use the inmate telephone is not permitted. You are not allowed to place/make telephone calls for other inmates.
7. There is no limit on the number of calls inmates may make.
8. When you are informed you are being transferred to another institution, or leaving as OCO or OWO, you will not be allowed telephone calls.
9. Telephone calls may be placed between the hours of 7:00 AM and 8:30 PM.
10. Telephone calls may not be placed to a third party or to a coin operated phone.
11. All calls are collect calls, with the exception of those calls that require special consideration by your Social Worker or a Security Supervisor.
12. In case of emergencies, including but not limited to critical illness or the death of a close family member of an inmate, a special telephone call may be permitted.

### **Incoming Emergency Calls**

Incoming emergency calls shall be reviewed by your Social Worker or a Security Supervisor who will transmit the information to you as appropriate.



### **Calls Between Inmates**

You will be permitted to make telephone calls to your spouse, parent, or child, who is housed in another Wisconsin correctional or mental health institution, after arrangements through your Social Worker have been made. Such calls shall be paid for from the account of the inmate/resident requesting the call.

### **TELEPHONE CALLS – ATTORNEY**

*Refer to DCI Procedure 900.420.01 – Telephone Calls – Inmate*

1. Telephone calls to attorneys are not monitored or recorded provided they are properly placed. There is no time limit. Prior to making an attorney call, inform your Unit Officer that it is an attorney call.
2. In order to include your attorney on your call list, complete a *Telephone Request – Attorney Add/Delete (DOC-1631)*.
  - a. This form is available from your Unit Officer.
  - b. After the form is completed, send to the Business Office.
  - c. Your attorney will receive a form letter to sign. The attorney has 30 days to return the form.
  - d. When the form has been returned and approved, you will receive a copy.
  - e. Calls to your attorney are collect calls.
3. If you need to contact your attorney prior to approval of the DOC-1631 or your attorney has not been approved for telephone contact, submit an *Interview/Information Request (DOC-761)* to your Social Worker. Social Workers may authorize attorney calls for the following reasons:
  - a. To return a call from an attorney.
  - b. When a statutory time limit would be missed requiring inmate to contact the attorney.
  - c. Staff believe it would be in the best interest of the inmate to call the attorney.
  - d. Inmate is unable to write.

### **VISITING INFORMATION**

Inmate visits will be conducted in accordance with the following policies:

*DAI Policy 309.06.01 – Visiting*

*DAI Policy 309.06.02 – Visitor Entrance – Special Needs*

### **Professional Visits**

Inmate professional visits will be conducted in accordance with the following policies:

*DAI Policy 309.06.02 – Visitor Entrance – Special Needs*

*DCI Procedure 900.522.01 – Visits – Attorney, Pastoral and Professional*

## CHAPTER 2 – PROGRAM GUIDE

### **CORRESPONDENCE COURSES (EDUCATIONAL AND RELIGIOUS)**

*Refer to DAI Policy 300.00.26 – Correspondence Courses*

Inmates may request approval to participate in correspondence courses through a legitimate correspondence course provider. If interested in correspondence course work, submit an *Interview/Information Request (DOC-761)* to the Social Services Director. You must receive prior approval for all correspondence courses, regardless of method or source of payment.

### **HOBBY**

*Refer to DAI Policy 309.36.01 – Leisure Time Activities*

Hobby activities are available either in the Hobby Department or in your cell and are governed by the above policy. If interested in becoming involved in a hobby, submit an *Interview/Information Request (DOC-761)* to the Hobby Department.

Inmates registered for Hobby are allowed to transport their personal hobby materials between Hobby and their unit. Only items being worked on may be transported, utilizing the clear plastic bags used to issue Hobby supplies. Hobby items on the unit must be stored in the inmate's Hobby box when not being worked on and only Hobby supplies may be stored in the Hobby box.

### **RECLASSIFICATION COMMITTEE formerly known as PROGRAM REVIEW COMMITTEE**

1. The Reclassification Committee, formerly known as the Program Review Committee (PRC), reviews your custody classification, program assignment, and institution placement. You will be reviewed by the Reclassification Committee not more than 12 months from your last review.
2. If you believe a significant change affecting custody, program assignment or institution placement has occurred, you may complete an *Early PRC Hearing Request (DOC-2212)*, and submit to your Social Worker for discussion. Your Social Worker will complete their portion of the form, and submit to the Reclassification Committee, who will determine if you qualify for an early review. Their decision is not subject to administrative review.
3. You have the option to either attend or waive your reclassification hearing. Your Social Worker will inform you of the approximate date of your hearing.
4. You have the option to file an administrative review request of the committee's decision if you believe that a decision was based on erroneous information.
  - a. This review will only address decisions of custody classification, transfer / institution placement, and program or treatment assignment.
  - b. The process requires completion of the *Administrative Review of Initial Classification (IC) or Re-Classification (RC) Decision (DOC-1292)* within 10 days of receiving your printed finalized classification report. The forms are available in the Library.
  - c. This form is to be mailed to the Director of the Bureau of Classification and Movement (address is on the form).

### **RECREATION**

*Refer to DCI Procedure 900.518.01 – Recreation Program*

1. Recreation is available to all General Population inmates at DCI.
2. Temperature and weather conditions determine if recreation is held inside or outside.
3. Recreation time schedules are posted on all units.
4. You may take musical instruments and legal materials when going to outside recreation, but all other possessions are prohibited (e.g., candy, food, books, magazines, photographs, letters).
5. Passing legal materials to other inmates to take back to their housing unit is not

- allowed.
6. Nothing may be brought to the gymnasium.
  7. Recreational clothing and hygiene
    - a. Tennis shoes must be worn.
    - b. Shoes determined to be marking the gym floor will not be allowed.
    - c. All clothing must fit properly and fingernails must be trimmed in accordance with institution hygiene standards to avoid injuries during recreational activities.
    - d. You may wear one Canteen purchased hair tie.
    - e. Hair grooming in the gym is not allowed (allowed only at outside recreation).
    - f. Violations of these rules may result in your being returned to your housing unit and you may be subject to disciplinary action.
  8. While attending recreation, whether in the gymnasium or outside, you are required to remain there until the end of that specific recreation period.
    - a. If the period is two hours in duration you may leave after the first period.
    - b. If you leave a recreation period during the first period or at the end of the first period, you are not allowed to return when the second period is called.
  9. The exception to the previous rule is during the transition times of year (spring and fall) when the first period of recreation is outside and the second period is in the gymnasium.
    - a. Inmates will return to their housing unit and wait for the second period to be announced.
    - b. Anyone on the housing units desiring to attend only the last period may do so when that session is announced.
  10. If you have group functions or passes during scheduled recreation periods, remain on your unit until you are called for that activity. Do not come to recreation with the expectation of being called out of recreation to attend these functions. You will be called back to your housing unit if you have a visit.
  11. The recreation rules are posted in all recreational areas.

### **RELIGIOUS PROGRAMS/CHAPEL SERVICES**

*Refer to DAI Policy 309.00.06 – Inmate Marriages*

*DAI Policy 309.61.01 – Religious Beliefs and Practice*

*DAI Policy 309.61.02 – Religious Property*

*DAI Policy 309.61.03 – Religious Diets*

Religious studies and worship services are available to all General Population inmates and are posted on your housing unit.

### **Group Worship**

The scheduled umbrella religion group (URG) congregate worship services offered at DCI are Catholic, Eastern Religions, Islamic, Jewish, Native American, Pagan and Protestant. Inmates must complete a *Religious Preference (DOC-1090)* form to be eligible to sign up for group worship. To participate, submit an *Interview/Information Request (DOC-761)* to the Chapel.

### **Religious Studies**

1. Studies are available to all inmates. General Population inmates may attend one study within their umbrella religion group. If the inmate wants to participate in more than one study, permission must be granted by a Chaplain. To participate, submit an *Interview/Information Request (DOC-761)* to the Chapel.
2. Only one copy of an approved holy book is allowed to be brought to the Chapel for studies per DAI policy.

### **Other Activities**

1. Counseling: Spiritual counseling is available upon request to the Chaplain.
2. Pastoral Visits: Your pastor, priest, rabbi, imam, or spiritual advisor may visit you by arrangement with the Chaplain.
3. Special Events: Special events, seminars, religious services, and other

occasional/seasonal activities are offered. Check your unit bulletin board or contact the Chaplain for more information.

4. Religious Emblem: May possess one total, in accordance with your designated religious preference and must meet current property guidelines.
5. Religious Diets: Submit *Religious Diet Request (DOC-2167)* to the Chaplain.
6. The Chaplains are available to discuss your spiritual needs.

### **SOCIAL SERVICES**

When you were transferred to DCI General Population, you were assigned a Social Worker. That Social Worker is available to help you with problems you may encounter, assist in planning and presenting your needs and interests to the Reclassification Committee, assist in the development of parole plans, and provide a variety of counseling services. The Social Worker may be contacted when they visit your unit or by submitting an *Interview/Information Request (DOCI-761)*.

### **Alcoholics Anonymous**

AA is a support group that seeks to assist members in maintaining sobriety. To attend, submit an *Interview/Information Request (DOC-761)* to your Social Worker.

### **WORK ASSIGNMENTS**

*Refer to DAI Policy 309.00.01 – Inmate Work Placement*

1. Inmates hired into a job will serve a sixty-day probationary period.
2. Inmate job performance is evaluated monthly (during probation), annually, or as needed based on job performance.
3. Inmates may be reassigned at the Work Coordinator's discretion based on skills and institutional needs.
4. Inmates referred for removal from a work assignment should notify their Social Worker if they want to discuss the job change with the Work Coordinator.
5. Job requests may also be submitted to your Social Worker. Job assignments are generally implemented once per week on Thursday. Inmates unable to secure a job placement for a period of 30 days or more may be transferred out of the institution.
6. Work assignments will not exceed two years in a department location.
7. Inmates requiring disability accommodations should notify the Work Coordinator.

Upon transfer to DCI you will be assigned to a job, which may include one of the following:

1. Clerical – Assist staff in A&E, Psychological Services, Food Service, Social Services, Records Office, Primary Care, Dental, Medical Records, Support Services, Security, Chapel or the Library. Typing and clerical skills are required.
2. Custodial – Duties include general cleaning, area organization and laundry. All General Population units, Visiting Center, Security, Primary Care, Intake, Psychological Services, Chapel, A&E, Unit 18 Segregation, Unit 19 Intake, Unit 11 Special Management Unit and Unit 25 Infirmary are included.
3. Runners – Deliver materials to units and departments throughout the institution, such as Security, Records, Health Services Unit, Intake, Records Office, Support Service etc., that require the routing of intra-institutional mail and materials, in addition to other assigned job duties.
4. Food Service – Assist in meal preparation, serving, operation of the dining room and preparation of food carts for the delivery of meals to the closed units. Maintain cleanliness of the Food Service areas, dishes and kitchen utensils. Various jobs include cooks, bakers, general food preparation, tray preparation, dishwashers and sanitation.
5. Infirmary
  - a. Personal Care Attendant (PCA) – Perform various tasks assisting patients with correspondence and institutional activities. Perform various tasks for disabled patients who are not able to perform them independently due to health related conditions. Such assistance will be identified and approved by

- the Health Service Manager.
- b. Custodial/Laundry – Provide custodial and laundry service and other general duties for Unit 25 – Infirmary.
6. Laundry
    - a. First and second shift laundry workers – Work performed in the laundry includes the operation of the washers and dryers. You are required to deliver laundry to the units and will be involved in the shipping and receiving of laundry done outside the institution.
    - b. Tailor – Tasks include repair and alteration of clothing, sewing machine operation and issuance of clothing.
  7. Maintenance – The Reclassification Committee, based on their interest and the needs of the institution, assign inmates to the Maintenance Department. Upon assessment of their interests, skills, and ability, the Maintenance Supervisor makes assignments to the areas listed below. All positions work under the direction of Maintenance staff and perform other maintenance tasks as assigned.
    - a. Electrical – Assist the institution Electrician in routine maintenance of the institution electrical systems and institution electrical repair.
    - b. Landscape/Yard – Perform grounds maintenance tasks such as grounds clean-up, grass mowing, and snow removal on the institution grounds. Those with proper security clearance may perform duties outside the institution proper within the perimeter. Landscape workers may operate small machinery after proper training.
    - c. Painting – Perform a variety of painting duties, including brush, roller and spray painting. The job includes preparation, painting, finishing, clean-up, etc.
    - d. Plumbing and Heating – Perform plumbing repairs, ventilation/heating maintenance, and routine sewage system maintenance.
    - e. Carpentry – Perform routine carpentry and construction work with various construction materials.
    - f. Welder – Perform metal fabrication and welding of various materials.
    - g. Mason/Plasterer – Perform work related with building construction materials, such as mortar, plaster, brickwork, tiling, painting, etc.
    - h. Facility Repair Worker – Perform mechanical repairs of equipment, motors, machinery, and general repairs.
    - i. Generalist – Perform general repairs, yard and custodial work.
    - j. Custodian/Sanitation – Perform routine custodial duties in assigned areas. The job includes floor maintenance, window and wall washing, and other routine building maintenance tasks.
  8. Recreation Workers – Under the direction of the Recreation Leaders, perform landscape duties, custodial and sanitation tasks, assist in the maintenance of the baseball diamonds, the gymnasium, and other areas as assigned.
  9. Canteen – Assist institution Canteen personnel in the operation of the DCI Stores and Canteen. Fill Canteen orders, make deliveries, assist in unloading and stocking duties, and provide clerical support as necessary.
  10. Security
    - a. Gatehouse – Maintain acceptable standards of cleanliness in the Gatehouse, sally port and adjacent areas. Perform custodial duties in the administrative area outside the center area. Assist in snow shoveling, lawn maintenance, etc., in areas leading from the Gatehouse to the visiting area and Administrative Building. Must be medium classification.
    - b. Intake/Transportation – Perform custodial, runner, and clerical duties, as assigned. Also backup to Gatehouse runner. Must be medium classification.
    - c. Barber/Custodian – Perform hair cutting and custodial duties.
    - d. Visiting Room – Perform custodian and photographer tasks.
    - e. Clerks/Runners – Perform clerical and runner duties as assigned.
    - f. Custodian/Sanitation – Perform routine custodial duties in assigned areas, including, but not limited to, the Central Corridor. The job includes floor maintenance, window and wall washing, and other routine tasks as assigned.

## CHAPTER 3 – GUIDELINES FOR DAILY LIVING

### **BODY FLUIDS**

Intentionally exposing others to body fluids is not permitted. Wisconsin State Statutes Ch. 946.43(2m) makes it a crime punishable by a fine up to \$10,000 and/or imprisonment for up to 3½ years, for a prisoner confined to a state prison, or other state facility, or municipal detention facility, who throws or expels blood, semen, vomit, saliva, urine, feces, or other bodily substances at or toward an Officer, employee, or visitor of the prison facility or another prisoner of the same facility.

### **CLOTHING**

*Refer to DAI Policy 309.20.03 – Inmate Personal Property and Clothing and Inmate Property Listing Chart*

*DCI Procedure 900.303.02 – Clothing Issue – Inmate*

1. All General Population inmates are issued two sets of green institution shirts and pants. The A&E gym shorts must be turned in within 30 days of arrival on a General Population unit. The gym shoes you were issued may be kept until you purchase personal gym shoes.
2. The green institution clothing must be worn whenever you are off the unit, except when going to recreation.
3. Each shop or work area will post rules pertaining to the clothing inmates are required to wear when working in that area.
  - a. Institution sweatshirts are stenciled to identify them as State property.
  - b. Clothing issued for work such as Maintenance, Food Service, etc. is only to be worn while engaged in your work assignment.
  - c. Inmates returning from work assignment for scheduled passes will report to the housing unit and change into institution greens.
  - d. Food Service workers are issued white pants. You are required to change out of your kitchen whites when your job duties for the day are completed. Evening Food Service workers must be changed out of their work clothes after the 5:30 PM count.
4. Bathrobes, pajamas, bedroom slippers and shower shoes, may only be worn on the unit. Bathrobes and pajamas are not appropriate dayroom attire and may be worn only to and from the shower and while in your room.
5. Underpants must be worn at all times except when showering. Boxer style underwear is not a substitute for gym shorts. Wearing boxer underwear as gym shorts outside of your room will subject you to disciplinary action.
6. When you leave your room, you must be wearing underpants, pants, shirt, and either shoes, bedroom slippers or shower shoes.
7. Socks must be worn at all times except when going to and from the shower.
8. Sleeveless T-shirts may be worn to, from, or while at recreation only. Doubling of T-shirts is not allowed.
9. Sweatshirts with sleeves and T-shirts with sleeves may be worn in allowable areas.
10. Raincoats, gloves/mittens and hats may only be worn outside.
11. Personal head coverings may be worn only while at outside recreation. Due to the nature of their work assignment, Maintenance workers may wear their personal head coverings to, from, and on their work assignments. Authorized religious head coverings may be worn at appropriate religious services in the Chapel or in your room only.
12. Handkerchiefs may not be worn as headbands. Du-rags are not allowed outside of your cell.
13. All personal clothing must be marked with the inmate's DOC number.
14. Personal shoes, socks, belt and undershorts may be worn within the institution.
15. DCI sweatshirts cannot be worn at meals or recreation. DCI sweatshirts are to be worn for work only.
16. Hair combs, curlers, hairnets, etc., may not be worn outside the unit. Shower caps may be worn to and from the shower and in your room. Hair devices (rollers/curlers/hairnets) are not to be worn in the dayroom. A Canteen purchased

hair tie may be worn on the housing unit and in the dayroom. Ink pens, pencils, hair picks, etc., may not be carried in your hair or behind your ear.

17. A belt, if worn, must be buckled with the buckle worn in the center at all times.
18. Shirts with buttons must be completely buttoned (top button optional). Shirts do not have to be tucked in while on the unit.
19. Oversized clothing is not allowed.
20. Trousers/gym shorts must be worn with the waistband around your waist. Blousing, rolling up, or pulling up pant legs is not allowed.
21. Gym shorts are not to be worn under trousers.
22. Shoes
  - a. You may possess two pair of personal shoes.
  - b. Institution shoes are issued upon entry into the institution and are required to be worn whenever you leave the institution.
  - c. State issued shoes will be retained by you.
  - d. Any specialty shoes (not state issued shoes) required for work will not be included in the limitation of two pair of shoes.
  - e. Shoelaces may only be used for their intended purpose.
  - f. Shoes are to be laced in a criss-cross manner only.
  - g. Shoe tongues should not be turned over the laces.
  - h. Shoelaces must be tied.
  - i. Shoes or slippers will not be worn with the backs pushed down. No stocking or bare feet are allowed outside of your room.
  - j. State issued tennis shoes may be worn to, from, and while at recreation periods.

<b>Clothing Allowed</b>	<b>Quantity</b>
Green Shirts	2 each
Green Pants	2 each
White Pants (Food Service Workers Only)	3 each
T-Shirts	7 total (4 may be State issued)
Underwear	7 total (4 may be State issued)
Socks	7 pair (5 may be State issued)
Towels	4 each (3 may be State issued)
Washcloths	4 each (3 may be State issued)

### **Clothing Exchange**

*Refer to DAI 309.24.01 – Personal Hygiene and Hairdressing*

Refer to individual unit guidelines. Linens and blankets are not to be used as curtains, window shades, tablecloths, etc.

### **Laundry**

1. You are expected to maintain the cleanliness of your personal clothing items.
2. A washer and dryer are located on one of the units of each General Population building.
3. Unit washers and dryers are for your personal clothing only. At no time are State issued clothing or bedding to be washed or dried in the unit machines.
4. State issued items are to be sent to laundry to be laundered or exchanged using posted unit schedule.
5. Only the Unit Custodian may operate the washing machine and clothes dryer according to housing unit schedules.
6. Pillowcases may not be used for laundry bags. Laundry bags are available from Canteen.
7. Your laundry will not be washed unless you provide proper laundry detergent when your laundry bag is picked up for washing.
8. You must purchase your own laundry detergent from Canteen. Bar soap, toothpaste, etc., is not to be substituted for Canteen purchased laundry detergent.
9. Personal clothing items are to be dried in the unit dryer, not placed on clothes lines, fans, or radiators.

10. Unit laundry procedures are available from the Unit Officer.

### **Recreation**

You are permitted to wear personal sweatpants, shoes, T-shirts (sleeved and sleeveless), sweatshirts, personal head coverings (outside only), and shorts while at recreation. A shirt must be worn and tucked in when going to or returning from recreation. Personal gym shorts and sweatshirts may be worn only to, from, and while at recreation and on the unit.

### **Visiting Center and A-Building**

You are to be dressed in a State issued green buttoned shirt or green pull-over V-neck shirt, green trousers, and State issued shoes and socks when on visits or called to the A-Building (Center Area). A T-shirt may not be substituted for a shirt.

### **COUNTS**

1. Institution standing counts will occur at 6:15 AM, 12:15 PM, 5:30 PM, and 9:00 PM.
2. At all counts, you are required to be in your room on your unit, unless assigned to an out-count detail which requires you to be at work, or while on a visit.
  - a. When standing count is announced, you are to go directly to your room, turn off personal electronics and stand in full view of the doorway, wearing a shirt and pants or gym shorts.
  - b. No talking is allowed during count.
  - c. The Unit Officer will acknowledge to inmates when they have completed their count. Inmates will then close the door to their room and remain there until the announcement over the all call system has been made and acknowledged by the Unit Officer, "Count is clear."
3. For all standing counts (maximum unit inmates are in their rooms at 8:45 PM), inmates on the unit who are not in their room, will return to their room and remain there until the institution count has been cleared.
4. Inmates on out-count detail will assemble in the area directed by the Officer/staff member responsible for the count when count is announced.
5. If you are on a visit at count time, remain at your seating area until the count is cleared.

### **Emergency Counts**

1. In the event of an emergency count, all inmates must report to their housing units, except those working outside the institution or those on a visit at the time of the announcement. Those working in Maintenance outside the institution will report to the Maintenance Shop. Maintenance workers working inside the institution will report to their housing units.
2. If an emergency count is announced at mealtime, all inmates must remain where they are until count is cleared.
3. If an emergency count is announced while you are on a visit, remain at your seating area until the count is cleared.

### **DISCIPLINARY DISPOSITIONS**

*Refer to DCI Procedure 900.404.01 – Disciplinary Dispositions – Minor*

### **GROOMING**

*Refer to DAI Policy 309.24.01 – Personal Hygiene and Hairdressing*

1. Do not attempt to alter or remove blades from any disposable razor. Doing so will subject you to disciplinary action under Wisconsin Administrative Code s. DOC 303.45 – Possession, Manufacture and Alteration of Weapons. Used disposable razors are to be disposed of in the razor bucket on the housing unit, not in trash cans.
2. All inmates are expected to maintain an appropriate level of personal cleanliness. Medical staff may authorize the cutting of an inmate's hair when there is evidence



- of unsanitary care to warrant such action.
3. Fingernails may not extend beyond the fingertips.
  4. Bar soap, toothpaste and toothbrushes are available from unit staff on an exchange basis only. Toothbrushes may be issued every three months, if requested by the inmate.

### **Head/Facial Hair**

1. Inmates assigned to food preparation and serving areas are required to wear hairnets or approved head covering. Heavy duty hairnets are sold in Canteen. When facial hair presents a probable sanitation problem, the institution may require appropriate trimming to meet sanitary standards.
2. Inmates performing work assignments around machinery which may reasonably be determined to be a safety hazard may be required to maintain suitably cropped head and facial hair or wear appropriate protective equipment.
3. Pins, barrettes or curlers are not permitted off the unit.
4. The institution barber is the only inmate authorized to cut the hair of other inmates at the Intake area or where authorized under staff supervision.
5. Inmates are allowed to administer permanents to themselves or another person in the unit bathroom area. Any form of hair grooming by more than one person is only permitted in the bathroom.
6. Any chemicals applied to the hair are considered a permanent. No more than two inmates may be involved in administering and receiving the permanent. Both inmates are to remain in the designated area until such time as the entire permanent process has been completed.

### **HOUSEKEEPING**

1. By following the guidelines set forth in this section, your room will be considered acceptable when inspections are made, either by the Unit Officer as part of their daily routine or when supervisory inspections are held.
2. You are expected to have your room ready for inspection at all times during the day, according to the standards indicated below. You may lie in your bed at any time of the day; however, when you leave your room, your bed must be made acceptable to the standards posted on your unit.
3. Checklist:
  - a. Dust mop the entire floor daily. Floors shall be wet mopped no more than once a week unless spills or other conditions warrant.
  - b. Empty the wastebasket daily.
  - c. Hang up or store your clothing. All personal and state issued clothing is to be stored in the receptacles provided in your room.
  - d. Drawers and cubicles should be organized.
  - e. Surfaces such as desktops, bed frames, and any ledge or furniture should be kept clean and dust free at all times. Desktops are to be free of clutter. Desk lamps, typewriters, and fans may stay on the desktop.
  - f. Mirrors should be clean. Those who have a sink and toilet in their room are to clean the fixtures daily.
  - g. Door windows, which are accessible to the inmate, are to be washed regularly.
  - h. Make your bed properly when leaving your room. You will be provided with two sheets, one pillowcase and two blankets. Blankets are not to be used as a mattress pad or a pillow.
  - i. You must have your room arranged according to the plans posted on the units.
4. The institution will provide lockers and padlocks.
  - a. It is your responsibility to ensure your personal property is protected in that locker and to keep it locked.
  - b. Padlocks are to be locked to the locking ring of your footlocker at all times.
  - c. Footlockers shall not be stacked on top of each other and must remain on the floor.
  - d. The tray inside the footlocker will remain inside the footlocker (it is not to be

- used as a bookshelf).
4. The institution bears no responsibility for personal property items that are lost or stolen.

### **ID BADGES**

*Refer to DAI Policy 306.00.06 – Inmate Digital Photo Identification System*

1. Inmates shall clearly display ID badges and produce them for DOC staff or law enforcement authorities when requested.
2. ID badges must be worn outside the outermost garment and with the photo facing to the front.
3. ID badges must be worn around the neck using only the lace provided by the institution.
4. Nothing (for example, keys, work area ID badges, etc.) is to be attached to the ID badge or its lanyard.
5. Work area nametags must be worn in addition to ID badges but shall not replace display of ID badges. Work area ID badges are not to be attached to the ID badge or its lanyard.
6. ID badges will be worn at all times except:
  - a. In segregation, control, observation or TLU status.
  - b. In showers.
  - c. In your cell.
  - d. While actively engaged in recreational or recognized religious activities that prevent wearing of the ID card. The ID shall be carried by the inmate or readily available upon request.
  - e. While actively engaged in an assigned work activity that may cause damage to the ID card or poses a health and safety risk. The ID shall be carried by the inmate or readily available upon request.
  - f. When released to law enforcement for court appearances.
  - g. At work/study release sites (must be kept in their possession).
7. Immediately report damaged or lost ID badges to staff in charge of the area and to housing Unit Officer. Submit damaged attachment lace to housing Unit Officer staff for replacement.
8. Submit a *Disbursement Request (DOC-184)* for the cost of a replacement ID badge. Maintain a copy of that request in a temporary lanyard/badge holder until replacement badge is issued.

### **MEALS**

1. Inmates working in the Food Service Department and other Food Service areas will eat in the designated areas at the designated times as listed on the Food Service worker's schedule.
2. All other inmates eat when their unit is called to the dining room.
3. Inmates are not required to attend meals. Inmates on visits during meal time will not have a meal saved for them. The inmate must choose to skip the meal or end the visit.
4. Nothing may be carried to or from the dining room. Any item taken with you to or from the meal will be considered contraband. You may bring back to your housing unit one piece of fresh fruit if it was listed on the menu and served at that meal. The fruit must be consumed within 24 hours and cannot be given to or traded with anyone.
5. Meals delivered to the inmate on their housing unit shall be consumed in their assigned room. Utensils from the tray may not be saved. One piece of fresh fruit may be retained from the tray. Trays will not be held after their scheduled pick-up for health and safety reasons.
6. The main menu will be posted on all units for inmates to view.

### **MOVEMENT – INDIVIDUAL AND GROUP**

1. Individual movement within the institution is controlled by the use of the institution telephone system and the pass system.
2. It is the inmate's responsibility to inform unit staff when they leave and return to

the unit.

3. Loitering in the unit corridor at the gate or near the Officer's station in anticipation of meals, recreation, Library, etc., is not allowed.
4. For Library group movement, the inmate may not leave the unit until the Library movement is announced on the all-call system, except for Library movement that still uses timed passes, such as Law Library.
5. When walking in hallways, inmates shall have their hands visible at all times. Inmates are not permitted to have their hands in pockets or pants while off unit.
6. When leaving for recreation, inmates are only allowed to sign themselves in and out.
7. Any inmate going to the Dentist, Optician, Barber, Chaplain, Programs, Psychological Services, Records Office, Primary Care, Social Services, or the Hobby Department must have a pass from the Unit Officer. This pass must be carried when proceeding to and from your destination. This pass must be presented to the Officer/staff member where the activity is located and to the Unit Officer upon return.
8. When notified that group movement is to begin, you are to do so quietly and in an orderly manner. You may talk in a normal tone of voice. Inmates will not be allowed to leave the units after the group has left.
9. You are allowed five minutes travel time to your destination and must go directly to your designated activity. The time on the pass is the time that you are supposed to be AT your destination.
10. For religious programs, you may not leave the unit until the program is announced on the all-call. All passes for inmate movement to the East and West Chapel are announced over the institution all-call system.
11. When walking in the main corridor:
  - a. Walk single file and remain to the right of the red line, nearest to the wall in the direction of travel.
  - b. Walk at a normal pace.
  - c. Do not walk on or cross the red lines.
  - d. Running or speed walking is not permitted.
  - e. Passing in East Dodge is not allowed.
12. For health, sanitation, and safety reasons, inmates may not exit their housing unit with candy or gum in their mouth or in their possession.
13. Green passes indicate mandatory attendance. If an inmate is off of the housing unit, they must return to their housing unit and take possession of their pass, then proceed to the pass area.
14. Inmates are not allowed to take any passes with them to their work assignment or other institution activities and leave from that area to honor a pass.
15. When an inmate is released from the pass area they must immediately return to their housing unit and report directly to the Unit Staff.
16. Passes for participation in leisure time activities, interviews, professional appointments or medical care are acquired by submitting an *Interview/Information Request (DOC-761)*, a *Health Services Request (DOC-3035)*, or a *Dental Services Request (DOC-3392)* or *Psychological Services Request (DOC-3035B)*.
17. Inmates transferring out or being released from DCI will remain on the housing unit until DCI staff has packed their personal property. Exception: Inmate may leave the housing unit for meals in the inmate dining room or honoring a green pass. Inmates being released directly to the street as mandatory release or discharge from DCI may have a visit in the Visiting Center.
18. Inmates informed of a transfer to another facility (OCO or OWO) will not be allowed a telephone call or a visit.

### **Inmate Runners and Other Workers**

1. Runners and workers are restricted to movement in areas related to official business authorized by Department Supervisors.
2. At the conclusion of their assignment, inmates are to return to their assigned areas. Any inmate observed in an area not directly related to their work assignment may be subject to disciplinary action.

3. All inmate workers are required to wear their ID badges to, from, and while at their job assignment. Name badges are to be worn on the outermost garment in the area of the left pocket.
4. Inmates are not allowed to carry any personal or State property to and from work, unless otherwise authorized.

### **Maintenance Workers**

You are not permitted to return to their unit and/or room during the workday, except for authorized business or for meals. Inmates in Maintenance are issued green badges, which must be worn at all times during working hours.

### **ROOM KEYS**

1. Room keys are issued to inmates on medium units. A replacement fee is charged for lost or damaged keys. The Unit Officer is not expected to open doors for inmates on medium security units. Inmates housed on medium security units will maintain possession of their room key at all times.
2. Only institution issued lace may be attached to the key and hung around the neck to secure.

### **SECURITY THREAT GROUP (GANG) ACTIVITIES**

1. Prohibited activities include but are not limited to:
  - a. The collection of dues.
  - b. Publishing and possession of gang literature.
  - c. Communication by invented language.
  - d. Code or hand signals.
  - e. The levy of fines or discipline.
  - f. Possession or wearing of clothing designed to identify members.
  - g. Possession or display of any gang related materials.
  - h. Acts of intimidation toward others.
  - i. Photos with gang symbols/hand signs.
  - j. Ritualistic greetings between members.
2. Any group not specifically sanctioned by DCI is prohibited from functioning as a group. Groups that have been identified as unsanctioned groups include, but are not limited to:
  - a. White Supremacist Groups to include, but are not limited to, Aryan Brotherhood, Skinheads, Ku Klux Klan, Neo Nazis, etc.
  - b. Surenos/Nortenos.
  - c. Bloods/Crips.
  - d. Gangster Disciple Nation and all of its affiliates.
  - e. Vice Lords.
  - f. Black P. Stone Nation.
  - g. Latin Kings.
  - h. Spanish Cobras.
  - i. 1% Motorcycle Groups.
3. Any inmate found in possession of, wearing, manufacturing, or distributing any gang related materials or involved in gang related activities, will be dealt with through the disciplinary process in accordance with Wisconsin Administrative Code Ch. DOC 303 – Discipline.

### **SHOWERS**

*Refer to DAI Policy 309.24.01 – Personal Hygiene & Hairdressing*

1. No loitering or congregating in the shower.
2. Showers are taken between the hours of:
  - a. Maximum housing units: 6:15 AM – 8:30 PM
  - b. Medium housing units: 4:00 AM – 8:45 PM
3. Food service workers must shower daily. Other workers are encouraged to shower daily.
4. An inmate on lay-in status is allowed one shower per day.
5. Shower areas may be closed for a regularly scheduled cleaning time at the end of

each evening or a brief time on the weekend.

### **TELEVISION SET/RADIO (PERSONAL)**

1. Reception for TVs is through the institution TV network system or factory manufactured antennas. Homemade or fabricated antennas for TVs or radios will not be allowed. A television antenna is not to be attached to a radio.
2. TV cables must be purchased through a Canteen vendor.
3. Earphones in your ears or a headset covering your ears are required when listening to your TV or radio.
4. Inmates with TVs must keep them on the TV stand that has been installed in the room. In a double room, the stand mounted at the end of the inmate's bed is assigned to them.
5. Your television, radio and hobby boxes are the only boxes you are allowed to have in your room.
  - a. You may store personal property in your television box.
  - b. The boxes may not be used as tables and must be stored under your bed.
  - c. If the TV box does not fit under your bed, it must be stored under your desk.

### **UNIT LIVING**

*Refer to DAI Policy 300.00.03 – Heat and Cold Weather Advisory*

1. Talking within your unit must be in a normal, conversational tone of voice.
  - a. Making noises that disturb others, yelling, whistling, rapping, horseplay, shadow boxing, martial arts, dancing, drumming, pounding on tables or use of profanities, is not permitted.
  - b. No talking or yelling out of any window, including dayroom windows.
  - c. Normal conversation on the maximum security housing units is permitted between the hours of 6:15 AM and 8:45 PM.
  - d. On medium security housing units, no talking in the hallway or between rooms from 9:00 PM to 6:15 AM is allowed.
2. All visiting must be done in the dayroom. There will be no visiting at the doors or in the corridor.
3. Entrance into another inmate's room is not permitted. Entering is defined as any body part that passes the doorframe; for example, reaching or leaning into a room.
4. You are responsible for all the items in your room.
  - a. If you are assigned to a unit that allows you to possess a key in order to lock the door to your room, it is advisable to lock your door whenever you leave your room.
  - b. If you are assigned to a unit where only the Officer has a key to your room, you may request that the Officer lock your door whenever you leave the unit.
  - c. Failure to do so does not release you from the responsibility for items in your room.
5. No item of any kind is allowed on the ledge above your door or attached, placed or hung on the door of your cell. You may not cover the bulletin board in your cell with background paper. Nothing is allowed to be placed under your television.
6. The cell doors on maximum security housing units must be all the way open or all the way closed.
  - a. All maximum security housing unit cell doors are closed and secured from 8:45 PM to after 6:15 AM count clears.
  - b. The clear Plexiglas trap will remain closed when the door is unlocked (after 6:15 AM count clears – 8:45 PM).
  - c. Staff will open and close the clear Plexiglas door trap, per the policy referenced above.
7. The cell doors on medium security housing units will remain closed at all times, except for room clean up and during a heat advisory.
8. Inmates are not allowed to loiter around the Officer's desk.
9. No running is allowed on the unit at any time.
10. The drinking fountain is for obtaining cold water only. Do not spit or pour anything into it.

11. Plastic silverware is available from Canteen. Silverware will not be provided on the unit except for those receiving trays on the unit. State supplied spoon, spork, and knife must be returned with the tray.
12. All request forms and mail items are to be turned in to the Unit Officer by 10:00 PM to be processed that night.
13. Items placed in the unit recycle bin must remain in the recycle bin. Items removed from the recycle bin are considered contraband.
14. A unit dictionary will remain in the dayroom for your use in that area.
15. Pictures, schedules, calendars, etc., may be kept on the bulletin board only. No pinning or taping anything to the wood frame, walls, desk, cabinet, or ceiling in your room. Pictures, articles, or pages may not be removed from magazines, newspapers, or books (includes personal books/subscription items).
16. Pornographic materials (nude pictures/photographs/drawings) are not allowed per Wisconsin Administrative Code Ch. DOC 309.
17. No items such as blankets, pictures, etc., may be placed on or over any window or door trap. Traps or windows in cell doors will not be covered at any time. The vents in your room may not be covered or blocked.
18. Nothing is to be used as a doily, tablecloth, lampshade or light suppressor.
19. The plastic chair in your room has been assigned to you.
  - a. You may take it to the dayroom, telephone (if chair not provided), or to the shower room while utilizing these areas.
  - b. The chair must be returned to your room for counts or whenever you leave the housing unit.
  - c. Your chair will not remain in these areas unattended for extended periods of time.
  - d. Your chair cannot be placed in the dayroom and left unattended for the purpose of "saving" your spot in the dayroom.
20. You are to maintain control of your personal property. Do not lend or give property to another person.
21. Ice
  - a. A unit supplied ice scoop is the only item authorized for retrieval of ice from ice chests.
  - b. Stockpiling or hoarding ice is not allowed.
  - c. Ice from the unit ice chest is to fill one cup or for use as directed by the HSU.
  - d. Multiple trips to the ice chest to fill other containers with ice is not allowed.
  - e. Pitchers, foot basins, sinks, etc., found filled with ice is considered a violation and a conduct report may be issued.
22. Footlockers, mattresses, and pillows remain on the unit to which these items are assigned.
23. Group cooking is not allowed. Foot basins are not to be used for food preparation.

### **Dayrooms**

1. Maximum unit hours – After 6:15 AM count clears until 8:45 PM.
2. Medium unit hours:
  - a. Sunday through Thursday – After 6:15 AM count clears until 11:00 PM.
  - b. Friday and Saturday – After 6:15 AM count clears until 2:00 AM.
3. For visual assessment and safety issues, you are required to bring the chair from your room with you to the dayroom and be seated while you are there. Chairs may not be left in the dayroom.
4. Your chair will not be required if you quietly gather in the dayroom to wait for an upcoming announcement of a mass movement activity (for example, Chapel activities, Recreation or Library).
5. Dayrooms may be closed during cleaning or maintenance periods.
6. Not allowed in Dayroom:
  - a. Musical instruments.
  - b. Hair grooming, self-grooming and personal hygiene. This includes but is not limited to: braiding, combing, picking, face creaming, nail clipping, tooth brushing, shaving, etc.
  - c. Sitting on or putting your feet on tables, heating system covers, ice chest,

- d. windowsills, television shelf, walls, etc.
  - d. Hobby projects or materials.
- 7. Socks must be worn in the dayroom. Thermal underwear must be covered by pants, T-shirt or sweatshirt when wearing out of the cell.
- 8. Canteen/food items are for personal consumption only.
- 9. Clean up after yourself or the privilege of consuming Canteen items in the dayroom may be restricted.
- 10. State forms are not to be used for scratch paper or table game score keeping.
- 11. State fans are not for inmate personal use. Unit staff will determine fan placement if it becomes an issue. Personal fans (purchased from a Canteen vendor) must remain in your room.
- 12. If dayroom noise becomes excessive, or disagreements occur over unit television watching, the dayroom may be closed or the television turned off for a period of time to be designated by unit staff after consultation with a Security Supervisor.
- 13. If a microwave is provided on your unit, only food items are allowed in the microwave. Ensure it is clean after use. The microwave may only be used while the dayroom is open for activities.

### **Recreation and Television Viewing**

1. A television is located in the dayroom area of each unit.
  - a. Talking in the immediate area should be avoided during the time that programs are in progress.
  - b. Programs are selected democratically; however, should a small group be involved in watching a program, they will be allowed to watch it to its conclusion.
  - c. Inmates playing cards or other table games may not vote on TV programs.
  - d. Inmates having TVs of their own cannot vote on the selection of TV programs in the dayroom.
2. Inmates playing cards or other table games in the dayroom are expected to do so without loud talking or making noises that will disturb others.
  - a. Card and domino slapping/clicking/flicking is not allowed.
  - b. A minimum amount of noise is permitted only when mixing dominos or shuffling cards.
  - c. Staff may require that you place a sheet or tablecloth on the tabletop when playing these or other table games.
3. Table games supplied by the institution are for use in the dayroom. These games are not to be taken to your room.
4. Musical instruments may only be used in your room with the door closed from 8:00 AM to 9:00 PM.

### **Seniority for Single Cell Waiting List**

When inmates move from one unit to another, their institution seniority as of their placement into General Population status will be used in determining eligibility on the single cell waiting list. Inmate names will be rotated in seniority order when a single cell becomes available. Less senior inmates, already in single cells, will not lose their cells to more senior inmates.

### **URINALYSIS TESTING**

*Refer to DAI Policy 306.17.01 – Inmate Drug Testing*

### **WAKE-UP CALLS**

A wake-up call list will be available for workers only and available to sign the night before. Wake-ups will occur on the hour and half-hour only. There are no wake-ups after 5:30 AM. It is the inmate's responsibility to wake up at any other time of the day. Arrangements can be made for other inmates to wake you up. It is the inmate's responsibility to be on time.

## CHAPTER 4 – PERSONAL PROPERTY

*Refer to DAI Policy 309.20.03 – Inmate Personal Property and Clothing and Inmate Property Listing Chart*

### **GENERAL GUIDELINES**

1. A property sheet listing your possessions will be made out in duplicate.
  - a. One copy is kept in the Mailroom and the second copy is for your records.
  - b. It is important that you make certain that all items you brought to the institution are listed on the property sheet and that you do not have anything in your possession which is not listed on the property sheet.
  - c. If you have anything in your possession for which you do not have a property slip, see the Mailroom Officer immediately.
  - d. It is your responsibility to keep your personal property sheets current.
  - e. Never discard any property on your unit. All worn out or broken property must be discarded and recorded through the Property Department.
2. Your personal property, such as a radio, television, curlers, comb, mail, etc., is your personal property. Do not loan or give your personal property to anyone else. Do not borrow personal property from anyone else.

### **HOBBY ITEMS**

1. All tools and supplies for hobby work are to be purchased through the Hobby Department or Canteen.
  - a. You may participate in a maximum of two approved hobby activities.
  - b. All hobby items on the housing unit must be stored inside your hobby box, under your bed, when not being utilized.
  - c. Only hobby items may be stored inside the hobby box.
2. When going to the Hobby Department, you are only allowed to be in possession of items that are related to your hobby activities. Any other items or personal property will not be allowed in the hobby area and may subject you to disciplinary action.
3. Inmates registered for Hobby are allowed to transport their personal hobby materials between Hobby and their unit. Only items being worked on may be transported, utilizing the clear plastic bags used to issue hobby supplies.

### **PERSONAL DOCUMENT STORAGE**

*Refer to DAI 309.20.02 – State of Wisconsin Identification Card*

This institution has a very limited amount of storage areas. Therefore, only those property items that are essential for use when you are released, such as a driver's license, ID cards, etc. will be stored. All other property items must be sent out of the institution by UPS at your expense, picked up by your visitor, or destroyed at your request.

### **RADIO/TV REPAIR**

Any radio or TV may be returned to the company for warranty repairs. All transactions for repairs through warranty or with local shops is at the inmate's expense and must be coordinated with Property staff.

### **STORAGE OF PERSONAL PROPERTY**

All your personal property, excluding electronic equipment, typewriter, fan and desk lamp, shall be stored in the receptacles provided by the institution (for example, dresser, wardrobe, desk, footlocker).

1. Daily hygiene items, such as soap, one toothbrush, one deodorant, etc., need not be stored in receptacles.
2. Dirty clothing need not be stored in receptacles. Dirty clothes may be stored in laundry bags.
3. Shoes do not have to be stored in receptacles.



4. Personal TV boxes may be kept in your room.
  - a. You may store your personal property inside the TV box.
  - b. Whether or not your TV box is used for storage, it must be kept under the lowest bed in the room.
  - c. Your personal TV box may not be used as a table.

### **SUNGLASSES**

Sunglasses (mirror type-prohibited) may be worn at recreation only. You may own a limit of one pair with a case, and may only be purchased from a Canteen vendor.

### **TAMPER EVIDENT SEALS**

1. The institution uses tamper evident seals to secure electronic equipment coming into the institution or equipment that is in the inmate's possession. This includes such items as televisions, radios, fans, and desk lamps, as well as other equipment in which contraband can be concealed. Two or more seals may be necessary to seal an item, depending upon the size and/or shape.
2. Any destruction or alteration of the seal will result in a charge of alteration of property per Wisconsin Administrative Code Ch. 303 – Discipline.

### **TYPEWRITERS**

Typewriters are allowed in your room; however, when using your typewriter, your room door must remain closed. Typewriters are not to be used after 9:00 PM.

## CHAPTER 5 – HEALTH AND SAFETY

### **EMERGENCIES**

#### **Fire**

1. Upon hearing a fire alarm, all inmates must remain in rooms, shut the doors and wait for instructions from the unit staff. If a fire occurs in your room, exit the room if possible, shut the door, and notify unit staff.
2. Inmates in work and program areas will be directed by staff where to go during the emergency.

#### **Severe Weather (Imminent Tornadoes)**

1. When on the housing unit, you will be notified by unit staff that a severe weather alert has been implemented. All inmates on their housing units will return to their rooms and sit on the floor with their heads protected by their arms, and covered with a blanket or coat if available, and if time permits.
2. All inmates must remain in the designated areas unless otherwise directed by staff.
3. Inmates in work and program areas will be directed by staff where to go during the emergency.
4. Stay as far away from exterior windows and doors as possible.

#### **Other Emergencies**

1. All inmates will follow all directions given. Failure to do so immediately will result in disciplinary action.
2. No trips to the bathroom, water fountain, or Officer desk area are to be made until authorization is given to return to normal activities. Instructions are considered a direct order and must be responded to immediately. All conversations will cease. A conduct report will be issued for failure to comply.
3. Drills will be held occasionally to familiarize you with these emergency procedures. This is done to ensure everyone's safety, and to avoid injury if any emergency arises. However, all notifications of drills must be taken seriously. All inmates are responsible for being familiar with evacuation plans posted on units.

#### **Heat and Cold Weather Advisory**

*Refer to DAI Policy 300.00.03 – Heat and Cold Weather Advisory*

### **ENERGY CONSERVATION**

You must turn off lights, radio, television, etc., when you are not in your room. Failure to do so may result in discipline. Windows may be opened in warm weather.

### **GENERAL DCI SAFETY GUIDELINES**

1. All inmates are expected to practice proper living and working safety habits at all times. Being safety conscious and knowing the conditions of the environment around you are important in preventing accidents.
2. General guidelines have been developed to promote a safe living environment at DCI. When performing a work assignment in a particular area, it is important to be aware of specific work related safety guidelines and procedures.
3. Follow all safety instructions posted in work areas and on equipment.
4. If you are not sure of the proper procedures, ask. Other questions to ask include:
  - a. What are potential problems?
  - b. How are problems recognized?
  - c. How can I protect others and myself?
5. Operate only the equipment which you have been authorized and instructed to use by supervisory staff.
6. When safety clothing is required and provided, it must be worn. Inmates on work assignments around machinery may be required to have head and facial hair

suitably cropped, or wear appropriate protective equipment if it is determined that their head or facial hair presents a safety hazard.

7. Use the personal protection required for the activity (eye, hand, ear, respiratory protection, etc.).
8. Keep your living and work area neat and orderly. Good housekeeping is essential to accident prevention.
9. Aisles, passageways, and exits must be kept clear at all times.
10. Tools may only be used after receiving authorization and only for the task for which they were designed (for example, do not use a wrench as a pry bar).
11. More back injuries are caused by improper lifting than heavy loads. Keep the load close, bend your knees, never turn or twist with a load. When in doubt, get help or divide the load.
12. Learn the location of all tornado shelters and know tornado procedures.
13. Be familiar with the location and use of spill kits. Wipe up spills immediately to avoid slips and falls.
14. Know fire evacuation procedures, location of fire extinguishers, and be familiar with all exits.
15. Anything on the floor can cause a fall. Do your part and pick it up.
16. Keep to the outside on blind corners. Make sure you can see what is coming. Be watchful of opening and closing doors that are located in hallways.
17. Do not run in hallways or up and down stairs.
18. Only ladders of adequate height or self-locking stools should be used to access high shelves. Never use the top step of a ladder. Never climb on chairs, boxes, or other furniture.
19. Always follow vehicle safety procedures. When riding in vehicles, wear a seat belt.
20. When riding in State trucks used for work purposes, practice safe riding procedures.
21. Never board a moving vehicle.
22. Avoid horseplay on the job and in other areas.
23. Report unsafe conditions and practices to a staff member and/or your Work Supervisor.
24. When using recreation equipment, use only as intended. Be sure that you are familiar with and oriented to the proper use of weight lifting and other equipment.
25. If you have an accident, notify a staff member and/or Work Supervisor immediately for assistance.

Approved by:



Marc W. Clements  
Warden  
Dodge Correctional Institution