



# 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)  
DOC-2910 (6/2019)

**WAUPUN CORRECTIONAL INSTITUTION**

# **RESTRICTIVE HOUSING UNIT HANDBOOK**

**EXCEPT WHERE MODIFIED BY THIS  
HANDBOOK, ALL PROVISIONS OF THE  
WCI RULES AND INFORMATION  
HANDBOOK APPLY.**

**REVISED: May 2019**

Brian Foster      5/1/19

**Brian Foster, Warden**

**Date**

## Table of Contents

ADA Contacts	1
Admission	1
Battery / Bodily Substance	2
Behavioral Management	13
Canteen	4
Cell Sanitation	5
Clocks	6
Communication / Call Buttons	6
Correspondence	6
Educational / School Programs	7
Exercise / Fitness Programs	8
General	1
Haircuts / Beard Shaving	12
Health / Medical Services	13
In Cell Fitness	9
Institution Complaint Procedures	14
Legal Property	14
Legal Resources	15
Linen Exchange	16
Meals	16
Medication Delivery	17
Movement	18
Notary Services	19
Phone Calls	19
Phone Calls for Emergencies	21
Phone Calls to Attorney's	19
Prison Rape Elimination Act (PREA)	21
Program Escort Officers	21
Program / Disciplinary Separation (DS) Segregation Process	22
Programs / Groups in RHU	22
Property	23
Psychological Services Unit (PSU)	24
Records Office Procedures	24
Recreational Reading Materials	25
Restrictive Housing Unit Mission Statement	1
RHU Specific Regulations	2
Showers	25
Social Services	26
Statuses	26
Supplies	17
Tele-Visits	28
Visits	29
Visits: Attorney Visits	30
Visits: Chaplain / Spiritual Leader	30
Visits: Clergy and Spiritual Leader Visits	30

### **RESTRICTIVE HOUSING (RHU) MISSION STATEMENT**

The mission of RHU is to provide a safe and secure environment for inmates in a restricted status at Waupun Correctional Institution. This mission will be accomplished in the following ways:

- Provide an environment that is safe for both staff and inmate.
- Provide for the basic needs of food, shelter, physical and psychological care
- Hold inmates accountable for their behavior through strategies developed to promote positive institution adjustment.
- Address mental health and behavioral needs by providing therapeutic activities and programs.
- Provide incentives through the step program to encourage successful reintegration into the institution's general population
- Ensure consistent application of rules, policies, and procedures designed to encourage positive behavior.
- Promote professional conduct through staff supervision and training.
- Educate and train the public through staff involvement in unit tours.
- Remain flexible to address the needs of the Department

### **GENERAL**

This handbook has been issued to you so that you have a clear understanding of the rules in this building. This handbook also explains the privileges that you have and may earn in this unit. Any violation of any rule or regulation outlined in this handbook may result in disciplinary action. All policies and procedures referenced in this handbook are subject to change. You are responsible for this handbook. A second handbook will not be issued.

### **ADA Contacts**

To request consideration for accommodation under the Americans with Disabilities Act, please forward your request to the ADA Coordinator on a DOC-643, Interview / Information Request form.

### **ADMISSION**

Upon being admitted to the Restrictive Housing Unit, you will be issued clean clothing, shoes, pen insert or pencil, 3 books, Interview / Request forms, Psychological / Health / Dental Service request, phone request form, personal

book request form, necessary hygiene items (toothpaste, toothbrush, soap, toilet paper), and this handbook. You will also receive two sheets, two blankets, one towel, one facecloth, and mattress. You will be issued personal property items consistent with your status as soon as possible upon your arrival to the RHU.

Inmates arriving directly to RHU from another institution may request to make a 10-minute courtesy call to notify their immediate family. To do so, send a phone call request slip to the RHU/OOA specifying it is a "courtesy call" across the top. The telephone request should include the name, relationship, and telephone number of the person to be called.

Your cell will be sanitized and cleaned prior to your arrival. If you identify sanitation concerns, please notify your unit officer. Additional cleaning supplies may be offered.

### **BATTERY – BODILY SUBSTANCE**

A prisoner confined to a state prison, or other state, county, or municipal detention facility 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 may be charged under Wisconsin s.946.43 (2m). This is a Class I Felony, punishable by a fine of up to \$10,000 or imprisonment of up to 3-1/2 years, or both; however, for a repeat offender, the term of imprisonment may increase up to 2 years with prior misdemeanor convictions, and up to 6 years with a prior felony conviction. The sentence will be imposed consecutively to any sentence previously imposed for any crime or offense for which the person was in custody when he or she violated s.946.43 (2m).

### **RHU SPECIFIC REGULATIONS**

1. No talking down range between the hours of 9:00 p.m. to 6:00 a.m. Kicking / pounding on doors, yelling, whistling, loud noises, and any horseplay / disturbing-type activities are not allowed at any time.
2. If you have use of your electronics, headphones must be worn (on ears) at all times and the device volume level must be such that the audio cannot be heard outside the cell.

3. In an effort to control contraband your cell and your person may be searched. You will be expected to comply with all staff directives during the search process. All inmates will undergo a complete strip search prior to entering and leaving the unit or changing status. WCI requires that braids must be removed during search. You may be subject to additional searches as directed by a Supervisor.
4. All movement in RHU is in restraints and under staff escort. You will be expected to obey all directives given to you regarding the restraint placement, restraint removal and escort process. You must have your shirt tucked in when out of your cell.
5. You will be responsible for keeping your cell clean. You are not permitted to flush any items other than body waste and toilet paper down your toilet. Do not throw garbage in the toilet.
6. Do not stand on top of table, toilet or sink.
7. Transfer of property or items from one inmate to another inmate or cell is prohibited.
8. You shall not tape or attach anything to any surface area of your cell.
9. You shall not cover, alter, or tamper with your cell door, window, air vents, camera, trap door, locks, light switch, light, sink, or any other fixture at any time.
10. Your mattress, blankets, and sheets must stay on your bed at all times, and be used for their intended purpose, not as a weight, barricade, tent etc. You must lay in a manner where staff can easily verify your health and safety.
11. You may sleep or rest with material covering your eyes, including a wash cloth, so long as your mouth and the lower part of your face are visible to security staff.
12. When interacting with staff you must wear clothing covering your intimate parts and have your light on. Circumstances may exist that may require you to wear additional clothing when interacting

with staff, in which case you will be provided written notice. If you are on a restriction you must be dressed within the guideline of the restriction.

13. When restrained in an attorney / visitor / due process booth you must remain sitting on the stool with your feet on the floor.

14. You may not handle the cell trap for any reason or in any way prevent staff from operating /closing it.

15. No items are to be thrown out of a cell.

16. You are given 1 (one) set of clothing. Excess clothing is not permitted, unless approved by staff.

17. The length of fingernails may not exceed the tips of your fingers or thumb. Failure to maintain fingernail length may be grounds for the officer to deny your escort.

### **CANTEEN**

Refer to unit schedule for distribution of canteen slips. Upon receipt of the statement, you may order allowable items. Only canteen items on the RHU canteen order form may be ordered. Completed canteen forms and statements must be placed out for staff to pick up prior to 9:00 p.m. on the designated evening.

There are two canteen order forms used in RHU. The first is for inmates identified in Step 1 and Step 2. The second canteen order form is for inmates in Step 3, Administrative Confinement, and Protective Confinement. You may only order from the canteen order form of your current status. Failure to submit the correct order form will result in order form being returned to you without processing.

You are not allowed to place a canteen order or receive canteen while in Control, Clinical and Medical Observation status, or while on loss of canteen. Inmates placed into Control, or Observation status after ordering their canteen will have their canteen sent back to the canteen department.

When the Officer arrives at your door, you must first verify that your order is correct. Staff will show you the contents at the cell front through the window. After you verify that your order is correct, you must sign the attached Canteen Sales Receipt. After you have signed the Canteen Sales Receipt, the Canteen Officer will open the clear plastic bag, remove the items, and place them on the cell door trap. You are not allowed to keep the plastic bag. If you refuse to sign your Canteen Sales Receipt, you will not receive your order and the entire order will be sent back to the canteen department.

If you believe a mistake has been made the entire canteen order in the unopened plastic bag will be returned to Canteen with a "Canteen Discrepancy Report." **Once the bag is opened, you will no longer be able to return the items to Canteen.**

You are responsible for managing your property and staying within the allowable limits of property. Violations of allowable property will result in corrective action being taken, the loss of your property consistent with DAI policy and Administrative code.

### **CELL SANITATION**

You are required to maintain your cell in an orderly fashion, including cleaning the floor, walls, toilet, sink, and table. Ventilation areas, including the window, must be kept clear of all articles. Cell cleaning and sanitizing will be offered once per week in accordance with the unit schedule.

An announcement will be made approximately 5 minutes before cell cleaning begins. It is the expectation that you be prepared with your light on and dressed when the staff member arrives at your cell with the cleaning supplies. A staff member will observe you place a disinfectant packet into the toilet. You are not allowed to save the packet. You will be offered the use of a toilet brush, broom, dustpan, mop, disinfectant and a cleaning rag. These items will be returned to staff.



Inmates with restrictions or precautions who are unable to possess cleaning items will only receive a rag with cleaning solution on it to clean their cell.

Inmates are to maintain a cell that is free from scratching, marring, drawing, painting, or pasting on walls, floors, the ceiling, fixtures or bedding, or defacing of any kind within any cell. Officers will regularly inspect your cell for any damage to "state" property and, if necessary, will initiate a conduct report, which may result in restitution being ordered.

Cell condition will be checked and documented prior to you moving into a cell. If you notice damage to your cell upon your arrival please report that to the unit Officers.

Garbage will be picked up by RHU staff after meals.

#### **Clocks**

Clocks are located on the walls outside of the cells. If the clock is working notify your range officer.

#### **COMMUNICATION / CALL BUTTONS**

In cell call buttons are to be used only for medical and/or mental health emergencies. Routine questions and needs should be directed to appropriate staff through written correspondence or as regular rounds are made. When you activate your emergency call button, you may be required to leave your cell for an evaluation. Activating call buttons for purposes other than an emergency may result in disciplinary action being taken.

#### **CORRESPONDENCE**

In accordance with Administrative Code DOC 309, incoming and outgoing correspondence between inmates in correctional institutions will be monitored. Outgoing correspondence to an inmate in a correctional facility must be left

unsealed and include the sender's name, number, and return address on the envelope with full name of the institution in the return address.

Correspondence readily identifiable as "legal mail" will not be read, but will be opened for inspection, in your presence, by staff. (See DOC 309.04(3) a-j) All staples, metal clips / clasps (manila envelopes), tape, elastic bands, and fasteners will be removed by staff from all incoming mail and / or paperwork.

Inter-institution mail and request slips MUST have your name, inmate number, and cell location on them. Any inter-institution mail containing unknown substances or self-made adhesive (toothpaste, deodorant etc.) will not be processed and may be disposed of without being opened. Interview request forms may be obtained, by request, when supplies are passed. These completed requests will be picked up with the mail. In order to process your requests, they must be completely filled out, to include the return section, with your name, number, unit, and cell location.

Letters ready for mailing should be placed in your cell door for staff to pick up. You shall slide mail out the side of door at window or trap height for pick up. If it is too big to slide out the side of the door, the Officer will open your trap. The mail round will normally be made at 8:00 p.m. during medication pass. No mail will be collected at any other time.

All mail and correspondence must have your cell number and name legible on the outermost part of item. You are not allowed to send correspondence/mail for other inmates.

### **EDUCATIONAL / SCHOOL PROGRAMS**

Inmates in that have a basic education need, may be permitted to work on Adult Basic Education programs while in RHU, subject to the approval of the Education Director and RHU Corrections Program Supervisor. This programming may be in-cell and self-paced or offered in an out of cell group format. Educational programs in RHU are an opportunity with limited space and time. To participate, inmates must be motivated and display appropriate behaviors both in the group and on the unit.

For inmates that have not been placed in educational programming in RHU, we offer educational books through the RHU library. You will not be able to complete a GED exam until you are back in General Population and enrolled in classes. Participation in approved courses / programs is governed by the

allowable property rules. If you wish to participate in school upon release from RHU, you should contact the School either to have your name placed on the list or to check when you will be enrolled.

### **EXERCISE / FITNESS PROGRAMS**

You are encouraged to take part in exercise periods outside of the cell when offered. It is also important for your health to periodically walk around while in the cell and / or to participate in other exercise activities. Exercise is a useful tool to increase body temperature and maintain good circulation. Extended periods of voluntary inactivity may cause serious health problems.

You are permitted to exercise in your cell. Out of cell recreation will also be offered (weather permitting) for up to four hours per week. It is important to note that declining recreation will count towards your recreation time. When offered during winter months, coats and gloves will be provided. Coats and gloves will not be retained in your cell; they will be stored in a location not exposed to the outside temperature. Inmates on loss of recreation privileges, or in Controlled Separation, or Clinical or Medical Observation status are not permitted out of cell for exercise. Inmates on recreation alone restriction or spit mask restriction will exercise alone at the conclusion of the regular exercise period.

Out of cell recreation will be conducted by range and cell rotation.

1. Out of cell recreation periods may last up to 1 hour in RHU and 1 hour in North Cell Hall. (Note: Schedules may vary due to institution needs and outside temperatures).
2. An announcement will be made (5) minutes before the recreation period. If you would like to participate, please be prepared, dressed with your cell light on, and ready to go when the Officer is at your door.
3. Excessive fingernail length may result in loss of escort to restriction for that day.
4. You will be restrained and pat searched prior to movement to and from recreation, to include removing your shoes.

5. No property (with the exception of emergency inhalers and glucose / nitroglycerin tablets) may be taken to the recreation area. Attempts to receive pass or possess property items or contraband will result in the elimination of your recreation period.
6. You must remain in the recreation area until the recreation period ends.
7. There may be some recreational equipment available for use during recreation. Availability of these items is not guaranteed. Respectful, appropriate use of this equipment will aid in equipment being available.

It is important to be mindful of your physical abilities and you may find that stretching before each exercise session is helpful. Work within your own abilities in recreation and stop if you feel pain or discomfort. Some example stretches may include:

**Calf Stretch:** While standing, extend one leg behind you; keep that heel on the floor, lean forward using a wall to maintain your balance. Repeat with your other leg.

**Back and Arm Stretch:** Pull your elbow behind your head. Keep your head facing forward. Repeat with your other arm.

**Quadriceps Stretch:** While standing, bend your knee and pull your heel slowly toward your buttocks with your hand. Repeat with your other leg.

**Hamstring Stretch:** While sitting, position one leg straight out in front of you. Bend the other leg; place the bottom of this foot on the side of your other knee, and bend forward from your hips. Be sure to keep your back straight. Repeat with your other leg.

**Lower-back and Hip Stretch:** While lying on your back, pull each knee to your chest separately. Then pull both knees to your chest at the same time.

### **IN-CELL FITNESS PROGRAM**

The following designed program is a list of several exercises that you can safely do in your cell.

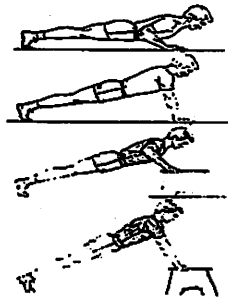
1. The first step in any fitness program is to establish goals. Set obtainable goals and make sure you meet them.
2. Next, determine your target heart rate based on your fitness level. Check your target heart rate at least twice during your workout. Do not try to work harder than your body will let you. Stop if at any time you feel pain or exceed your target heart rate. No one but you knows what your level is, and no one but you will suffer if you exceed your capabilities. The chart below shows the MHR (maximum heart rate) recommendation for three different fitness levels.

Age	Beginner 60%-70% of MHR		Intermediate 70%-80% of MHR		Advanced 80%-85% of MHR	
	10 sec.	One minute	10 sec.	One minute	10 sec.	One minute
19/under	20-24	121-141	24-27	141-161	27-29	161-171
20-24	20-23	118-140	23-27	137-160	26-28	157-170
25-29	19-23	115-137	22-26	134-156	26-28	153-166
30-34	20-22	112-133	22-25	130-152	25-27	149-162
35-39	18-22	109-130	21-25	127-148	24-26	145-157
40-44	18-21	106-126	21-24	123-144	24-26	141-153
45-49	17-21	103-123	20-23	120-140	23-25	137-149
50-54	17-20	100-119	19-23	116-136	22-24	133-145
55-59	16-19	97-116	19-22	113-132	22-23	129-140
60/over	16-19	96-112	19-21	112-128	21-23	128-136



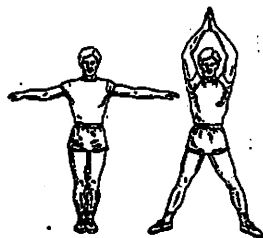
a. **SITUPS:** Lie on your back with your knees bent and your feet flat on the floor. Put your hands behind your head. Slowly raise yourself into a sitting position, hold for a count of one, and lower yourself back to the floor. Fifteen is a good starting goal. This exercise is primarily for abdominal muscles.

b. **PUSHUPS:** Get into a prone position. Place your hands on the floor, shoulder width apart. Start with your arms extended and your elbows locked. Support your weight on the tips of your toes. Lower yourself by bending your arms until your chest nearly



touches the floor. Raise yourself back up to the locked - elbow position again. Fifteen is also a good starting point for this exercise. This exercise is mainly for the arms.

**NOTE:** Pushups can be made easier by placing your hands on a bed. They can be made more difficult by placing your feet on a bed.



- c. **JUMPING JACKS:** Begin with your hands at your sides, back straight, head up. Then swing your arms out from your sides in an arc and touch your hands over your head. At the same time move your feet apart and to the side in a jumping motion. Then move your arms and feet back to the starting position. Twenty times is a good place to start. This exercise works the legs and is good cardiovascular work.



- d. **SQUAT THRUST:** Start this exercise in a standing position, with hands by your side. On the count of one, bend at the knees and place your hands flat on the floor. At the count of two thrust your feet out behind you, into a push up position. At the count of three, bring your legs back to the one count position. On the count of four, stand up again with your hands by your side. Repeat at least twenty times. This exercise is a good cardiovascular workout.

- e. **JOGGING IN PLACE:** You should jog in place for at least five minutes. This accomplishes two goals: It allows you to cool down slightly after your work out, and it ensures that your workout lasts for at least twenty minutes.

**REMEMBER:** If you feel pain at any time, stop exercising. Waupun Correctional Institution is not responsible for injuries.

### **HAIRCUTS / BEARD SHAVING**

1. Only inmates in Disciplinary Separation, Administrative Confinement, and Protective Confinement will be allowed to sign up and receive haircuts / beard shaving. Inmates on a spit mask restriction are not eligible to receive haircuts. TLU inmates are not eligible for haircuts in RHU.
2. If you desire a haircut / beard shaving, an Interview Request form must be submitted to the 2<sup>nd</sup> shift, RHU Sgt.
3. Only one haircut / beard shave every 30 days is permitted.
4. Haircuts will normally be conducted as follows: A-G will get a haircut on the first Sunday of the month, H-O will get a haircut on the second Sunday, and P-Z the forth Sunday. Requests must be received by the Friday before your haircut.
5. There are three types of head and facial haircuts allowed in RHU:
  - a. Short Haircut: Oster Clipper head # 00000 over the whole head
  - b. Medium Haircut: Oster Clipper head # 3 over the whole head
  - c. Long Haircut: Oster Clipper head # 8 over the whole head
6. Lines, designs, trims, or special hair cutting or facial shaving requests are not permitted. Barbers may cut facial hair to remove a beard completely.
7. There will be no special haircuts for court appearances or pending releases.
8. Razors are not permitted in RHU. Razor-less shaving cream may be purchased from Canteen. Razor-less shaving cream shall be used in your cell only and will not be permitted to be brought to or used in the shower.
9. No conversing with the barber or yelling to other inmates on range while seated in the barber chair. Inmates waiting for a haircut are not permitted to talk or yell down range. Violations can result in termination of the haircut and you could be subject to disciplinary action.
10. No property may be taken with you to your haircut. Violations can result in termination of the haircut and could result in disciplinary action.

## **HEALTH / MEDICAL SERVICES**

Nurse Rounds: HSU will conduct nursing rounds to ensure access to health care. Rounds will be done weekly.

A variety of health care concerns can be addressed in RHU. For your routine medical needs you must complete a Health Service Request by 8:00 p.m. Health Service Request forms are available on the supply cart. Only one request per day should be submitted. Medical staff will hold sick call appointments at a separate time to honor Health Service Requests and follow-up appointments. Your request will be triaged by HSU staff and if medically necessary you will be evaluated by HSU staff.

If you feel that you have an emergent medical need, you should communicate your concern to the attention of RHU staff. If you are unable to make contact with a staff member you may use your intercom button. Please understand that the emergency intercom button is used by all inmates for emergencies. If you are misusing the intercom system we may not be able to assist another inmate that needs emergent care. Misuse of the intercom is serious and has an impact on the safety of inmates in this building.

Please see DAI policy 316.00.01, Inmate Copayment for Health Services for additional information on Medical Copy.

## **BEHAVIORAL MANAGEMENT**

Restrictions, Security Precautions, and Behavior Management Plans are used as management tools to maintain order and to address security, safety, and treatment concerns.

***Privilege / property restrictions and security precautions will be in direct response to your behavior. A Security Supervisor or the RHU Corrections Program Supervisor will authorize a temporary restriction / precaution. These will remain in place until the Security Director / designee conducts an initial review. Thereafter, the SRT will review restrictions / precautions at least every 30 days with recommendations to the Security Director. Restrictions may also be placed by Medical staff or Psychological staff.***



If you are placed on a paper restriction, you will need to request assistance from one of the RHU Officers to fill out medical, psychological, and legal recreation.

***A Behavior Management Plan is a non-punitive and multidisciplinary written plan to address behaviors that threaten the safety of the inmate, safety of others or impair the safe and secure operation of the facility. The plan shall identify target behaviors, the appropriate staff responses to those behaviors, and guidance regarding more constructive behaviors.***

### **INSTITUTION COMPLAINT PROCEDURES**

The department shall maintain an inmate complaint review system that shall be accessible to all inmates. Prior to filing a formal complaint, you must attempt to resolve the issue by following the designated process specific to the subject of the complaint. If you have not done so, the Institution Complaint Examiner (ICE) may direct you to do so. All complaint forms and envelopes are available in the RHU and may be obtained from staff when they pass supplies. Instructions are on the forms. All complaint materials, forms, and envelopes are to be used for Inmate Complaint purposes only. Completed forms should be sealed and placed in the cell door prior to 8:00 p.m. They will be picked up by staff and deposited in the institution complaint box located in the RHU. Appeals to the Corrections Complaint Examiner should be addressed and sent directly to the address listed on the form.

### **LEGAL PROPERTY**

You may possess two (2) brown paper bags of legal materials in your cell. This material must relate to an active case(s) only. A maximum of two (2) additional brown paper bags will be kept in a secured area. If you need to exchange legal materials from storage notify your range officer. Legal materials will be made available to you as soon as possible, time and staff permitting. At no time, will you be allowed to exceed the two (2)-bag in-cell limit. An equal amount of materials must be returned to storage to meet the allowed limit. Staples / fasteners will be removed from all material.

If you have DFLM (Digital File Legal Material) you must notify the RHU/OOA or records office to set up a time for viewing. Viewing is limited to one hour blocks as time permits.

## **LEGAL RESOURCES**

Access to legal resources will be obtained through legal recreation. In order to attend you must submit a legal recreation request form to the RHU OOA. Legal recreation periods will be scheduled in the order they are received, and as time and space allow. WCI provides printed legal resources in the event that electronic library is not functioning. This is considered your law library time and refusals will be documented. Computers are subject to monitoring. Misuse of the law library may result in loss of this privilege. Law libraries will be inspected by staff before and after your visit. If damage is discovered, you will be held accountable for said damage. You will be pat searched coming into and leaving the library. You may also be subject to a strip search should staff have cause to believe you are in possession of contraband. You may attend law library on a different range, depending on availability.

You may take one (1) writing device and writing paper to legal recreation. These materials will be inspected for contraband. Requests to take additional items such as paperwork for use in the law library must be approved in advance by a Unit Supervisor and will be subject to search.

Inmates that are on precautions such as paper or sharps restrictions must be approved by the RHU Supervisor or CPS. If approved you will be authorized limited access to property. You will be provided a writing device and writing paper to take notes. Please NOTE the paper including your notes and writing device will be returned to RHU staff at the conclusion of the legal recreation period. Your notes will be placed with your property. You will be strip searched prior to returning to your cell.

There are two types of legal recreation: Daily law library and Weekend Law Library (formerly known as starter legal recreation)

**Daily law library** is for inmates that have either:

- 1) Pending court action within 45 days
- 2) Legal filings with a due date within 45 days.

If you have a legal need that fits this category, you must provide documentation to the RHU OOA. This correspondence must indicate which category you fall

into (1 or 2 above) and must include your court case number. RHU staff may require additional documents to facilitate your request. Daily law library will be offered Monday through Friday on either first or second shift for up to 60 minutes per session.

**Weekend Law Library.** This is considered a recreational period. If you do not meet the requirements for daily law library you will be placed on the Weekend Law Library list. Your name will be added to the next available list.

Inmates in Controlled Separation, Clinical or Medical Observation status are not permitted to use the law library.

This is considered a leisure time activity and subject to unit operations and disciplinary penalties.

To request photocopies of legal materials, you must communicate with the WCI Library. You will need to complete a DOC-1576, Request for Legal Materials. You must also submit a signed DOC-184, Disbursement Request to pay for the copies you are requesting. Only the photocopy section of this form should be completed; the borrowing portion of this form is not applicable.

### **Linen exchange**

Linen exchange is scheduled as A-range on Friday, B-Range on Saturday and C-Range on Sunday. This will be announced over the intercom and you should be prepared for exchange. You will be allowed to exchange (2 sheets, 1 hand towel, and 1 face cloth). The linen is pre-rolled to make the exchange process more efficient. As such you must exchange all items or nothing. Please prepare your linen by removing any knots.

Blanket exchange will be conducted on a semi-annual basis.

### **MEALS**

Meals will be served at the following approximate times, Breakfast 6:30 a.m., Lunch 10:30 a.m., and Dinner 3:30 p.m.

An announcement will be made when trays are being distributed, please be prepared to receive your tray. This should include being properly dressed in pants and shirt with your light on. Meals will be offered to all inmates. Officer staff will make contact with all inmates and attempt to gain a verbal acknowledgment of acceptance or refusal of the meal. Inmates that routinely delay the meal process by not being prepared may be issued a warning followed by a conduct report. You will be given approximately 20 minutes to eat once the last inmate on your wing has received his tray.

For sanitation and security reasons all materials provided during the meal pass must be returned to the officer during tray pick up. You are allowed to keep up to 2 pieces of fruit in your cell, which must be consumed within 24 hours.

Upon your arrival in RHU, your cell will have a state issued flexible cup/spork. Please examine this item for damage and report concerns, as you are responsible for the condition. This cup/spork is to be kept in your cell and sanitized at your sink. State issued antimicrobial soap will clean and disinfect your cup/spork. When leaving RHU inmates are to leave the item in the cell for collection and sanitation by unit swamper. Restitution may be ordered for intentional damage or lost items.

### **MEDICATION DELIVERY**

With the exception of authorized medications (i.e. albuterol inhalers, nitroglycerin) all medications are staff controlled. RHU staff will assist you with receiving your medications

**ACCU-Checks / Insulin injections:** Inmates will be restrained to their door, with a long tether, for this process.

**Medication pass:** Will be announced prior to the start of delivery. Please be prepared to receive your medication. This should include being properly dressed in pants and shirt with your light on. Medications will be offered to all inmates that have medications. Officer staff will make contact with inmates that are listed as needing medication and attempt to gain a verbal acknowledgment of acceptance or refusal. Inmates that routinely delay the process by not being prepared may be issued a warning followed by a conduct report.

You must give your name and inmate number to the Officer. The Officer will show you your authorized medication card(s). Inmates are responsible for

verifying they are receiving the correct medications, correct dose from the Officer. The officer will dispense the medication from the blister pack into a container. The officer will then open your trap and place your medication in your hand. You are to swallow the medication immediately in the presence of the officer. You will need to show the officer your mouth, hands and cup showing the officer you swallowed the medication.

If you receive ointments or creams, etc. that need prior prep work, such as washing your feet, please do so prior to the passing of medication. During the bedtime medication pass, crackers may be available and are limited for those inmates that take medications that need to be taken with food. Inmates are encouraged to use fresh fruit in the event that the RHU does not have crackers available.

### **MOVEMENT**

Any time you are out of your cell you will be placed in restraints and a hands-on escort will be used. You must be fully dressed (shirt, pants, socks, shoes, underwear) any time you leave your cell. Orange over-shirt is required for any movement off this unit. Shower shoes are only allowed in your cell and in the shower. Any time you are exiting your cell or after completion of recreation, law library, etc., you will need to hand your shoes to the Officer. The shoes will be searched and will remain outside the cell until after the pat search is complete. Once the pat search is complete, you will step into your shoes and be escorted to your destination. Refusal to hand the Officer your shoes or put your shoes back on may result in refusal of the scheduled activity.

Escorting inmates in restraints can be inherently dangerous; you are an important part of a safe escort. During the escort the inmate shall walk at the officers pace, follow staff direction, and remain facing forward. .

1. Staff will inform you why you are coming out of your cell.
2. Your cell light will be turned on. Your shirt must be tucked in.
3. You are to place your palms of both hands, where staff can see them, at window height and keep them there until instructed to move them.
4. You will take down your hands and hand the Officer your shoes and any approved materials you are taking with you.
5. The upper trap / food port will be opened and you will be instructed to place your hands out of the trap. All movement will be utilizing behind the back restraint procedure unless otherwise directed by staff.
6. A tether strap will be placed on your wrist. Restraints will be applied to your wrists and double-locked.

7. The cell door will be opened.
8. You will follow the verbal direction provided by staff.
9. If you are on two-officer escort, you will be required to kneel whenever leg restraints are applied or removed. Staff will place "hands on" to assist you to your knees for the placement of leg restraints. While you are kneeling, staff will place leg restraints on your ankles and double-lock them. Staff will assist you to your feet, pat search you, remove the tether strap from your wrist, and escort you to your destination.

Staff may direct you to move to another cell. If you refuse you may receive a conduct report and be demoted to DS 1.

### **NOTARY SERVICES**

Notary services are provided in RHU. Submit an Interview Request to the RHU OOA. If you reside in North Cell Hall in Program or DS status write to the records office. If you have a legal deadline for something that needs to be notarized, you must submit your request several working days in advance. Notary services will not be provided on demand; notary services are provided as time permits.

It is important to note that not all materials need to be notarized. The Notary Public will follow DAI Policy 300.00.56 in determining which items require a notary signature.

### **PHONE CALLS**

If you are interested in making a phone call you will need to complete a "Request to Make Telephone Call" form DOC-245. These forms should be completed in full and include your cell number. Double check your forms for errors. We are unable to process forms that are incomplete. Please adhere to the following guidelines:

- One name / phone number on the request.
- Submit all phone call requests by Sunday
- One phone call request per week, extra slips will not be processed.
- Do not fold the request slips or send them in envelopes or other correspondence to ensure they are processed in a timely manner.
- If you attempt a call and your party does not answer, that is considered your attempt.

See the table for eligibility:

Level or status	Allowed calls
TLU	1, 10 minute call per week
DS1 and DS1 AC Tracking	1, 10 minute call per month
DS2 and DS2 AC Tracking	2, 10 minute calls per month
DS3 and DS3 AC Tracking	1, 10 minute call per week
AC 1	1, 10 minute call per week
AC 2	2, 10 minute calls per week
AC 3	3, 10 minute calls per week
PC	2, 10 minute calls per week
Clinical/Medical Observation	Not eligible
Controlled Separation	Not eligible

General phone guidelines:

- A week is considered Monday through Sunday. If there is a month change within a week, you will still be allowed only one call per that week. You will have to submit the call request for the next week.
- Inmates that are on a back of cell restriction are not eligible to make phone calls.
- Phone calls will be done on second shift as time allows. Up to 15 inmate calls are allowed per day in RHU.
- The Officer will dial the telephone number on the request. When your call is connected, you will notify the officer. When the Officer informs you that your time limit (10 minutes) has been reached, you are to end your conversation and return the phone receiver to staff.
- At no time will you be allowed to dial or touch the base of the telephone.

#### **Attorney phone calls**

Collect calls to an attorney are not allowed in the Restrictive housing unit.

WCI staff will not make legal calls or contact attorneys on behalf of the inmates. You should contact your attorney through authorized means and let them know your situation and currently being housed in the RHU. On occasion, your attorney may need to consult with you in person or over the phone. If your attorney wishes to contact you by phone, they need to schedule that call at least 2 business days in advance so that your attorney's information can be verified. To schedule a call your attorney must make contact with the RHU

OOA at 920-324-7267, alternatively the WCI records office at 920-324-7186. WCI will schedule these calls consistent with unit operations.

### **Emergency phone calls**

Requests for emergency phone calls must be submitted to your Social Worker. Prior to approval of any emergency phone call, the Social Worker will verify the situation via the information provided on the request. Emergencies are denoted in the Administrative Code DOC 309.41 (2) as "including but not limited to critical illness or death of a close family member of an inmate." The Social Worker will need to verify the situation through direct contact with a hospital, nurse, doctor or a funeral home / coroner. If the stated emergency cannot be verified, the call will not be granted.

### **PRISON RAPE ELIMINATION ACT (PREA)**

The Wisconsin Department of Corrections (DOC) and Waupun Correctional Institution are committed to a "Zero Tolerance Policy" of prison rape and sexual victimization. The Zero Tolerance Policy affects all of the Department of Corrections, including every employee and every person under correctional supervision.

Inmates are encouraged to report any form of sexual abuse to any staff member verbally or in writing. For inmates that are uncomfortable reporting directly to facility staff you may utilize the inmate phone system to place calls to the PREA hotlines by calling \*777 or \*888. In this circumstance staff members are still required to dial the number on behalf of the inmate. Staff will continue to provide security coverage and will remain in the area while you place your call. Staff will respect the inmate's privacy to speak freely.

### **PROGRAM ESCORT OFFICERS**

RHU will provide mental health resources to inmates in segregation through productive evidence based programing. One method utilized will be Program Escort Officers (PEO). The PEO's will assist with providing security coverage during unit based groups and activities, medical appointments and facilitation of group activities. PEO activities may be concentrated on inmates with mental illness or long term placements. Participation in some PEO groups or activities will be incentive based.



### **PROGRAMS / GROUPS IN RHU**

A number of activities and programs have been developed to assist you in exploring yourself and understanding your decision-making process. Programming options available to you include group therapy, individual therapy, structured educational, recreational, or life-skill-enhancing activities. Stable behavior is required prior to being allowed to attend groups.

While all inmates are encouraged to take advantage of group program opportunities, the time requirement to finish some of the offered courses will exceed the length of their RHU sentence. In those cases, members of the Treatment Team may direct you to self-paced materials. Participation in suggested groups or activities will be taken into consideration regarding your progression through the step process and eventual release from RHU. Groups and other activities will be offered related to available staff and other resources.

### **DISCIPLINARY SEPARATION (DS) RHU PROCESS**

The Waupun Correctional Institution RHU program is designed to encourage your positive adjustment while in RHU and to provide opportunities for your successful return to the institution's general population. The goal is to provide inmate the chance to work towards an increase in privileges and activities. This is accomplished utilizing a process that provides individuals a chance to promote through the steps while in DS status. The administration of this step system is through the Restrictive Housing Review Team (formerly SRT).

After receiving a conduct report disposition that warrants placement in RHU your status will be considered Disciplinary Separation 1 or DS1. If your disposition is over 30 days you will be scheduled for review by the RH Review Team. It should be noted that disposition of less than 30 days will not require a step review.

Consistent with DAI policy 303.00.02 the RH Review Team will make recommendations on your step progression to the Security Director and then Warden with the following criteria:

1. Behavior, attitude and motivation.
2. Interaction with staff or inmates.

3. Program needs and participation.
4. Facility adjustment and conduct history.
5. Security risks to staff, inmates, facility or community.
6. Mental health concerns including psychological input.
7. Mitigating factors and any special circumstances

All DS step promotions are considered recommendations until approved by the Warden's office.

The RH Review Team may also consider demoting your step. If you engage in conduct that results in a major conduct report while in a DS status, you will be placed on Step One where you will remain until your next scheduled review by the RH Review Team. In addition, negative behavior that falls short of a major conduct report may also result in a demotion in Step.

There is no presumption that you will transition through step levels at the same rate as other inmates. The designation of AC Tracking designates that you may be formally reviewed by the Security Directors Office for placement into Administrative Confinement.

You will receive written notice of your review results.

Movement to North Program is not automatic. All movement will be determined by RHU Supervisors and several factors are taken into consideration. Some factors include:

- Operational needs
- RHU bed space
- Seriousness of rule violation
- Conduct report history
- Behavior while in RHU
- Overall attitude

### **Property**

Inmate property shall be consistent with DAI 309.20.03 and 303.00.02. See attachment.

### **PSYCHOLOGICAL SERVICES UNIT (PSU)**

PSU staff provide mental health treatment to RHU inmates with mental health concerns. To request PSU services, please submit a Psychological Services Request (PSR) detailing your mental health concerns. RHU inmates may also request in-cell treatment work and PSU library books by submitting a PSR. Crisis services are available to all inmates; however, crisis contacts are limited to the assessment of risk to self or others. Crisis contacts are not meant to be used as individual sessions. In an emergency, you may contact your range officer or press your emergency call button to inform the RHU control officer. Misuse of your emergency call button may result in disciplinary action.

To review your clinical file, you must send a Psychological Service Request (PSR) directly to the Psychological Services OOA. File review requests are processed in the order they are received.

### **RECORDS OFFICE PROCEDURES**

The Records Office maintains your social service and legal files. You may review your file once every 6 months. To initiate a review, you must send an interview request directly to the Records Office. You will be placed on the waiting list and will be scheduled in the order received. If you have an administrative confinement hearing, parole action or legal deadline, please indicate that in your interview request. Please be specific regarding which file(s) you wish to review.

If an inmate displays unsafe, disruptive or disrespectful behaviors the record review will be ended. You will be restrained consistent with your restrictions or precautions to include being cuffed behind the back.

Requests for copies from your files are to be sent to the Records Office. You must include a signed "Disbursement Request" form for the cost of the copies. Questions regarding visiting lists, applications for your visiting list, copies of the visiting list, etc. should be sent directly to the visiting list clerk in the Records Office.

### **RECREATIONAL READING MATERIALS**

Please see DAI policy 303.00.02 for allowable property in RHU. Magazines will be allowed if you are on Step 3 or Administrative Confinement only, not to exceed the max limits in RHU. Staples are not allowed in RHU.

You may check out three books per week at a time for all status with the exception of controlled separation and observation status. This is a one for one exchange. A book request slip can be obtained from the supply cart, and must be returned to the RHU Sergeant by Wednesday. Duplicate, multiple or incomplete slips will not be honored.

Staff will then inspect the books for damages, alterations, or writings in the books prior to giving you the new book that was requested. If there are damages, alterations, or writing in the books a conduct report may be issued and restrictions may apply. If you lose or damage a book, restitution may be imposed through the conduct report process.

After the book request has been filled, a copy of the request will be placed outside of the cell so that staff can ensure you are in possession of the books you are supposed to have. This also verifies how many and which books need to be returned. Library books may not be passed or traded with other inmates.

If you leave the RHU, you MUST leave the books in RHU.

### **SHOWERS**

Proper hygiene is necessary in a confined setting such as RHU.

Showers will be announced five minutes prior to the start of showers. Please be prepared to for escort. This should include being properly dressed in pants and shirt with your light on. Officer staff will make contact with inmates that are eligible to shower and attempt to gain a verbal acknowledgment of acceptance or refusal. Inmates that routinely delay the process by not being prepared may be issued a warning followed by a conduct report.

You will be restrained, pat searched, and escorted to the shower stall. You will have 15 minutes to complete your hygiene needs including clipping your fingernails.

While in the shower stall, you will receive a change of clothing and a clean towel. Soap is available upon request. Use of a state fingernail / toenail clipper is allowed in the shower stall. You must request the use of the clippers from your escorting officer. You are not allowed to take the towel or clippers back to your cell.

If you do not elect to go to the shower area, you may still request a change of clothing.

You may bring the following items to the shower:

Shower shoes  
Face cloth  
Soap/Soap Dish  
Shampoo  
Conditioner

### **SOCIAL SERVICES**

If you are in need of Social Services, you will need to fill out an interview request and send it to your Social Worker. Be as specific as possible. Your Social Worker will handle PRC interviews and parole summaries.

### **STATUSES**

**Administrative Confinement/Restrictive Housing (AC)** – as noted in DAI policy DOC 308.00.1, is a non-punitive placement in Restrictive Housing for inmates whose continued presence in general population poses a serious threat to life, property, self, staff, other inmates, or to the secure and orderly operation of a facility.

The Security Director shall designate inmates who may be appropriate for referral to the ACRHRC for potential placement in AC. These inmates shall be identified as AC tracking during their disciplinary separation time. (For example: DS 3 AC tracking).

Within 60 days of the estimated release date from DS status the Security Director shall refer the matter to the RHU Security Supervisor and RHU CPS for review of the inmate record and completion of the DOC-121.

The review shall include examples of involvement in programming, mental health treatment or for violation of rules, if available.

The completed DOC-121 shall be forwarded to the Security Director within 30 days. After the final review the Security Director shall determine if an ACRHRC is warranted and refer to AC placement hearing.

Administrative Confinement will be managed through a step system.

**Controlled Separation:**

Restrictive placement of an inmate who exhibits disruptive or destructive behavior.

Placement into this status is made by a security supervisor. When the inmate's behavior is no longer disruptive, destructive, or out of control, a security supervisor shall remove the inmate from controlled separation.

**Disciplinary Separation:** is a punitive, segregated status which is the result of a major penalty. You will become involved in the Step process.

**Observation Status:** A non-punitive status used for the temporary confinement of an inmate to ensure the safety of the inmate or the safety of others. This may be either medical or clinical observation.

**Protective Confinement:** Placement into Protective Confinement is approved by the Security Director. Inmates should submit a DOC-1116 to the Security Director's office to initiate the process. The inmate will be placed in a facility or unit that can accommodate the inmates need for protection. Inmates shall remain in Protective Confinement until the Security Director determines that the conditions, which warranted placement, no longer exist and approves release.

**Temporary Lockup (TLU):** A temporary non-punitive segregated status allowing an inmate to be separated from the general population pending further administrative action.

**SUPPLIES**

Supplies will normally be distributed on second shift on Sunday, Wednesday and Friday. Supplies will be announced prior to the officer going around. You

must be prepared to receive you're your supplies. You must be dressed, pants and shirts on and have your cell light on.

DOC forms are for their intended use only. You are authorized to receive a maximum of two (2) forms of each type per day. For your safety and the security of the unit, you may not possess more than four of any one form.

You are only allowed to possess two (2) state issued pen inserts/pencils. You are not allowed to wrap it or alter it in any way. Pen inserts/Pencils will be issued on a one-for-one exchange, during supplies.

Toilet paper will be handed out on a one-for-one exchange basis during supplies, meaning that you must turn in your cardboard tube to receive a new roll.

Toothbrushes and toothpaste will be exchanged on a one-for-one basis on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

### **TELE-VISITS**

The Department of Corrections strives to provide meaningful opportunities to inmates and their visitors to maintain contact during an inmate's confinement.

WCI offers tele-visiting opportunities utilizing the equipment located at Milwaukee Secure Detention Facility (MSDF).

Entrance and visiting procedures apply. Given limited resources inmates are only allowed one tele-visit a week. Visitors must be on your approved visit list and must have a current form of identification. The maximum number of visitors permitted for a tele-visit is two. Visitors must arrive at MSDF thirty minutes prior to the start of their visit. Duration of the visit is fifteen minutes and will count as an allowed visit.

WCI staff will maintain the schedule and coordinate the visits. Scheduling of the visits must be made at least one week in advance of the visit. To schedule a tele-visit the visitor must contact WCI staff. Inmates will not be permitted to schedule the visit.

Tele-visits will be available Wednesday and Friday afternoons 12:50 pm-2:50 pm. Your visitors may schedule a tele-visit by calling the WCI RHU OOA at (920) 324-7267.

## **VISITS**

Visitors will not be processed in the lobby between the hours of 4:00 pm and 5:00 pm (approx.) until Institution Count clears. Visitors may experience delays between the hours of 3:00 pm and 4:00 pm because of mealtime. There will be no admittance into the Institution 45 minutes prior to the end of visiting hours.

There are no visits on Tuesdays and Wednesdays. Visits are first come first serve. Your visit may be altered due to operational needs. Visits on Saturday and Sunday will be from 9:00am to 3:00pm. Visitors will not be processed in the lobby between the hours of 11:00am and 12:00pm (approx.) until Institution Count clears.

Visits will be conducted through no-contact tele-visit equipment.

You are allowed no more than three (3) visitors per visit.

All non-attorney visits for RHU inmates will be conducted as televisits in accordance with DOC 309.11.

The following limits apply for the specified status:

**Administrative Confinement:**

month

AC-1 Four, two hour visits per

week

AC-2 Two, 3 hour visits per

week

AC-3- Three, 3 hour visits per

**Controlled Separation:**

Inmates in this status will not be authorized visits, until their behavior is stable. Previously scheduled professional visits may be considered for approval through the CPS and Warden's Office.

**Observation:**

One (1) hour visit per week, during normal business hours. This must be preapproved



through the CPS and approved by the Warden's office.

**Disciplinary Separation:**  
one hour in duration

DS1- One visit per week, up to

DS2- Two visits per week, up to  
one hour in duration

DS3- Two visits per week, up to  
two hours in duration

**Temporary Lock-up:**

TLU- Two (2), 2 hour visits per  
week.

**Protective Confinement:**

PC- Two (2), 2 hour visits per  
week

#### **VISITS: ATTORNEY VISITS**

These visits must be pre-approved and will be held in a no-contact visiting booth. Passing of legal papers and review of DFLM (Digital File Legal Material) between the inmate and his attorney is not allowed.

#### **VISITS: CHAPLAIN / SPIRITUAL LEADER**

The Chaplains conduct regular rounds in the RHU. If you wish to speak with a Chaplain you must submit an "Interview / Information Request" form to the Chapel. The Chaplain will stop by your cell front. The Chaplains are available for spiritual counseling and support. You may request individual grief / loss counseling from one of the WCI Chaplains. You may request religious text such as a Quran, Torah or Bible from the Chapel library by contacting a Chaplain.

#### **VISITS: CLERGY AND SPIRITUAL LEADER**

If you wish to receive a pastoral visit, you must submit an "Interview / Information Request" form to the Chapel requesting a Pastoral Visit Application

to be sent to you. When you receive the Pastoral Visitor Application, complete it, and mail it to your Minister / Pastor with instructions that it should be mailed back to the WCI Chapel.

The WCI Chaplain will then verify the information. If the pastoral visitor is approved, the WCI Chaplain will arrange a visit. Prior notification of at least 48 hours is needed. Pastoral visits are one hour in length and are conducted via video monitoring during regular visiting hours. Time allowed for pastoral visits does not affect your regular visiting allowed time. The same regulations set forth by the DOC and WCI will apply.