

WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

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

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

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

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**

**RESTRICTIVE
HOUSING
Unit 18
HANDBOOK**

This handbook is to remain in your possession until you leave this unit 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 accordingly.

REVISED: July 2017

**RESTRICTIVE HOUSING (RH) Unit 18 HANDBOOK
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LIMITED ENGLISH PROFICIENCY 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.

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o supervisión, acceso a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ni por política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

If you need help understanding English, please notify the nearest staff person.

Si Usted necesita ayuda con el idioma Ingles por favor notifique al miembro de personal mas cercano.

INTRODUCTION

This handbook provides inmates with a copy of the Restrictive Housing Unit (RHU) rules and procedures.

In addition to the handbook, inmates are required to follow all rules of the Department of Corrections (DOC), including Administrative Code, Division of Adult Institution (DAI) policies, Dodge Correctional Institution (DCI) specific procedures and other DCI handbooks that are available for review in the Library. Violations of the rules contained in the handbook may result in disciplinary action.

Handbooks should be considered as general guidelines. Not all of the institution directives and policies can be covered in complete detail within any handbook. Any changes that occur, or are directed by the DOC, DAI or DCI, after the print date of this handbook, will take precedence.

BARBER / PERSONAL HYGIENE

1. After an inmate has been in Disciplinary Separation for more than 30 days, the inmate may submit a request to the Unit Sergeant to be added to the barber list.
2. When available, the barber will be escorted to Unit 18 and eligible inmates will be offered a haircut.
3. If the inmate refuses, they will not be eligible for another 30 days while housed in Unit 18.

CANTEEN

1. Canteen is regulated in any RHU, as will be noted by the difference of canteen sheets from other units.
2. Unit staff will distribute statements and canteen order forms weekly. All inmates must have their canteen order signed and returned to the Unit Officer by 9:00 PM on that day.

3. Canteen utilizes a bagging and delivery system. Canteen orders are filled, packaged into bags and delivered to inmates at their cells. Unit staff will compare the canteen items to the receipt to ensure all items have been included, before being delivered to inmates.
4. Inmates will receive a computer printout register receipt with their order.
5. If an inmate believes a mistake has been made, it must be brought to the attention of the unit staff at the time of delivery.
6. When an inmate accepts the canteen order by signing the order form and later claims a mistake has been made, canteen will not be held liable as there is no way to verify the claim after the canteen order is accepted.

CORRESPONDENCE / MAIL

1. Letters must be addressed to inmates at: Dodge Correctional Institution, PO Box 700, Waupun, WI 53963. Correspondents should include the inmate's DOC number in addition to the name on letters sent to the institution.
2. Money (only money orders and cashier's checks) must be mailed to a separate address: PO Box 800, Waupun, WI 53963.
3. Inmate correspondence is permitted with anyone in the community (unless expressly denied), so long as correspondence does not violate any state or federal law. There will be no limits on the number of letters sent out or received.
4. Embossed envelopes can be purchased from Canteen. An inmate may have no more than 30 embossed envelopes in their possession.
5. All outgoing mail is stamped as coming from a correctional facility.

COUNT

Inmates on Unit 18 in restrictive status are not required to stand for count; however, inmates must be visible when staff complete counts and rounds.

EXERCISE

1. Exercise for inmates in the RHU will be held on Monday, Tuesday, and Thursday on first shift and Saturday on second shift.
2. Inmates are not allowed to take any items to Recreation. Inmates will be pat searched before and after Recreation. Movement to and from Recreation will be by escort in restraints.
3. Inmates in Observation and Control Status do not receive exercise privileges.
4. Inmates in Protective Confinement may receive Recreation but will exercise alone.
5. Any misconduct on the part of an inmate or failure to comply with procedures may result in disciplinary action and denial or cancellation of certain privileges.
6. All inmates, with the exception of those in Observation and Control Status, will be permitted exercise for a maximum of one hour.
7. Jackets will be provided from October 1 thru May 1 for inmates going to Recreation. Inmates may be restricted from Recreation during extreme weather conditions.
8. Inmates going to and from Recreation are required to be dressed in pants, shirt and shoes.

UNIT SCHEDULE

AM	PM
SUNDAY	SUNDAY
Cell clean up Law Library (time permitting)	Law Library (time permitting)
MONDAY	MONDAY
Recreation	Showers Law Library (time permitting)
TUESDAY	TUESDAY
Recreation	Sheet exchange Canteen Distributed Law Library (time permitting)
WEDNESDAY	WEDNESDAY
Cell clean up	Law Library (time permitting)
THURSDAY	THURSDAY
Recreation	Canteen Sheets Distributed Showers Law Library (time permitting)
FRIDAY	FRIDAY
	Law Library (time permitting)
SATURDAY	SATURDAY
Showers Shaving supplies/nail clippers	Law Library (time permitting) Recreation

Unit schedule is subject to change based on unit needs.

INMATE COMPLAINT REVIEW SYSTEM (ICRS)

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)*.

LIBRARY

Law Library

1. Scheduled hours for the Law Library in the RHU are as follows:
 - a. Sunday: 8:00 AM – 10:30 AM; 11:30 AM – 4:00 PM
 - b. Monday thru Saturday: 5:30 PM – 8:00 PM
2. Inmates shall request to use the unit Law Library from unit staff. Time permitting, inmates will be allowed to use the Law Library.

Library Books

RHU inmates have their own supply of library books. Inmates may request books upon their arrival to the unit. Weekly book exchange is completed every Sunday on 2nd shift. Damage, vandalism or alteration to any reading material may be subject to discipline.

LEGAL MATERIALS

1. You may receive all your legal materials as you would in general population or initial classification status.
2. If an inmate has a documented court deadline pending, the inmate may request extra time in the unit Law Library. A written request with deadline paperwork attached, must be submitted to the Library and the documented court deadline will be reviewed.

3. Inmates without funds in their account to purchase legal supplies, copies or postage, for the purpose of legal correspondence may submit a *DOC-761 – Interview/Information Request* to the Business Office to request a legal loan.
 - a. DAI Policy 309.51.01 – Legal Loans contains eligibility criteria for obtaining a legal loan to access the courts for litigation related to your own case.
 - b. A Loan Application and Repayment Agreement (DOC-1290) will be sent to you to be completed, signed and returned to the Business Office.
 - c. If a loan is approved, disbursement requests must be submitted per guidelines in DAI Policy 309.51.01 – Legal Loans.

MEALS

1. Meals are served at the following times (approximately):
 - Breakfast: 7:00 AM
 - Lunch: 11:00 AM
 - Supper: 4:00 PM
2. Inmates who are sleeping and do not wish to be awakened for any meal should place a note on their door stating that they do not want to eat.
 - a. If there is no indication on your door, the Officer will ask you if you want to eat.
 - b. If you do not respond, the Officer will bypass you.
3. Food should not be passed from inmate to inmate.
4. Inmates in Clinical Observation status and Control status will receive a bag meal unless otherwise authorized.
5. If you misuse your meal tray for any reason, you will be subject to disciplinary action.

MEDICAL AND DENTAL

The Medical staff makes visits to the RHU to honor sick call requests. Inmates who feel they need to see the Medical or Dental staff immediately (emergency situations) should notify unit staff, who will then contact the appropriate department. All requests, except those of an emergency nature, must be submitted by 7:00 AM.

MEDICATION DELIVERY

Medication will be brought to the cell door at designated times. The Officer will show the inmate the medication card. Staff will distribute the medication from the blister pack into the inmate's hand and observe the proper consumption of the medication. The Officer will check the inmate's mouth and hands to ensure the medication was swallowed.

MEDICATION ALLOWED IN CELL

Nitroglycerin tablets, rescue inhalers and glucose tablets and most tubes of medication and creams will be allowed in the cell as long as they are not abused. If abused, the medications will be controlled by staff. Medicated shampoos will not be kept in your cell. Items controlled by the unit staff will be made available as directed by HSU.

MOVEMENT

1. Individuals confined to RHU must be dressed appropriately.
2. Inmates in RHU are not permitted to move within the building without restraints.
3. These inmates will not leave the confines of the RHU or attend disciplinary hearings without an escort belt and an Escort Officer.
4. For any inmate leaving the housing block, the waist belt will be secured with a padlock.
5. These precautions may be used for other movement as determined appropriate by the Security Director/designee.

PROPERTY

1. All allowable property will only be distributed by the RHU Property Officer. Inmates must submit a request to the RHU Property Officer for the allowable items.

2. Inmates in RHU are allowed to have property items in their cell in accordance with Wisconsin Administrative Code DOC 303. Inmates in initial classification status will also be governed by DAI policies and DCI procedures.
3. Photographs, magazines, library books, personal letters and playing cards will not be allowed in Observation and Control status.
4. Some property items may not be allowed for security reasons.
5. Items not allowed in RHU are:
 - a. Anything in metal or glass containers.
 - b. Personal non-electric razors.
 - c. Personal fingernail or toenail clippers (distributed with shower supplies).
 - d. Folders with metal bindings.
 - e. Rubber bands.
 - f. Paper clips, thumbtacks, rulers, staples.
 - g. Hairbrushes.
 - h. Combs over six inches, hair picks, hair ties.
 - i. Lotions, creams, hair care products, baby oil, baby powder, Vaseline, etc.
 - j. Pencils or pens with metal parts.

RELIGIOUS NEEDS

Religious needs may be met by submitting *DOC-761 – Interview/Information Request*, to the Chaplain. All religious needs will be met on the RHU.

REQUESTS

1. *DOC-761 – Interview/Information Request*, forms will be collected daily.
2. Inmates should make every effort to submit their requests by 9:00 PM.
3. The RHU staff will make a round of the unit, if time permits, to collect any slips.
4. Request slips, medical slips, etc., will be handed out at the evening meal tray pick-up time.
5. Requests for legal material must be sent to the RHU Supervisor for approval.
6. Notary services will be provided upon request.

SANITATION

1. It is expected that inmates will maintain their cells in an orderly fashion and keep the cells clean.
 - a. Cardboard boxes are not allowed in rooms.
 - b. No materials will be allowed to cover, to be attached to and/or hang from any window, lock, keyholes, door, toilet, sink, vent or wall.
 - c. Room lights may be kept on from 6:00 AM to 10:00 PM. Lights may be on longer if allowed by staff.
2. All inmates will be allowed to clean their cells on Sunday and Wednesday. Cleaning supplies are available on first shift after 8:00 AM.
3. Cells will be inspected for damage by Unit 18 staff upon transfer. If a cell is damaged or vandalized, the inmate may receive disciplinary action.

SEARCHES

1. A complete strip search will occur each time an inmate enters or returns to the RHU. The only times you may not be subject to a strip search are when an inmate:
 - a. Goes before the Disciplinary Committee and status does not change.
 - b. Goes before the Reclassification Committee.
 - c. When an inmate is interviewed by staff and does not leave the RHU.
2. At unannounced times, inmates may be subject to a random pat or strip search.
3. All inmates will be searched upon leaving and again upon returning to their cells.
4. Strip searches will be conducted in accordance with Wisconsin Administrative Code s. DOC 306.17(2).
5. Cells will be randomly searched by staff on a regular basis.

SHOWERS

1. Showers are given on Mondays and Thursdays on second shift and Saturdays on first shift. Showers will be started when RHU operations permit.
2. The following items will be issued to the inmates in the shower area:
 - a. Shirt (orange)
 - b. Trousers (orange)
 - c. T-shirt
 - d. Underwear
 - e. Socks
 - f. Towel
 - g. Washcloth
 - h. Soap (inmates may use their own soap)
3. Failure to follow room rotation will result in a shower refusal for that day. Failure to shower at least once a week unless medically excused may result in disciplinary action. Inmates will be provided an appropriate amount of time to properly shower.
4. Inmates in Control Status will not be permitted to shower, unless approved by a Supervisor.
5. Any misconduct on the part of the inmate or failure to comply with set procedures may result in disciplinary action and denial of a shower.

SHAVING SUPPLIES AND NAIL CLIPPERS

1. Shaving supplies and nail clippers are handed out only on Saturdays during your shower time.
2. Inmates are not allowed to shave their heads in the shower.
3. Inmates requesting shaving supplies/nail clippers will hand in all clothing prior to items being issued and staff will receive the items back from the inmate prior to clothing roll being issued to the inmate.

SUPPLIES

1. Inmates may request supplies from staff when they pick up evening meal trays.
2. Supplies will be passed out daily.
3. Supplies include, but are not limited to (*indicates per Officer discretion):
 - a. Toothpaste
 - b. Toothbrush (one for one exchange)*
 - c. Toilet paper (one for one exchange)
 - d. Soap (one for one exchange)
 - e. Pen/Pencil (one for one exchange)*
 - f. Comb (one for one exchange)
 - g. Request slips
 - h. Medical/Psychological/Dental forms
 - i. ICE forms
 - j. Disbursement Requests
 - k. Appeal forms

TELEPHONE CALLS

STATUS	# OF CALLS ALLOWED	DURATION OF CALL
TLU	2 per week	15 minutes
Disciplinary Separation– Step 1	1 per month after completion of 30 days in status	15 minutes
Disciplinary Separation– Step 2 & 3	1 per week	15 minutes
<i>The calling week runs from Sunday through Saturday.</i>		

1. Telephone calls cannot be banked for use at a later date.
2. The Unit Officer will schedule calls and will ensure that everyone has the opportunity to make their calls.
3. Calls will be placed from the RHU and must be placed as a collect call.
4. When an inmate is placed in TLU, his name is automatically placed on the Unit 18 phone call list, which will be available after 24 hours of being in the RHU.
 - a. The inmate should ask the Unit Officer when a time is available to use the telephone.
 - b. Calls will be made on a first-come first-served basis between the hours of 7:30 AM and 8:00 PM as time permits on the unit.
 - c. Other telephone call guidelines apply.
5. Attorney Calls
 - a. Calls to an attorney must be collect.
 - b. Inmates with an active case should have their attorney contact the institution to set-up attorney phone calls.
 - c. A Shift Supervisor may give permission for an attorney call for the following reasons:
 - i. To allow an inmate to return a call from an attorney.
 - ii. When there is a statutory time limit that would be missed and the inmate needs to convey information to the attorney.
 - iii. When it appears to staff that a call to an attorney is in the best interest of the inmate.
 - iv. When an inmate is unable to write.
 - v. When an emergency exists.

THROWING OF BODY FLUIDS

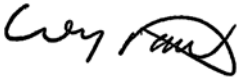
Wisconsin Statutes make it a crime punishable by a fine up to \$10,000 and/or imprisoned up to five years or both for a prisoner confined in a state prison who throws or expels blood, semen, vomit, saliva, urine, feces or other bodily substance at or toward an Officer, employee or visitor of the prison or facility, or another prisoner of the prison facility.

VISITING

1. Inmates in TLU, Disciplinary Separation or Voluntary Confinement will have their visits held in the RHU via video conference with their visitors in the Visiting Center.
2. Inmates in Observation Status require Warden/designee approval for all visits.
3. Inmates may receive visits from any of their adult approved visitors and their own children on their visiting list while on the RHU.
4. Visiting hours within the RHU are the same as the institution visiting hours.
5. The visiting week runs from Sunday – Saturday. Visiting room is closed on Tuesdays.
6. Visits to inmates on the RHU may be limited if the Warden/designee determines that the visit poses an immediate threat to the inmate or another. Visiting time allowed in each restrictive status is as follows:

Inmate Status	Visiting Hours Weekdays	*Visiting Hours Weekends/Holidays	Allowable Weekly Visits	*Duration
GP	3:00 PM–8:30 PM	8:15 AM – 3:45 PM	3	3 Hrs Weekdays 2 Hrs – Weekends/Holidays
A&E After 30 days	3:00 PM–8:30 PM	8:15 AM – 3:45 PM	2	2 Hrs Weekdays 2 Hrs – Weekends/Holidays
TLU	Same as A&E or GP status	Same as A&E or GP status	Same as A&E or GP status	Same as A&E or GP status
Observation	Same as A&E or GP status	Same as A&E or GP status	Warden/ designee approval req.	Same as A&E or GP status
Unit 18 – Disciplinary Separation	Same as A&E or GP status	Same as A&E or GP status	1	1 Hr Weekdays 1 Hr – Weekends/Holidays
Unit 20 – Disciplinary Separation	Same as A&E or GP status	Same as A&E or GP status	Same as A&E or GP status	Same as A&E or GP status
Controlled Status	Same as A&E or GP status	Same as A&E or GP status	Warden/ designee approval req.	1 Hr Weekdays 1 Hr – Weekends/Holidays
Administrative Confinement	Same as A&E/GP status	Same as A&E or GP status	1	1 Hr Weekdays 1 Hr – Weekends/Holidays
Protective Confinement	Same as A&E or GP status	Same as A&E or GP status	1	1 Hr Weekdays 1 Hr – Weekends/Holidays
Long Term Temp Holds	Same as A&E or GP status	Same as A&E or GP status	Same as GP status	Same as GP status No visits for Temp Holds on Unit 17
*Inmates are permitted a visit on only one day of a weekend. Holidays: New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, July 4 th , Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.				

Please be aware that regardless of status, there will be times that any or all of these privileges can be suspended based on the nature of situations or circumstances; these are not random or arbitrary decisions but responses to maintaining safety and order in the institution.



William J. Pollard
Warden
Dodge Correctional Institution