



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.

Brian Foster

Name of Individual Certifying this Document/Proposed Document

Warden

Title

Brian Foster

Signature

6/25/19

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
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**WAUPUN
CORRECTIONAL
INSTITUTION**

**BEHAVIORAL
HEALTH UNIT
(BHU)
HANDBOOK**

INTRODUCTION

This booklet has been issued to you to have a clear understanding of the rules and regulations you are to follow, including the Administrative Code (303) and Waupun Correctional Institution Policies and Procedures. **When you leave the BHU, you must turn in this handbook to the Unit Officer in the same condition you received it.**

The rules contained within this handbook are in addition to the WCI Rules & Information Handbook.

This copy supersedes all previous Behavioral Health Unit Handbooks.

Foster J. Brian, Warden

Date

MISSION STATEMENT

The Behavioral Health Unit (BHU) is a mental health treatment unit within Waupun Correctional Institution (WCI) that provides a safe and secure housing location for inmates with chronic and serious mental health difficulties. BHU is designed to provide mental health treatment and programs targeting a wide range of psychological disorders and behavioral instability to inmates with limited abilities to function adequately and safely within a general population environment.

TREATMENT TEAM

The Behavioral Health Unit (BHU) is run under the Treatment Team concept. This means that all staff are part of the team, which enables the unit to run more effectively and efficiently while providing inmates with programming to best meet their individual treatment needs. The Treatment Team consists of:

CORRECTIONS PROGRAM SUPERVISOR: The BHU Corrections Program Supervisor is responsible for the coordination and direction of the unit and staff operations.

PROGRAM SECURITY SUPERVISOR: The BHU Program Security Supervisor is assigned to the unit to coordinate security operations and assist the Corrections Program Supervisor in supervision of the unit.

PSYCHOLOGIST: The BHU Psychologist is responsible for clinical assessment, psychological testing, diagnosis, individual and group therapy, and crisis intervention.

SOCIAL WORKER: The BHU Social Worker is responsible for the identification of needs of the inmates. The Social Worker provides individual and group contacts, and assists with successful reentry into the community or general population when appropriate.

PSYCHIATRIST: The psychiatrist is responsible for management of the psychiatric medication needs.

TEACHER: The BHU teacher is responsible for teaching and providing educational resources to inmates.

BHURN: The BHU RN is responsible for the provision of health services to BHU inmates.

SERGEANT: The BHU Sergeant is responsible for the daily operations of the unit and directs activities of officers on the unit.

PROGRAM ESCORT OFFICERS (PEO): The BHU PEOs are responsible for providing various therapeutic activities, assisting with progress toward individual goals, along with participating in and supervising groups, in addition to providing safety and security on the unit.

OFFICERS: The BHU Officers are responsible for the security and safety of the unit. The officers are an integral part of the team, and all questions should be first routed through the officers.

TREATMENT PROGRAMS

BHU offers comprehensive mental health treatment services. These services are designed to provide you with an understanding of thoughts and feelings that have contributed to your choices in addition to learning about other behavioral and mental health issues. Programs will assist you in identifying your risk factors for relapse, in learning more positive coping skills, and in improving your mental health. You will have an opportunity to learn and practice the skills designed to help address issues while incarcerated as well to aid in successful reentry to the community.

Inmates residing on BHU may have an assessment of their treatment needs and individual treatment plans may be developed. You may request and/or will be referred to treatment groups on the unit as indicated on your referral, treatment plan, or during Treatment Team discussions. Educational services and other therapeutic activities will be offered based on individual treatment needs.

While residing on BHU, you are expected to attend and participate in groups/activities offered. Unexcused absences may result in consequences, which will be determined by the Treatment Team. Consequences may include a warning, a level drop, a conduct report and/or removal from the unit. Treatment groups will take priority over other activities, such as recreation, dayroom, and library. Every effort will be made to ensure you have the opportunity to attend leisure activities.

BHU provides individuals with the opportunity to participate in mental health treatment programs, in which you can learn, develop, and practice new skills. Some of the mental health treatment programs offered on BHU includes individual and group therapy, bibliotherapy, positive coping skills, and educational services.

This handbook in no way replaces either the WCI Inmate Handbook or DOC 303. You are required to follow all rules of the DOC, including Administrative Codes, DAI Policies, and WCI Procedures. **It is your responsibility to review the WCI Handbook as only unit-specific information will be included in the BHU Handbook. Any time you are unsure of a rule or procedure, you should obey the rule and later ask an appropriate staff member for clarification.**

LEVEL SYSTEM

Every new admit will start at a Low Level or Medium Level. If you arrived from RHU, program/transition, or another institution, you will start as Low Level for the first 5 days you are on the unit. *If returning from WRC, Treatment Team will determine level.* This will allow you to orientate to the unit, attend orientation and allow staff to get to know you. You may be moved up sooner at a Level Review or if the Treatment Teams determines it appropriate. Levels are determined by your behavior, attitude, programming needs, treatment involvement, and in relation to progress toward identified goals. You are expected to attend and participate in groups and programs and may not move up levels if you do not. You will receive privileges on BHU based on your level. Privileges may include additional dayroom, additional recreation, off-unit activities, dog program, etc. Levels can be dropped immediately based on behavior, conduct reports, and/or treatment need. If your level is dropped, it could be for the day or the week, depending on severity. For example, if staff has to tell you multiple times to wear a shirt and pants on in your cell while in pay status, your level may be dropped for the day and be restored the following morning. Although staff will attempt to work with you in promoting positive thoughts and behavior, YOU are ultimately responsible for your actions and behavior. Low Level inmates are reviewed every Wednesday during the Treatment Team Meeting. In addition, cells 1-15, 16-30, 31-45 and 46-60 will each be reviewed monthly.

All participants in the BHU Program will be expected to follow the expectations / guidelines of the BHU Level System. All levels will be determined with input from the Treatment Team. Your attitude, behaviors, and progress toward identified goals will dictate which level is most appropriate for you. *Privileges listed in these levels are general in nature. Specific privileges will be determined on a case-by-case basis for each individual treatment plan by the Treatment Team.*

The following is a basic breakdown of the level system.

Low:

- Eat meals in cell, unless noted by the Treatment Team
- Staff escort when out of building or as indicated by the Treatment Team

- May attend Treatment groups and school if appropriate behavior exhibited
- Dayroom/Courtyard/Fitness/Exercise Room/Sensory Room available upon request or per schedule
- Participate in on-unit library through request only or at dayroom times
- May attend one religious service per week
- Shower alone

Medium:

- Eat Meals in Dayroom
- May attend treatment groups, A&E identified program needs, education classes and first shift (Dayroom/Courtyard)
- May attend weekly religious services

High:

- In addition to above:
- May attend all recreation/dayroom times on unit
- May attend Institution Recreation and Structured Recreation
- May attend Institution Library and Hobby
- May attend PEO activity-based groups
- Participate in dog visits, use the garden and front of BHU for PEO led groups
- Eligible for unit work placement as determined by the Treatment Team

ACTIVITIES

If you are sent back to your cell from an activity due to behavioral issues, you will not be allowed to participate in any activities for the remainder of the day. This does not include any discipline, which might be handed out by a disposition or conduct report.

CANTEEN

- Canteen day for the unit is Friday. Orders are placed on Monday and canteen staff distribute canteen on Friday's during 2nd Shift.
- Canteen order forms must be submitted by 9:00 p.m. on Monday, weekly.
- Once canteen order form is submitted, you will not receive it back for any reason.

CELLS

- When using the restroom facility in your cell, your cell privacy curtain must be used at all times.
- Room inspections will be conducted and you will be notified to correct any deficits.
- You are to place your wastebasket outside of your cell door at breakfast ring out. You are not permitted to bring down and empty.

CELL CLEANING

Your cell must be thoroughly cleaned a minimum of once a week. Cleaning supplies will be passed out weekly. Cleaning rags are available for cleaning.

DAYROOM

- Television channel or program is determined by majority vote of those inmates who do not have their own television. If disagreement arises, the officer will determine the television show. Staff has final discretion over all dayroom television viewing.
- No food is allowed to be brought to the dayroom.

EXERISE/FITNESS ROOM

- Only one inmate is allowed in the Fitness Room at a time. You will NOT be permitted an extra shower. The Fitness Room may be used at additional times as determined by the Treatment Team.

GROOMING AND ATTIRE

- Between the hours of 7:30 a.m. and 3:30 p.m. during the week, excluding weekends and holidays, you must have a shirt and pants/shorts on. This includes meals, day room, unit programs, religious studies or treatment groups. Your ID also needs to be on. The only exceptions are when you are participating in recreation or using the exercise room or on sick cell.

ICE MACHINE

- Ice will normally be passed out once a day with the exception of additional ice during heat advisories.

Unit Law Library

- If you wish to use the unit law library, you must send a request slip to the BHU Sergeant. Priority will be given to inmates with a court deadline (45 days or less).

LIGHTS OUT/QUIET TIME

- The lights out policy for this unit is 9:00 p.m.

MOVEMENT

- Staff will open door and/or ring buzzer as verification for movement.
- You will exit, leaving cell door open, and notify the officer of your destination.
- Treatment programming takes precedence over library, dayroom, courtyard and recreational activities.
- You may not enter the back hallway, basement, or leave the building until approved by staff.
- An officer will go around before 8:00am and ask you what groups you would like to attend that morning. This is when you need to inform the officer where you want to go (Dayroom/Courtyard) and at what time you want to come out. You may attend a PEO/Program group and also attend Dayroom/Courtyard before/after that group. When PEO/Program groups take place, you need to ask an officer to open the door so you can attend that group by the start time.
- If you are not in your cell when showers are going on, ask an officer and they will make sure you get a shower. Once your shower is completed, you may attend dayroom or courtyard and/or groups. Taking a shower is not an acceptable reason to miss Treatment groups.
- Once you return to your room from the dayroom or courtyard, you are locked in until the next opportunity to attend an activity (besides showers). You are NOT permitted to go from dayroom to courtyard or vice versa. Make sure you have everything you need from your cell before you leave.
- You may return to your cell to get items before and after Treatment groups.

- If you have a pass, you are allowed to return to your cell before the pass and once you return from the pass and you may attend dayroom or courtyard and/or groups.

PAY

- On this unit, you are paid BHU pay. Therefore, in order to receive BHU pay, you are required to attend dayroom, courtyard and PEO/Program groups when they are offered. We want you to be out of your cell as much as possible!
- If you do not attend at least one activity for the day when offered, you will not receive BHU pay for that day. If you are unable to attend because of a pass, visit, etc., you will not be penalized.
- If you are unable to attend due to a psychological issue, write PSU staff and inform them so it can be discussed. Each case will be evaluated individually.

SUPPLIES

- Supplies will normally be passed Monday, Wednesday, and Friday at the start of 2nd Shift consisting of request slips, HSU/PSU forms etc.
- You shall plan for supplies accordingly and request all needed supplies at one time.
- You may have no more than two (2) rolls of toilet paper or two (2) bars of state issued soap per inmate in your cell at any one time. If you need additional rolls of toilet paper or more soap, let a staff member know and they will get you more. Toilet paper rolls are a one for one exchange.
- Only one tube of toothpaste per inmate is allowed in the cell at a time.

BHU Loaner TV and Radio Program

BHU currently has State televisions and radios that can be checked out by inmates. The following criteria for checking out one of these items is as follows:

1. You must be housed on the unit for at least 5 consecutive days (unless returning from WRC).
2. You must be at least a Medium Level at the time of the request and be medication compliant. If you miss a medication that isn't a PRN, you will lose your loaner electronics for 7 days. You may reapply once the 7 days are up.
3. You must attend and participate in at least one group (daily) with Treatment Staff, Education/School, Dayroom or Courtyard or with the Program Escort Officers (PEOs) when offered. Institution Recreation/Structured Recreation counts towards your group. Failure to do so will result in loss of the electronic for 7 days. You may reapply once the 7 days are up.
4. You may request a TV or radio if you already have one, however, priority will be given to inmates who do not have their own electronics. Two loaner electronics will not be handed out to the same inmate.
5. If you meet the above criteria, send an Interview/Information Request (DOC -643) to a PEO.
6. If approved you will be provided the requested item as well as a pair of ear buds. You will have to sign the agreement of loaned property slip stating that if an item while in

your possession is broken or damaged you will be issued a Conduct Report and have to pay restitution.

7. When issued a loaner item you will not be able to switch that item for another item for 30 days.
8. Demotion to Low Level or receiving a conduct report will result in immediate removal of the loaned item.
9. Misuse of the item will result in the item being removed and a Conduct Report may be written.
10. Staff can refuse any requests for a loaner TV/Radio due to multiple misconduct violations in BHU.

*****Clinical approved electronics are evaluated on an individual basis.**

1. Clinical electronics are also based on participation in groups and with PSU.
2. Clinical electronics may be discontinued by staff other than PSU if behavior is not appropriate and PSU will be notified.
3. BHU CPS will have final approval of Clinical electronics.