



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.

Daniel Winkleski

Name of Individual Certifying this Document/Proposed Document

Warden - NLES

Title

Dan Winkleski

Signature

06-24-2019

Date Signed

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

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: New Lisbon Correctional Institution		
Original Effective Date: 08/20/18	Facility Procedure #: 900.06.09	Page 1 of 2
New Effective Date: 06/13/19	Supersedes Number: 900.06.09	Dated: 08/20/18
Chapter: Treatment		
Subject: Vocational Bread Sales to Inmates		
Required Posting or Restricted:	<input checked="" type="checkbox"/> Inmate	<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted
Warden's/Center Superintendent's Approval: <i>Daniel Winkleski, Warden</i>		

PURPOSE

New Lisbon Correctional Institution shall sell bread to inmates and ensure an accurate accounting of bread purchases and inventory.

REFERENCES

WI State Statute 303.06 - Prison products; sale

WI State Statute 303.069 - Correctional institution enterprises; activities of inmates

DEFINITIONS, ACRONYMS, AND FORMS

DOC-184 - Disbursement Request

FACILITY PROCEDURE**I. General Guidelines****A. Placing Orders**

1. Designated sale dates for bread will be posted.
2. Inmates ordering bread will legibly complete a DOC-184. Incomplete forms will not be processed.
3. Inmates may only purchase one loaf of bread per week to be consumed within 48 hours of receipt.
4. A DOC-184 will be submitted to the Officers' Station the Sunday prior to the distribution date between 7 p.m. and 9 p.m. The housing unit staff will place the DOC-184 in the Bread Order Folder and will forward to the Business Office via institution mail on Sunday evening.
5. The Business Office will process the DOC-184 on Monday. Inmates without sufficient funds will not have the DOC-184 processed and the yellow copy of the DOC-184 will be returned to the inmate indicating the DOC-184 was not processed.

B. Filling Orders

1. Vocational Bakery Teacher will pick up the DOC-184 on Tuesday from the Business Office.
2. Orders will be processed and filled by the Vocational Bakery Program for delivery to the units.

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: New Lisbon Correctional Institution		
Original Effective Date: 08/20/18	Facility Procedure #: 900.06.09	Page 2 of 2
New Effective Date: 06/13/19	Supersedes Number: 900.06.09	Dated: 08/20/19
Chapter: Treatment		
Subject: Vocational Bread Sales to Inmates		

C. Distributing Orders

Product will be distributed to the housing units by the Vocational Bakery Program Tutors and Staff following the below schedule:

- Housing Units A and D will receive product each Wednesday afternoon.
- Housing Units B and C will receive product each Thursday afternoon.

II. RESPONSIBILITIES**A. Inmates**

1. Complete DOC-184 form correctly and legibly.
2. Turn in completed order to unit staff between 7 p.m. and 9 p.m. on Sunday.
3. Consume bread within 48 hours of receipt.

B. Unit Staff

1. Collect and approve the DOC-184.
2. Forward all completed DOC-184 in the Bread Order Folder at the same time via institution mail to Business Office.

C. Business Office

1. Process the DOC-184.
2. Send yellow copy of the DOC-184 to inmates who do not have sufficient funds for their bread order indicating the DOC-184 was not processed.
3. Have yellow copies of DOC-184 ready for pick up by Vocational Bakery Teacher.
4. Return the Bread Order Folder to the Unit.

D. Vocational Bakery Teacher

1. Pick up processed DOC-184 (yellow copy) from Business Office.
2. Supervise distribution of bread on units by Vocational Bakery Program Tutors.