



# 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.

Cheryl Eplett

Name of Individual Certifying this Document / Proposed Document

Warden

Handwritten signature of Cheryl Eplett in blue ink.

Signature

4-16-20

Date Signed

# OAKHILL CORRECTIONAL INSTITUTION

## INMATE HANDBOOK



**2020-2022**

**Cheryl Eplett**  
**WARDEN**



**Inmate Mail:**  
**P.O. Box 938**  
**Oregon, WI 53575-0938**

**Staff Mail:**  
**P.O. Box 140**  
**Oregon, WI 53575-0140**

**Deputy Warden**  
*Paul Ninnemann*

**Security Director**  
*Beckie Blodgett*

## DAI Handbook References – General Population

<b>Accounts (funds)</b>	<p>28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]</p> <p>38 USC 5301 – Non-assignability and Exempt Status of Benefits (As it pertains to Deductions from Veterans Administration Benefits)</p> <p>Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments</p> <p>Wisconsin Statutes s. 301.31 – Wages to prisoners</p> <p>Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers</p> <p>Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners</p> <p>Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison</p> <p>Wisconsin Statutes s. 303.065(5) – Work Release Deductions</p> <p>Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision</p> <p>Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p> <p>Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act</p> <p>Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges</p> <p>Wisconsin Statutes s. 973.042 – Child Pornography Surcharge</p> <p>Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge</p> <p>Wisconsin Statutes s. 973.045 – Crime Victim Witness</p> <p>Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge</p> <p>Wisconsin Statutes s. 973.05 – Fines</p> <p>Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments</p> <p>Wisconsin Statutes s. 973.06 – Costs</p> <p>Wisconsin Statutes s. 973.20 – Restitution</p> <p>1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)</p> <p>Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates</p> <p>Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose.</p> <p>Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge</p> <p>Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds</p> <p>Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds</p> <p>Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p> <p>Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee</p>
<b>2017 WI Act 89 Requests</b>	<p>Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities.</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
<b>ADA</b>	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Sub ch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)</p> <p>Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services</p>
<b>Canteen</b>	<p>Wisconsin Statutes s. 301.27(2) – Vending Stands</p>

Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients  
Wisconsin Administrative Code s. 309.20 – Personal Property  
Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose  
Wisconsin Administrative Code s. 309.52 – Canteen  
Wisconsin Administrative Code s. 316.04 – Copayment

**Classification**

Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal; Interstate Corrections Compact  
Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners  
Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty  
Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

**Compensation (I/M)**

Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal  
Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use  
Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement  
Wisconsin Administrative Code s. DOC 309.55 – Compensation  
Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

**Complaints (I/M)**

WI Administrative Code 303 – Discipline  
WI Administrative Code 310 – Complaint Procedures

**Contraband**

Wisconsin Administrative Code Ch. DOC 303 - Discipline

**Count**

Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count

**Digital Legal Materials**

Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)

**Discipline (I/M)**

Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats  
Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences  
Wisconsin Administrative Code Ch. DOC 303 – Discipline  
Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program

**DNA Collection**

Wisconsin Statutes s. 165.76 – Submission of human biological specimen  
Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements

**Education**

Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment

**ERP Programs**

Wisconsin Statutes s. 302.045 – Challenge Incarceration Program  
Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program  
Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision

**HSU Access to Care**

Wisconsin State Statutes s. 301.03 General Corrections authority  
National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014

**HSU Co-Payments**

Wisconsin State Statutes s. 301.03 General Corrections authority

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care  
Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review  
Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients  
Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge

**Hygiene/Hair**

Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene  
Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene

**Interstate Transfers**

Wisconsin Administrative Code s. 303.28 – Disobeying Orders  
Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

**Lay In / Sick Cell**

Wisconsin Administrative Code s. DOC 309.55 – Compensation  
Wisconsin Administrative Code Ch. DOC 316 – Copayment

**LEP**

Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency  
Federal Title VI, 42 U.S.C. s. 2000d, et seq  
28 C.F.R. s.42.104

**Law Library**

Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix)  
Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties  
Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties  
Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying  
Wisconsin Administrative Code s. DOC 309.155 – Legal Services

**Legal Loans**

Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers  
Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners  
Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)  
Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports)  
Wisconsin Statutes s. 809.62 – Rule (Petition for review)  
Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents  
Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages  
Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect  
Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment)  
Wisconsin Statutes s. 974.06 – Post conviction Procedure  
Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post-conviction DNA testing for certain evidence)  
Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail  
Wisconsin Administrative Code s. DOC 309.155 – Legal Services  
Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds  
Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying  
Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

**Library**

American with Disabilities Act (ADA) 1990, Title III (Public) Accommodations  
Public Law 101-336  
American Library Association (ALA) – Library Bill of Rights

American Library Association (ALA) – Freedom to Read Statement  
American Library Association/Association of Specialized and Cooperative  
Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional  
Institutions (1992)  
Wisconsin Administrative Code s. DOC 309.02 – Definitions  
Wisconsin Administrative Code s. DOC 309.04 – Inmate mail  
Wisconsin Administrative Code s. DOC 309.05 – Publications

## **Mail**

Wis. Stat. §19.31  
Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of  
Contraband  
Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail  
Wisconsin Administrative Code s. DOC 303.72 – Major penalties  
Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition  
Wisconsin Administrative Code s. DOC 309.02 – Definitions  
Wisconsin Administrative Code s. DOC 309.04 – Inmate mail  
Wisconsin Administrative Code s. DOC 309.05 – Publications  
Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen –  
purpose  
Wisconsin Administrative Code s. DOC 309.51 – Funds for legal  
correspondence and copying

## **Marriages**

Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministrations  
  
Wisconsin Statutes Ch. 767 – Actions Affecting the Family  
Wisconsin Administrative Code s. DOC 309.06 – Visitation  
Wisconsin Administrative Code s. DOC 309.08 – Visiting List  
Wisconsin Administrative Code s. DOC 309.10 – Special Visits  
Wisconsin Administrative Code s. DOC 309.20 – Personal Property  
Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and  
Practices

## **Meals**

Wisconsin Administrative Code s. DOC 309.23 – Food  
Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids

## **Medications**

66 WI Op. Attorney General 179 (Wis. A.G.), WL 36140  
Standards for Health Services in Prisons, National Commission on Correctional  
Health Care, 2014, P-C-05 -- Medication Administration Training  
Standards for Health Services in Prison, National Commission on Correctional  
Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02

## **Name Changes (I/M)**

Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles

## **Notary Services**

1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)  
Wisconsin Statutes s. 20.919 – Notary public  
Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for  
finances and property  
Wisconsin Statutes s. 706.07 – Uniform law on notarial acts  
Wisconsin Statutes s. 782.04 – Petition; contents  
Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of  
claim; limitation of damages

## **Observation Placements**

Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental  
Disabilities and Mental Health Act  
Wisconsin Administrative Code Ch. DOC 311 – Observation Status

## **Phone Calls Incl. Attorney and**

Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls  
Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys

<b>International</b>	Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
<b>PREA</b>	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
<b>Programming</b>	Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need Assignment Wisconsin Administrative Code s. 302.14 – Program Enrollment
<b>Property</b>	Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.40 – Clothing Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
<b>PSU Access</b>	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
<b>Religious Practices, Property and Diets</b>	Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 303.35 – False names and titles Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice Wisconsin Administrative Code s. DOC 309.23 – Food
<b>Room Cleanliness</b>	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
<b>Searches</b>	Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution  Wisconsin Administrative Code s. 306.17 – Search of Inmates Wisconsin Administrative Code s. 309.20 – Personal Property Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
<b>Sex Offender Notification</b>	Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law
<b>Social Media Use (I/M)</b>	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

**Urinalysis Testing** Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs  
Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs  
Criminal Justice Drug Testing Act May 1990  
Wisconsin Administrative Code Ch. DOC 303 – Discipline  
Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates  
Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings

**Work Assignments** Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates  
Wisconsin Administrative Code Ch. DOC 313 – Prison Industries

**Visiting** Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate  
Wisconsin Administrative Code s. 306.18 – Search of Visitors  
Wisconsin Administrative Code s. 309.02 – Definitions  
Wisconsin Administrative Code s. 309.06 – Visitation  
Wisconsin Administrative Code s. 309.07 – Conduct during Visits  
Wisconsin Administrative Code s. 309.08 – Visiting List  
Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates  
Wisconsin Administrative Code s. 309.10 – Special Visits  
Wisconsin Administrative Code s. 309.11 – No-Contact Visiting  
Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges

**Voting** Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors  
Wisconsin State Statute 301.03(3a) – General Corrections Authority  
Wisconsin State Statute 973.09(4m) - Probation  
Wisconsin State Statute 973.176(2) - Voting  
2005 Wisconsin Act 451 – Relating to Administration of Elections

## **DAI Handbook References – Additional References for Minimum Security Facilities**

**Community Service** Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions  
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release under Supervision

**Offsite Authorization** Wisconsin Statutes s. 303.065(2m) – Work release plan for prison inmates  
Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions  
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates  
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release under Supervision

**Project Crew** Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions  
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates  
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

**Work and Study Release** Wisconsin Statutes s. 303.065 – Work Release Plan for Prison Inmates  
Wisconsin Administrative Code s. DOC 303.72 – Major penalties  
Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition



Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing  
 Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses  
 Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds  
 Wisconsin Administrative Code s. DOC 309.52 – Canteen  
 Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release  
 Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release  
 Wisconsin Administrative Code Ch. DOC 325 – Temporary Release under Supervision

**DAI Handbook References – Additional References for Restrictive Housing Unit Handbooks**

<b>Controlled Separation</b>	Wisconsin Administrative Code s. 303.72 – Controlled separation
<b>Disciplinary Separation</b>	Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation
<b>Protective Confinement</b>	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use Wisconsin Administrative Code s. DOC 303.73 – Major Penalty: Disciplinary Separation Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement
<b>Restrictions/Security Precautions</b>	Wisconsin Administrative Code 303 – Inmate Discipline
<b>RHU Meal Restrictions</b>	Wisconsin Statutes s. 301.33 – Freedom of Worship: religious ministration Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice
<b>Temporary Lock Up</b>	Wisconsin Administrative Code s.303.10 – Temporary lock up: use

**INTRODUCTION**

**Welcome to Oakhill Correctional Institution!**

Oakhill is a minimum-security adult correctional institution. The buildings and grounds, guidelines, rules and programs of the institution are different from those of any other institution; each inmate is expected to read this booklet carefully. Each inmate should fully understand the basic philosophy, policies and procedures for Oakhill and know their responsibilities.

This handbook is each inmate's informational guide for Oakhill Correctional Institution. It is not the intent of this booklet to contain all the requirements, rules and procedures of Oakhill. The OCI Inmate Procedure Manual, DAI Policy Manual and DOC Administrative Codes are located in the library. Additionally procedures may be reflected by memo, posted on institution bulletin boards or kiosk. If you are not sure of the proper procedure, ask a staff person for assistance.

### **DEPARTMENT OF CORRECTIONS - MISSION STATEMENT**

**Protect** the public, our staff and those in our charge.

**Provide** opportunities for positive change and success.

**Promote**, inform and educate others about our programs and successes.

**Partner** and collaborate with community service providers and other criminal justice entities.

### **DEPARTMENT OF CORRECTIONS - VISION STATEMENT**

To achieve excellence in correctional practices while fostering safety for victims and communities.

*Every Person - Every Family - Every Community Matters*

### **DEPARTMENT OF CORRECTIONS - REENTRY VISION STATEMENT**

Promote public safety and offender success from admission to custody through reentry and supervision in the community.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

- The Warden will appoint staff to serve as ADA Coordinator along with a back-up coordinator.
- Oakhill Correctional Institution (OCI) is committed to assuring compliance with the Americans with Disabilities Act. The Division of Adult Institutions (DAI) will ensure fair and equitable treatment of inmates and members of the public with disabilities who seek access to DAI services, programs or activities.
- OCI will provide reasonable accommodations and equitable and fair treatment to all inmates. Discrimination against any disabled individual is prohibited. Reasonable accommodations for qualified disabled individuals will be provided.
- OCI will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations and equal access to services as required affording equal opportunities to disabled individuals.
- If you have a disability, you will be granted accommodations based upon identified needs by a health care professional on an individual basis, as no two situations are alike.
- Inmates requesting ADA accommodations shall fill out a DOC-2530 "Reasonable Modification/Accommodation Request" and route it to the ADA Coordinator to be considered for accommodation. DOC-2530 forms are available in the institution library.
- Refer to DAI Policy 300.00.35.
- For hearing impaired offenders, there are TTY machines available through Social Services for communication to family and friends by phone. A video phone is also available. Please see OCI Facility Procedure in DOC Policy 309.39.01, *Monitoring and Recording of Inmate Telephone Calls*. Interpreters shall be used for RC Hearings, Parole

Hearings, Conduct Report Hearings, pre-scheduled medical appointments, and any other appoint that they are deemed necessary for, and in the best interest of the offender.

## **BULLYING/HARRASSMENT**

- “Bullying” means a pattern of behavior that is deliberate or intentional, using words or actions causing fear, intimidation, or harm and is characterized by an individual behaving in a certain way to gain power. Furthermore, it may be serious enough to negatively impact a person’s well-being. “Bullying” includes, but is not necessarily limited to such behaviors as stalking, intimidating, belittling, humiliating, menacing, coercing, name-calling, taunting, making threat, spreading rumors, hazing and shunning an individual.
- Harassing type behaviors will also not be tolerated. Harassment is a condition in which conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile or abusive. Harassment may include verbal or written abuse, epithets, sexual explicit or derogatory language, display of offensive materials, mimicry, lewd or offensive gestures or telling offensive jokes. Based on any of the following but not limited to, age, color, creed, national origin, religion, sexual orientation, gender identity, physical attributes, physical or mental ability.
- OCI has a zero tolerance for these types of behaviors and behaviors of this nature will be dealt with accordingly. Everyone has the right to be treated with dignity and respect.

## **INMATE COMPLAINT PROCESS (ICE)**

- OCI maintains an inmate complaint review system accessible to all inmates in the institution. 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.
- For further information see unit bulletin board.

## **INTERVIEW REQUEST PROCESS**

- Requests to see staff members or obtain information shall be made by submitting an Interview Request form (DOC-0643) to the staff member, who is requested to be seen. These Interview Request forms are available in each living unit and should be placed in the unit mailbox. For the most part, interviews with staff are held during free hours and you should indicate your free hours on the Interview Request. Please allow a reasonable period of time for response.
- NOTE: The Interview Request form is a two-sided document. Be sure to complete both sides of the form. Incomplete requests will result in a delay or no response to your request.
- Requests of an immediate nature should be made to the housing unit officer who will determine if the request is urgent.

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

- Oakhill Correctional Institution will comply with Federal law under Title VI which requires all recipients of federal funds to provide meaningful access to documents, services and programs for individuals with Limited English Proficiency. For those who do not speak fluent English, there are “I Speak” cards available throughout the Institution. These cards can be used to determine the language the offender speaks, and then

arrangements can be made to communicate with that offender. Many signs in the Institution have been translated in to Spanish. Questions regarding LEP inmates learning to speak English should be directed to the Education Department. Interpreters will be used via phone, when necessary and in the best interest of the offender.

- Institución correccional Oakhill cumplirá con las leyes federales bajo el Título VI, que requiere que todos los destinatarios de los fondos federales proporcionar acceso significativo a documentos, servicios y programas para personas con dominio limitado del inglés. Para aquellos que no hablan a Inglés con fluidez, son "I Speak" tarjetas disponibles a través de la institución. Estas tarjetas pueden ser utilizadas para determinar el idioma que habla el delincuente, y entonces se pueden hacer arreglos para comunicarse con ese delincuente. Muchas señales en la institución se han traducido en español. Preguntas con respecto a los reclusos LEP aprender a hablar a Inglés deben hacerse en el Departamento de educación. Intérpretes se utilizará por teléfono, cuando sea necesario y en el mejor interés del delincuente.
- Oakhill lub txhab ceev yuav raws li tsoom fwv teb chaws txoj cai nyob rau hauv tsab cai Title VI uas yuav tsum tau tag nrho neeg hauv tsoom fwv teb chaws cov nyiaj muab kuab siv cov ntaub ntawv, cov kev pab thiab cov kev pab cuam rau cov neeg uas nrog luag cov paub lus Askiv npliag. Rau cov neeg uas tsis txawj hais lus paub lus Askiv, muaj cov "Kuv Speak" card muaj nyob thoob plaws hauv lub chaw ua hauj lwm. Cov card no yuav siv tau los txiav txim rau cov lus uas tus hais lus, thiab ces neeg yuav los mus sib tham nrog tus neeg ua txhaum. Muaj ntau yam nyob rau hauv qhov chaw ua hauj lwm muaj lawm nyob hauv txhais tau Mev. Yog muaj lus nug txog LEP inmates kawm hais lus Askiv yuav tsum qhia rau lawv kev kawm. Neeg txhais lus yuav siv ntawm cov xov tooj, thaum tsim nyog hauv lub paj zoo ntawm tus neeg ua txhaum.

#### **PRISON RAPE ELIMINATION ACT (P.R.E.A.)**

- State law prohibits any sexual conduct/assault upon an inmate, by another inmate(s) or staff member. DOC maintains a zero tolerance policy toward all sexual contact/assault on any inmate. Wisconsin Administrative Code, Chapter 303, prohibits inmates from engaging in sexual activity, including sexual assault. Wisconsin Statutes, Section 940.225, specifically prohibits sexual contact and sexual intercourse between inmates and correctional staff. Under the current law, if a corrections employee has sexual contact or sexual intercourse with inmates it is deemed to be sexual assault. Inmate consent is impossible because of the unequal power relationship between staff and inmates. Allegations of staff sexual assault will be treated seriously and referred to law enforcement for investigation. Inmates may receive disciplinary action if false allegations are provided under the provisions of DOC 303.32, WI Administrative Code.
- Please refer to the pamphlet provided to each inmate titled: *Wisconsin Department of Corrections, Division of Adult Institutions Sexual Abuse/Assault Prevention and Intervention, An Overview for Offenders* for more information.

- In each housing unit when a person of opposite gender enters the unit, except in emergencies, a door bell will be sounded for your safety. *OCI Facility Procedure 900.404.03*

**How to Report an Incident of Sexual Misconduct:** It is important that you tell a staff member if you have been sexually assaulted, threatened or are being solicited for sexual activity. You can tell the Chaplain, Psychologist, Social Worker, Warden, Sergeant/Officer, any Health Service Unit (HSU) staff or any other staff member you trust. DOC staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials on a need-to-know basis.

There are, however, other means to confidentially report the assault if you are not comfortable talking with staff, such as:

- **File an Offender Complaint.** You may file an Offender Complaint (DOC-400) per Administrative Code DOC 310. This is a confidential process. Your complaint will be forwarded to the Warden for investigation. DOC-400 Offender Complaint forms are available on housing units.
- **Write directly to the Warden, Division of Adult Institutions (DAI) Administrator, or DOC Secretary.** You can send the Warden an Offender Information/Interview Request or a letter reporting sexual misconduct. You may also send a letter to the DAI Administrator or Secretary of the DOC. To ensure confidentiality, place in a sealed envelope.
- **Contact the PREA hotline by dialing (#777) on the inmate telephone.** When prompted provide your name, DOC # and report of the incident.
- **Contact outside the D.O.C. by dialing (#888) on the inmate telephone.**
- **Contact the Local law enforcement agency.** You can report a sexual assault by contacting local law enforcement directly or through a third party.

**What to do if you are assaulted:** If you become a victim of a sexual assault, **you should report it immediately to staff** that will offer you immediate protection from the assailant and will refer you for a medical examination and clinical assessment. Even though you may want to clean up after the assault, **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries, which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault. The individuals who sexually abuse or assault offenders can only be disciplined and/or prosecuted if the abuse is reported. A PSU staff member will contact you to discuss Victim Services available to you.

**Prevention:** If you feel that your right to be free from sexual misconduct is being violated, staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual misconduct with any staff member. Some staff, like psychologists, are specially trained to help you deal with problems in this area. If you are in an emergency situation, approach any staff member. It is part of their job to ensure your safety. Even if you have not been assaulted or abused, but are in fear for your safety, you should report your concern to staff.

You do not have to name other offenders to receive assistance, but specific information may make it easier for staff to help you.

## **PROBLEM RESOLUTION GUIDE – CHAIN OF COMMAND**

- Inmates shall attempt to address and resolve their issues at the lowest possible level. An Interview/ Information Request (DOC-643) may be used to address issues to institutional staff.
- The Chain of Command, outlined below, spells out who inmates should talk to first if they have a question or concern. Failure to follow this Chain of Command, sending requests to multiple staff, or failing to wait at least reasonable amount of time will only cause delay in response.
- Inmates may “jump levels” or ask someone sooner only for a valid reason. The last level in the Chain of Command in addressing any institution issue is always the Warden. Institution staff will assist inmates with this process upon request.
- At any time in this process an inmate may file a complaint in accordance with DOC Administrative Code 310.

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>
<b>Account</b>	Inmate Accounts, Business Office	Financial Programs Supervisor
<b>Canteen</b>	Storekeeper	Financial Programs Supervisor
<b>Clothing</b>	Clothing Officer	Security Supervisor Liaison
<b>Disability Accommodations &amp; Concerns</b>	ADA Coordinator	Corrections Management Services Director or Deputy Warden
<b>Food Service</b>	Unit Officer	Food Service Administrator
<b>Housing Unit</b>	Unit Sergeant	Security Supervisor Liaison or Program Supervisor
<b>Legal &amp; Social Service Records Review</b>	Records Department	Program Supervisor
<b>Limited English Proficiency (LEP)</b>	LEP/ADA Coordinator/Social Worker	Program Supervisor/ Deputy Warden
<b>Library</b>	Librarian	Education Director
<b>Mail/Property</b>	Mailroom/Property Officer	Security Supervisor Liaison
<b>Medical</b>	Health Services	Health Service Unit Manager
<b>Parole Questions</b>	Records Office	Offender Records Supervisor
<b>Payroll</b>	Work Supervisor / Financial Specialist – Inmate Accounts	Financial Programs Supervisor
<b>RC (Classification)</b>	Classification Specialist	BOCM Sector Chief
<b>Programming</b>	Group Facilitator	Program Supervisor

<b>NATURE OF CONCERN</b>	<b>FIRST LEVEL</b>	<b>SECOND LEVEL</b>
<b>Psychological Services</b>	Psychologist	Psychological Services Supervisor
<b>Recreation</b>	Recreation Leader	Program Supervisor
<b>Religious</b>	Chaplain	Program Supervisor
<b>School</b>	Teacher	Education Director
<b>Sentencing Information</b>	Records Department	Offender Records Supervisor
<b>Social Services</b>	Social Worker	Program Supervisor
<b>TLU Placement</b>	Unit Sergeant	Security Supervisor or Security Director
<b>Visiting Area</b>	Visiting Room Sergeant / Officer	Security Supervisor Liaison or Program Supervisor
<b>Visiting List &amp; Restrictions</b>	Social Worker	Program Supervisor
<b>Work Problem</b>	Work Supervisor/Unit Officer or Sergeant	Department Head / Area Supervisor
<b>Work/Job Removal</b>	Department Head / Area Supervisor	Security Supervisor Liaison

## **RECEPTION AND ORIENTATION**

- Upon arrival at Oakhill each inmate will progress through three phases of Reception and Orientation (R&O) before being assigned to a permanent living unit. While in R&O status various staff members will conduct orientation discussions to acquaint each inmate with the institution. Feel free to ask any questions that come to mind during the orientation or after being assigned to a housing unit.

## **RESPECT AND PERSONAL RESPONSIBILITY**

Since OCI is a minimum-security institution, emphasis is placed on respect and personal responsibility. You are expected to respect yourself and the staff, as well as other inmates and their property. You can demonstrate personal responsibility, respect, and maturity by:

- Observing civil standards of language and conduct.
- Being prompt and on time for counts, work, school and other assigned activities.
- Using your time constructively by participating in activities and programs made available to you.

Do not hesitate to ask staff for help with your issues or concerns; however you are encouraged to think things through and use the life-skills you have learned. Make responsible decisions now so that your community re-entry will be safe and successful.

## **SAFETY GUIDELINES**

The following are general safety guidelines for your stay at Oakhill:

- All inmates are expected to practice safe living and work habits at all times. Being safety conscious and knowing the conditions of the surrounding environment are important in preventing accidents.
- Follow all safety instructions posted in areas and on equipment.
- If you are not sure of the proper procedure or protective devices to use, ask.

- Operate only that equipment which you have been authorized and instructed to use by staff.
- Use the personal protection required for the activity (e.g., hand, ear, eye, and respiratory protection).
- Keep your living and work/program area neat and orderly. Good housekeeping is essential to accident prevention.
- Aisles, exits, stairways and passageways shall be kept clear at all times.
- Tools shall only be used after receiving authorization. Tools shall only be used for the task for which they were designed.
- Improper lifting causes back injuries. Keep the load close, bend your knees, and never turn or twist with a load. If in doubt, seek help.
- Learn the location of evacuation areas and know tornado procedures. Know fire evacuation procedures. Failure to comply with procedures may result in disciplinary action.
- Wipe up spills immediately to avoid slips and falls. Use wet floor signs whenever floors are wet.
- Do not run in buildings or up and down stairs.
- Report unsafe conditions or practices to a staff member.
- When using recreation equipment, use only as intended and designed. Be sure that you are familiar with and orientated to the proper use of all equipment.
- Footwear shall be worn at all times whenever walking in buildings or outside.
- If you have an accident or are injured, notify a staff member immediately for assistance.

## **HOUSING UNIT RULES AND GENERAL INFORMATION**

### **BADGER STATE ENTERPRISES**

- Badger State Enterprises (BSE) operates the Upholstered Products Shop employing inmates in the manufacturing of office chairs and institutional seating.
- Inmates who wish to work in BSE shall fill out an application when applying for a job. Selected candidates will be called in for an interview by BSE staff when openings become available. Applications are available from unit staff or social services.

### **BULLETIN BOARDS**

- Bulletin boards are located in each housing unit. These bulletin boards have DOC and OCI information. Inmates are responsible for reviewing the bulletin boards and for knowing the information provided in them. Inmates are not permitted to post, remove or write on the bulletin boards.

### **CANTEEN**

- Oakhill Correctional Institution contracts with an outside canteen vendor who offers a large selection of products.
- OCI inmates are allowed to order canteen on a bi-weekly basis. This schedule is posted in each housing unit.
- Inmates may spend a maximum of \$84 bi-weekly on canteen items separate from contracted property vendors. You shall retain your receipts for all canteen items in your possession.
- Inmates may only possess one and a half times (1 ½) the maximum amount allowed.



- No stockpiling of canteen items allowed; inmates must use items as intended and according to directions. The storage time limit for consumable items (food and hygiene) is two months or 60 days from date of purchase receipt or by expiration date or whichever is sooner. All other canteen items purchased have a possession limit, it is each inmate's responsibility to know and stay within the limits. Canteen purchase receipts shall be required to verify purchase dates, inmates shall save all canteen receipts until the products are used. It's the inmate's responsibility to keep their canteen receipts to prove ownership.
- When an inmate receives Loss of Canteen, on a conduct report disposition, he will only be allowed to order a limited supply of hygiene and stationary items.

## CLOTHING

- Full Greens **with** State issued shoes (unless medically authorized) **shall** be worn.
  - Administration Building, MARS, Visits, off ground activities.
  - HSU- inmates not on a work, school or program assignment shall wear state issued greens.
- Full Greens with State issued or personal shoes **shall** be worn.
  - Educational classes/program, R&O, School, Chapel or any staff or volunteer directed activities.
- All clothing shall fit properly, be in good repair, and is to be worn in the manner which it was intended. (For example: Jackets and sweatshirts are designated as the outermost garments.)
- Inmates shall retain possession of all state issued clothing and are responsible for any altered, missing, or damaged items.
- Items may only be exchanged if they are worn out or a size change is needed.
- While in your room a minimum of undershorts shall be worn at all times.
- Tank tops may be worn in room or going to and from recreation. Tank tops are not permitted in dayroom/cardroom/general purpose area.
- Appropriate attire is required whenever outside of assigned room.

## COUNTS

- Formal Counts will be taken at the times indicated. All inmates are responsible for reporting to their rooms five (5) minutes prior to any formal count, regardless of an announcement being made, either via the institution PA system or by the unit staff.
  - **1:00 a.m.** – No announcement made.
  - **5:00 a.m.** – Announcement made for clearing only.
  - **7:30 a.m.** – Standing count. An announcement will be made, either over the PA system or by unit staff.
  - **12:10 p.m.** Standing count - An announcement will be made, either over the PA system or by unit staff.
  - **1:40 p.m.** Census Count – All inmates not at a job or assignment are to remain in their rooms until count is verbally cleared by unit staff.
  - **5:40 p.m.** Standing count – An announcement will be made, either over the PA system or by unit staff.
  - **9:15 p.m.** Standing Count- Announcement will be made, including for clearing.
  - Work release/project crew/food service or an early morning job assignment inmates may request a 'sleep-in' from the unit staff no later than one hour prior to

count. This will be approved or denied based on the discretion of staff. Inmates with approved sleep-ins, who are awake, shall stand for count.

- Inmates that are not on a job assignment off unit or outside the fence –
  - Shall report to their assigned housing unit.
  - Inmates, including unit workers, will report to their assigned rooms during count time.
- For Standing Counts
  - Inmates shall stand in their rooms facing the door and be clearly visible.
  - Inmates shall be dressed in no less than a tank top and shorts (only during standing count).
  - No electronics will be allowed on.
  - No musical instruments will be allowed to be played.
  - Inmates are not allowed to read books, publications or magazines.
- When the housing unit Officer has counted all the inmates, the inmates will be allowed to return to their assigned bunks and may use their electronics.
- Unit Sergeant/officer has the discretion to allow unit workers to return to their assignment
- All remaining inmates shall cease all movement during the formal count until announced “cleared” either over the public address system or by unit staff.

## DISCIPLINE

- Discipline, when necessary, is given for violations of the rules in accordance with DOC 303. Penalties include;
  - **Building Confinement - It is a 24-hour per day sanction** (time begins when sanction is given that day) Inmates who are under this sanction may **not** leave their housing unit except for the following:
    - Inmates are allowed to attend work or program assignments, religious services, HSU, Visits, and other appointments initiated by a staff member.
    - Law library – May use only if the inmate can provide verification that they have an upcoming court date or deadline. Shall be approved through Librarian.
    - Meals will be eaten in dining rooms. A and B Building will eat in Main Kitchen.
    - Prohibited from using unit patio.
  - **Extra Duty** - An inmate may be assigned extra work duty for up to 80 hours without pay.
  - **Loss of Electronics** - Includes your own personally owned electronics, using your roommates, and OCI’s (no dayroom TV).
  - **Loss of Recreation** –
    - Inmates **shall not** attend or participate in any of the following activities:
      - Any sports.
      - Any leisure activities **outside** the cell including indoor recreation, or walking the track during outdoor recreation.
    - Inmates **may**:
      - May use the game room; TV room; or multi-purpose room in the housing unit.
      - Go outside to sit on patio – Only during your unit’s scheduled outdoor recreational period.

- Work on in-cell hobby projects including musical instruments.
  - Have access to ice and the microwave, total use time is limited to no more than 10 minutes. If these items are located in the card room or dayroom area, the inmate shall first inform unit staff member that they are going in there for that purpose.
  - Inmates may use the law library, only if they can provide verification that they have an upcoming court date or deadline.
  - May attend programming/Volunteer led programming (i.e. Recovery and Support Programming, etc.).
  - If an inmate is assigned to school (academics & vocational), he may attend the career center in the evenings (any evening TU-TH). All other inmates shall conform to the Leisure Time Activity Schedule.
- **Loss of Specific Privileges** - May include visits, telephone/kiosk usage, canteen, etc.
  - **Reprimand** - A reprimand is an oral/written statement given by the hearing officer (HO) or staff member.
  - **Restitution** - Restitution is payment to the owner for the replacement or repair of stolen, destroyed and damaged property or for medical bills. An inmate may be ordered to make full or partial restitution, and will be charged in accordance with OCI's Restitution Schedule. Money may be withheld from earnings or taken from an inmate's account to satisfy the requirements of restitution.
  - **Room Confinement - This is a 24 hour sanction**, (Time begins when sanction is given that day.) The inmate may not leave his room, without specific permission, except for one of the following conditions:
    - Emergencies (shall report directly to the housing unit staff).
    - Controlled medications. Shall report directly to the housing unit staff during medication distribution times.
    - Inmate shall receive permission for use of toilet facilities.
    - Permission shall be granted to attend work or program assignments, religious services, HSU, Visits, and other appointments initiated by a staff member.
    - Meals will be eaten in dining rooms. A and B Building will eat in Main Kitchen.
    - Attending other activities (i.e. modules, AA, Circle of Recovery, Support groups, Transition fair) will be reviewed on a case by case basis with adequate notice given.
    - Law library – May use only if the inmate can provide verification that they have an upcoming court date or deadline. Shall be approved through the Librarian.
    - Inmates will be allowed to use any of their own electronic equipment (including radio, tablet, television, etc.) unless otherwise specified in the conduct report disposition.
    - All necessary activities, which require leaving the room including showers, room cleaning, laundry, etc. will be arranged through the unit Sergeant.
    - Phone call or Kiosk use will be with the Sergeant's approval and limited to one 20 minute call or one kiosk session per day.

## **EARNED RELEASE PROGRAM (ERP)**

- The Earned Release Program (ERP) is pursuant to the Wisconsin State Statutes, Sec 302.05, and utilizes two core curriculums; Thinking for a Change (T4C) and Cognitive Behavioral Interventions for Substance Abuse (CBISA). In conjunction with these primary curriculums, a wide range of ancillary programs are offered. The program is generally 20 weeks in length. The Earned Release Program includes a behavior modification system where behavior is monitored on and off the housing unit and either reinforced with recognition/incentives or immediate sanctions for negative behaviors. OCI is committed to the use of evidence-based practices in furtherance of the core principles of effective intervention strategies.
- ERP participants at OCI are required to fully participate in both program and work-related activities. Client's work extensively with their respective probation and parole agent, especially when focused on release planning needs such as aftercare, residence needs, support services, and employment. Each client prepares a release plan that is reviewed and approved by staff. The sentencing court is notified upon a client's completion of the program, at which time the sentence is modified to allow release on Extended Supervision. OCI also provides a variety of staff and volunteer facilitated support groups.

## **EDUCATION AND VOCATIONAL ASSIGNMENTS**

- Academic
  - Adult Basic Education (ABE) up to the High School Equivalency Diploma (HSED) is available. Classes are held either in the morning or afternoon to accommodate as many men as possible. Peer tutors are available. Because men do not stay at OCI very long, those who expect to finish their HSED will need to do school work outside of class.
  - A drop-in program is available on posted evenings according to your color lanyard for indoor recreation time. This time can also be used to discuss education with a teacher or take advantage of extra class time.
  - If you have a required educational need you are required by DAI Policy 303.55.04 to attend school until completion.
  - The Test of Adult Basic Education (TABE) is given to new inmates that have not had a TABE test recently. All new academic inmates who have not already earned a GED or HSED must complete a TABE test. The TABE generates a printout for the inmate and teacher, listing what has been learned and what needs to be learned. The DOC has determined that this test is mandatory because it helps teachers and inmates make the best use of available time and class placement in academic as well as vocational programming. The TABE test also assists with qualifications for programming and for job requirement needs. Failure to show up for a TABE test may result in 90 days voluntary unassigned.
- Vocational
  - Horticulture/Urban Forestry
    - This Madison College certificate program allows student to learn the basic fundamentals of horticulture with additional courses emphasizing landscape design/maintenance, interior-scaping, floral design, soils/fertilizer, turf management and greenhouse operations.
    - Entry requirements:
      - Ninth grade reading level.
      - Seventh grade math level.

- Able to lift 50 pounds.
- Able to stand for long periods of time.
- Able to work with others and independently.
- Program entry: Inmates may request to be put on the wait list.
- Program length: 16 weeks.
- Building Services Class
  - This Madison College certificate program allows students to learn proper use of power tools; to install and replace electrical switches/fixtures; to paint and side structures; to build additions and outbuildings; and to install and repair floor and wall coverings.
  - Entry requirements:
    - Able to lift and carry 50 pounds.
    - Able to kneel, stoop, and reach above one's head.
    - Good judgment in planning sequences of operations.
    - Apply procedures carefully and work to prescribed standards.
    - Sixth grade reading/math ability.
    - Must pass a basic measurement test.
  - Program entry: Inmates with a vocational need will be placed on the waitlist. Inmates may request to be put on the wait list.
  - Program length: 14-15 weeks.

## **ELECTRONICS**

- An inmate's personally owned electronic equipment, (radio, television, tablet, etc.) shall be used with headphones at all times.
- There will be no transferring, sharing or borrowing of electronics from one inmate to another, including when an inmate is released.
- Typewriters may only be used between the hours of 9:00 a.m. and 9:10 p.m.
- Tablets may be used anywhere within the unit or on the unit patio.

## **ENERGY CONSERVATION**

- Energy conservation is everyone's responsibility; inmates shall turn off lights, radios, televisions, fans, etc., when leaving their room. Sinks may only be turned on when in use. You may only turn on the ONE shower that you are using. To save both gas and water, you are to limit the duration of your shower to the shortest reasonable time or no more than 15 minutes.
- Lights out - Quiet hours:
  - Observed by all inmates.
  - Between the hours of 1:00 a.m. and 5:30 a.m., (Unless otherwise noted by specific program guidelines, i.e. Housing Units 4/5/6).
  - There shall be no lights on in the room.
  - No electronics may be used during this time period.
- 'Courtesy flushing' of the toilets, Inmates shall not flush more than two (2) times when using the toilet facilities.

## **FOOTLOCKER**

- You will be issued a footlocker and padlock when you arrive in Unit 12 for the duration of your stay at OCI.

## **FOOTWEAR**

- For health and safety purposes, shower shoes and slippers/soft-sole moccasins may only be worn in the inmate's room, or to/from the unit bathroom, with/without socks.

## **GAME ROOM**

- Game Room is available for games every day between 8:00 a.m. and 9:10 p.m., with the exception of meal times.
- Inmates shall vacate the area no later than 11:00 a.m. for lunch meal and 4:00 p.m. for supper meal, for sanitation purposes.
- No spectators/loitering allowed.
- Card playing, dominoes and board games are privileges and shall be treated as such.
- Card or domino slamming will not be permitted.
- Noise shall be kept to a minimum.
- Food items shall be prepared in your room prior to bringing it for microwave use. No consumption of food is allowed in the game room.
- You may consume liquids (i.e. coffee, soda, water etc.) however you will be responsible for cleaning up after yourself.
- Unit games shall not be removed from game room without prior approval, and shall be returned by the end of that shift.
- Gambling is NOT permitted.
- Those using the room are responsible for cleaning up the immediate area when finished.
- The unit sergeant may limit the number of inmates in the game room as space allows.
- The unit sergeant has the discretion to immediately remove an inmate(s) from the game room for disruptive behavior or other violations.

## **HAIRCARE**

Only the inmate barber will be allowed to cut an inmate's hair. You will be permitted freedom in personal grooming as long as your appearance does not conflict with the institution's requirements for safety, identification, and hygiene. The following standards have been established relative to inmate grooming:

- All men are expected to maintain an appropriate level of personal hygiene. Medical staff may authorize cutting a man's hair when there is evidence of unsanitary care to warrant such action.
- Braiding, twisting and styling of hair is permitted. Staff may require braided hair to be unbraided for personal searches.
- Braiding shall be done in the unit bathroom with prior permission from housing unit staff.
- Any hairstyle or cut which indicates an affiliation with an unauthorized/unsanctioned group or activity is forbidden.
- Haircuts/styles not allowed include, but are not limited to:
  - Rat-tails (small section of hair allowed to grow longer than the areas that surround it).
  - Mohawks.
  - Punk-style (non-symmetrical lengths, obvious differences in length creating overhanging layers of hair.)
  - Letters/numbers/symbols cut or styled into hair
  - Hair braided, twisted or styled in patterns to display affiliation to any group.
- No partially shaved heads are allowed. If any portion of the head is shaved to the skin, the entire head shall be shaved.

- Variations in the length of hair shall be tapered gradually so that no obvious lines are created. The length of hair shall be the same right to left-symmetrical.
- One part, running from front to back, will be allowed to be cut in hair. Other designs and/or lines will not be permitted to be cut or shaved into hair.
- No dying or bleaching of hair is allowed.
- Inmates on work assignments around machinery or in food service may be required to have head/facial hair suitably cut or wear appropriate protective equipment (hairnets, etc.).
- Newly received inmates who have haircuts that do not meet OCI rules will have their hair re-cut to comply with standards.
- New identification photographs will be required of any man whose physical appearance changes during confinement as a result of change in hairstyle, including length of hair or facial hair.
- Security director/designee will determine the appropriateness of questionable haircuts/braiding and whether the hair needs to be changed.

### **HAIR CARE – GENERAL**

The institution barber in the Barber Shop which is located in the Education Building will do all cutting of hair or the initial shaving of the inmates head. In the interest of personal responsibility, inmates are strongly encouraged to purchase their own electric razor, with an available pop up beard trimmer. An inmate, who initially cuts his own hair, may be subject to discipline.

- **HOURS:**
  - Monday through Friday
    - 8:10 a.m. to 10:30 a.m.
    - 1:00 p.m. to 2:00 p.m.
    - 6:20 p.m. to 7:40 p.m.
- **APPOINTMENTS:**
  - The unit sign-up sheet will be posted prior to your unit's assigned date. (See posted appointment calendar).
  - No phone calls from the housing unit officer to the School Officer will be made, with the exceptions of inmates who transferred between units and who missed their regularly scheduled haircut. Those affected inmates may make arrangements with their new unit Sergeant who will contact the School Officer to schedule a date and time.
  - Inmates are responsible for setting and keeping their own appointment.
  - Inmates who fail to show up for their appointment time, other than due to staff direction, will forfeit their haircut appointment for that day and will not be eligible until their unit's next rotation date.
  - Inmates housed in Restrictive Housing are allowed one haircut every six weeks. These will be done on Sunday afternoons, when institution needs permit.
  - Inmates in Unit 12/Dorm. Haircuts will be completed in unit on Saturdays between 8:00 a.m. and 11:00 p.m. See unit staff to sign-up, space is limited.
  - Hair shall be clean and free of oil and grease.
  - Permanents are not given in the Barber Shop.
  - No transfer or release haircuts will be done.
  - Inmates are allowed 1 (one) haircut every 6 (six) weeks.

### **HEALTH SERVICES UNIT (HSU)**

- Orientation

- HSU is staffed Monday - Friday 7:00 a.m. to 10:00 p.m., Weekends and Holidays from 7:00 a.m. to 3:30 p.m.
- Nurses are on call after office hours for emergencies only.
- All visits to HSU, except emergencies, are made by appointment.
- Services provided here include dental, doctor, eye doctor, nurse practitioner, psychiatry, therapy and nurse visits.
- Procedure to Access Health Care / Dental Care / Psychiatric Care
  - The following requests are found in every housing unit. Fill out the forms completely and place them in the HSU mailbox located in every housing unit. The requests are picked up nightly and are received the next business day.
  - Health Services Requests (HSR) – If you want to see a health services staff member, you shall fill out a HSR.
  - Psychiatric Care or Services Requests (PCR) – If you want to see a Psychiatric Staff member for new mental health issues or concerns.
  - Dental Services Requests (DSR) – If you want to see a dental staff member.
- Emergencies, Emergency Services and Offsite Medical Appointments
  - Nursing staff are available for emergencies during regular business hours (for example, severe pain/injuries or life threatening events such as uncontrollable bleeding or difficulties in breathing).
  - When medical care is necessary outside of the institution or if hospital care is required, we will make appointments and arrangements for security to transport you.
- Medical Alert Wristbands - are available if you want to wear one.
- Medications
  - Using Medications
    - Items available on canteen are not provided by HSU.
    - Medications that you are allowed to keep in your possession are to be taken as directed by the provider. It is a violation to take more than is prescribed.
    - Medications that are controlled by security are to be taken in front the housing unit officer with water. The federally controlled medications are given by officers at HSU at specific medication times.
    - If you have diabetes and require insulin, you can check your blood sugar in your housing unit but you are required to report to HSU to obtain your insulin.
    - It is your responsibility to report to HSU at the scheduled times for medications.
  - Refill Requests:
    - If you need a refill – complete a medication refill request that you need a refill request and send to HSU. Refills are done Monday – Friday. HSU has seven (7) days to return your refill to you so plan ahead.
  - Handling your medicine:
    - Maintain them in your possession in the original package.
    - You may have your nitroglycerin (if prescribed) on you at all times you may sign out your Epi-Pen (if prescribed) from your unit to take to work with you.
- If you have a chronic medical condition, we encourage you to contact HSU to discuss completing a Healthcare Power of Attorney. This legal document allows you to identify who you would like to make health care decisions for you if you are unable to make those decisions yourself.



- Co-pay Policy:
  - Inmate's initiating non-emergency appointments will be charged a co-pay of \$7.50. The HSU staff will determine if there is an emergency.
  - You will not be denied care based on your ability to pay the charge. The loan balance due will be charged to your account.
- Reviewing and copying of Health Care Records:
  - You may request an appointment to view your individual Health Care Record and request copies. The standard charge of .15 per page/side applies.
  - Per DAI Policy # 500.50.08: Inmate patients may no longer obtain a free copy of laboratory or medical imaging results. HSU will notify you of those results.
  - If you have tests done by a specialty provider (UWH&C) you may write to their medical records department to obtain copies of your medical records. You pay them directly for the requested copies.
- Complaints:
  - First, try to resolve the problem by speaking with HSU staff.

If you can't, write to the HSU Manager. Tell the HSU Manager what the problem is, what you have tried to do to resolve the problem, who you worked with, and what you would like the HSU Manager to do for you. The HSU Manager may request to meet with you to review the problem.

### **HOBBY (ARTS AND CRAFTS)**

- Inmates engaging in any hobby activity, whether done in the housing unit or at the school, shall first complete the OCI Hobby Orientation with a recreation staff.
- Inmates are limited to two (2) hobbies and no more than three (3) projects at one time; spend a limited amount of money on hobby supplies; and, with the exception of one oversized item (musical instrument), be able to store all hobby material in a box measuring 14 x 14 x 14. Hobby Property procedures may be found in DAI 309.20.03 *Attachment B Hobby Property Chart*. Allowable hobby items will be available through the DAI approved hobby catalog.

### **HOUSEKEEPING**

- It is a requirement for all inmates to be responsible for the cleanliness and orderliness of their rooms and belongings on a daily basis. A high standard of sanitation is expected at all times in the housing units and individual rooms.
- Each inmate is responsible to be awake, out of bed, have his room and all articles in that room, and be ready for inspection by 7:30 a.m. Monday-Friday. This is required whether or not you are scheduled for any activity. Beds should be properly made when you are outside of room.
- The housing unit officer will check to insure:
  - Floor and window surfaces are cleaned.
  - Garbage is emptied.
  - Desk/cabinet tops cleaned.
  - The room, as a whole, is generally clean and orderly.
- Cleaning supplies shall not be kept in any inmate's room, including unit workers.

### **ICE AVAILABILITY AND MICROWAVE USE**

- Ice and microwaves may be available from 5:30 a.m. until 9:10 p.m. each day.
- The microwave and ice are off limits during meals and when room is being utilized by staff members.

- Cups and mugs may be used for ice. No pitchers.
- There shall be no more than one (1) inmate using the microwave and one (1) inmate waiting in line to use the microwave, at any given time.
- Food shall be prepared prior to bringing it to be cooked.
- Total use time, at one visit, is limited to no more than ten (10) minutes.
- While cooking, microwave should not be left unattended.
- Misuse of the microwave may result in loss of privilege.

### **INMATE PHOTO IDENTIFICATION CARDS (ID)**

- Inmates shall be required to wear and display ID cards with the photo visible.
- Inmate shall immediately inform staff if their ID card or lanyard is lost, stolen or damaged.
- Inmate ID cards shall be worn around the neck using a beaded lanyard in the manner it was intended to be worn.
- ID cards shall be worn at all times except:
  - In Restrictive Housing, control, observation or TLU status.
  - In showers.
  - In their cell.
  - While actively engaged in recreational or recognized religious activities that prevent wearing of the ID card, the ID shall be carried by the inmate or readily available upon request.
  - While actively engaged in an assigned work activity that may cause damage to the ID card or pose a health and safety risk. The ID shall be carried by the inmate or readily available upon request.
  - When released to law enforcement for court appearances.
  - At work/study release sites (shall be kept in their possession.)
- ID cards shall be worn when inmates are transported off-site by DOC staff.

### **INMATE PHOTO PROJECT**

#### Visit photos

- Inmates may have up to three (3) photos taken each day. Inmates will complete and sign a DOC-184 prior to the photos being taken.
- All photos will be taken off grounds by the visitor at the conclusion of the visit.
- If an inmate requests to retain a photo, it shall first be reviewed by the Lobby Sergeant/Designee for appropriateness before allowing the inmate to keep it.
- If the inmate is not allowed to keep the photo, he shall be responsible for mailing it out or having it destroyed. Ensure adequate funds are available in your account or you may be subject to discipline.
- Send a completed disbursement addressed to the “Visiting Officer”.
- Visiting Officer will call you to the ADM building when the photographer is available.
- If on a visit at the time of your request, the visiting officer will make arrangements with the photographer, if possible.
- Visiting Officer will sign/date the disbursement on the date the photo is taken.
- Disbursement is then sent to the business office for processing.
- Once posted to your account, you will then receive the yellow copy for your records.

#### Non-visit photos

- Non-visit photos shall be taken in the Visiting Room every Tuesday evening by appointment only.
- Inmates shall contact the Lobby Sergeant via interview request to schedule an appointment in advance at the start of second shift.
- Inmates may have up to five (5) photos taken each day.
- Inmates shall complete and sign a DOC-184 prior to the photos being taken.
- Inmates shall provide pink copy of processed disbursement at the time of photographing.
- Inmates shall provide a stamped addressed envelope to mail the photos out after they have been reviewed by the Lobby Sergeant.

## **JOB CENTER**

- Inmates who would like to utilize the resources in the Job Center shall write their name, DOC #, Housing Unit and place a “check mark” in the columns on the “OCI Job Center Availability Sign-up Sheet” indicating the days and times they are available. This sheet is located outside of the school office window.
- Job Center staff will periodically review this list and pre-schedule inmates for appointments.
- A notice will be sent through the institution mail, addressed to the inmate, confirming an appointment date and time. Inmates shall bring this notice and present it to Job Center staff upon arrival.
- It is possible that inmates who signed up on the availability sheet may not be scheduled for an appointment right away due to limited resources and the need to prioritize others with earlier release dates.
- Job Center staff may also schedule an inmate for an appointment even if they have not signed up on the availability sheet, but are nearing their release date. In this case an appointment slip will be sent to the inmate through the institution mail with the date and time they should report to the Job Center.
- Inmates are not allowed to access the Job Center without a prescheduled appointment unless previously arranged through the Education Director or Job Center staff.
- Hours of operation (May be subject to change):
  - Monday 8:00 a.m. to 11:00 a.m.  
1:00 p.m. to 4:00 p.m.
  - Wednesday 8:00 a.m. to 11:00 a.m.  
1:00 p.m. to 4:00 p.m.
  - Thursday 6:15 p.m. to 8:30 p.m. (Twice per month; reserved for work release, BCE and those unavailable for day hours due to work or program assignment.)
  - Friday 8:30 a.m. to 11:00 a.m.  
1:00 p.m. to 3:30 p.m.

## **KIOSKS**

- All inmates may access the kiosk for twenty minutes per each log-in session. There shall be a minimum of four hours between each log-in session.
- Kiosks will be available from 6:00 a.m. to 9:10 p.m. for all housing units with the exception of RHU.
- Intake inmates in RHU, the kiosk is available during the hours posted in the unit.

- Inmates may request to have their accounts reset when locked out by contacting their Housing Unit Sergeant or the Administrative Captain who will resolve the matter as time allows.

## **LAUNDRY**

- Please follow unit specific laundry procedures.

## **LAY IN / SICK CELL**

- Lay-In – Non-paid status indicating the inmate has been excused from his work or program assignment until the next work or program day at the discretion of the assignment supervisor. Inmates requesting lay-in shall report to their assignments and get approval from assignment supervisor unless you are too ill or injured to report to the site. Inmates on lay-in will be on room confinement until the start of the next work or program assignment.
- Sick Cell – Paid status at involuntary unassigned rate. Sick cell status must be designated by Health Service Staff. Inmates on sick cell will be on room confinement without the use of phone or kiosk until cleared by HSU.
- Inmates in either Lay-In or Sick Cell status shall eat their meals in their rooms.
- Refer to DAI Policy 309.55.02.

## **LIBRARY**

- The general library collection consists of nearly 9,000 books including fiction and nonfiction, new books and classics, as well as reference materials and a small Spanish-language section. Interlibrary loan is also offered. Many materials support institution programs such as SUD, literacy, building services, horticulture and food service. There are also self-help and coping skill materials, vocational/career books, and college course catalogs. The library subscribes to a number magazines and newspapers that arrive daily.
- Inmates shall only attend library during their regularly scheduled indoor recreation period, as determined by lanyard color.
- Inmates shall be able to attend the entire period of indoor recreation. If they have to report to work or school during the indoor recreation period, that period is not available for them to attend.
- Inmates shall not ask for permission to “run up to the library quick” during their work or school assignments nor should be given permission.
- Inmates who are under voluntary unassigned status may not attend the library during the program day.
- The library also has an electronic legal collection in accordance with DAI 309.15.01 and an inmate library clerk provides assistance in the use of legal materials. Neither the librarian nor any clerks are allowed to provide specific legal advice. There is a small print collection of legal reference items. Some DOC forms are available for free at the legal clerk’s desk.
- Inmates shall fill out a Statement of Responsibility Form prior to checking out items for the first time.
- Books are loaned out for a 14 day period.
- Inmates are allowed to check out up to four (4) books at any given time.
- They are due back in the library by the close of business on the due date.
- Overdue notices will be sent out once a week.
- Failure to return the overdue material(s) may result in the issuance of a conduct report.
- Magazines and Newspapers

- May be read in the library only. They are kept behind the circulation desk and shall be checked out before using.
- Shall be returned at the end of the library period.
- Interlibrary Loan
  - Request slips are available at the front desk. Check with the circulation clerk or librarian for more information about interlibrary loan.
- Release or Transfer
  - All library materials shall be returned to institution staff prior to release or transfer.
  - Failure to do so will result in a conduct report and replacement costs incurred by the inmate. There is also a \$5 per book processing fee in addition to the actual cost of replacement of the item.

## **MEALS - GENERAL PROCEDURES**

- Inmates shall wear their ID cards and they shall be visible over the outermost layer of clothing.
- Once you go through the food line, you will not be allowed to go back to retrieve any food items you may have forgotten.
- No “seconds” of meal items will be served. All kitchen workers will receive the same portions as all other inmates.
- Only those inmates assigned to the kitchens/serveries are authorized to be in the kitchens/serveries. It is off limits to all other inmates.
- Kitchen whites shall be worn by all those assigned to work in a kitchen/dining area.
- Inmates are allowed to bring ONE condiment to meals. Limited to one (1) Condiment as listed under the canteen menu.
- There is no exchange of food or condiments in the food service line.
- There is no trading or giving away of food or condiment items between tables.
- All food and beverages will only be served in proper institution dishes and cups.
- Personal beverages/Non-condiment canteen items are not allowed in any dining room.
- State provided meal items may NOT be removed from the kitchen/dining areas with the exception of ONE piece of fruit and/or snack bags can be taken to room, which shall be consumed by the end of the day or it will be considered contraband.
- For those assigned to eat in their housing unit rooms, no food may be saved from meal to meal.
- Appropriate Clothing is required.
  - Hats, curlers or other headgear is not permitted to be worn in any dining room.
  - Shorts, warm-up suits are not permitted.
  - No slippers or shower shoes shall be worn while in any dining room.
  - State issued greens and/or sweatshirts and personal jeans are allowed (if wearing a t-shirt underneath, it shall be tucked in).
- Meals are only saved with prior arrangement with the food service staff (Main Kitchen) or housing unit officer. This includes visits, off ground activities, unanticipated on-grounds work, medical/dental appointments, and other unanticipated appointments.
- No food may be saved meal to meal in housing unit kitchens/dining areas or stored in housing unit refrigerators.
- Special diet meals shall be heated by server workers prior to serving the meal.

## **MEALS – SCHEDULE**

- Meals are centrally prepared in the Main Kitchen. DOC nutritionists determine menus and portions.
- Meal times for A & B building are posted in the kitchen and/or on each of those units.
- For all meals in the Central Dining Room, do not report to the dining room until the area has been called.
- Housing units 1-12
  - Approximately 6:30 a.m. for breakfast.
  - Approximately 11:00 a.m. for lunch.
  - Approximately 4:30 p.m. for supper.
- Time limit is 20 minutes.
  - For units 1 – 12, all meals shall be consumed in either the dining room, a first floor assigned room, or the unit game room as directed by your unit supervisor.
- For those inmates in units 1-12 who are assigned to eat in the actual dining room of the unit, you may not take your meal out of the dining room area to be re-heated in a microwave.

### **MEDICATION DISTRIBUTION TIMES – HSU**

- Controlled Medication:
  - AM: 6:45 a.m. to 7:25 a.m.
  - Noon: 11:00 a.m. to 12:00 p.m.
  - PM: 4:00 p.m. to 5:00 p.m.
  - HS/Bedtime: 8:30 p.m. to 9:10 p.m.
- Insulin general delivery times:
  - AM: 6:15 a.m. to 7:00 a.m.
  - Noon: 10:00 a.m. to 11:00 a.m.
  - PM: 3:00 p.m. to 4:00 p.m.
  - Bedtime: 8:00 p.m. to 8:30 p.m.

### **MEDICATION DISTRIBUTION TIMES - UNIT**

- **Every # hours** – Medication to be available at the interval written by the prescriber - also see (C) (1) - As needed PRN Medication.
  - **Medication delivery to occur daily** – To be delivered AM unless otherwise specified.
  - **Medication delivery two (2) times per day** – To be delivered AM and HS.
  - **Medication delivery three (3) times per day** – To be delivered AM, noon, and HS.
  - **Medication delivery four (4) times per day** – To be delivered AM, noon, PM and HS.
  - AM: Program Units Medication delivery time is 7:45am to 8:30am
  - AM: 8:00 a.m. to 8:30 a.m.
  - Noon: 11:30 a.m. to 12:00 p.m.
  - PM: 4:00 p.m. to 5:00 p.m.
  - HS/Bedtime: 8:45 p.m. to 9:10 p.m.

**Inmates shall report to the Housing Unit Office or the HSU to accept or refuse within the above noted time frames for medications depending on the medication.** (Inmates will be given notice which medications they shall report to the HSU for.)

## **MOVEMENT**

- Inmates shall wear their ID cards and shall be visible over the outermost layer of clothing.
- Inmates shall be punctual for all assignments and appointments as directed.
- Inmates shall take the most direct route to and from their approved destination.
- No loitering on sidewalks, grassy areas, in doorways, stairwells/stairways, or stoops of any building or on the paved roadway.
- Inmate movement is limited to areas outlined in OCI Facility Procedure 900.413.01.
- Inmates are required to sign themselves in and out utilizing the unit absence record each time you enter or leave a building area.
- Inmates shall remain in the area that you are signed out to for the duration of the activity/program period.
- Inmates shall report back into their housing unit five (5) minutes prior to any official count.
- Inmates found littering or throwing trash anywhere, other than in the acceptable container, may be subject to discipline.
- Inmates are only allowed to use authorized/designated entrances/exits.
- Talking/yelling at anyone through windows/doors or yelling from patios or roadway, is prohibited.
- No personal property is allowed on the track (personal letters/papers, cups, photos, electronics, magazines, musical instruments, canteen items etc.) unless transporting them to/from a designated area, for an approved purpose.
- Inmates shall not enter an area unless initiated by staff.

## **MULTI-PURPOSE ROOMS**

- Each unit's designated "multi-purpose" room may be used for reading, studying, visiting, writing or other approved quiet activities. Units 1-12 Dining Area/A & B Buildings adjacent to game room are considered the multi-purpose rooms.
- Games are not allowed unless approved by the unit staff.
- The available hours may be from 8:00 a.m. to 10:00 a.m.; 1:00 p.m. to 2:30 p.m.; 6:15 p.m. to 9:10 p.m. or other times at the discretion of the unit Sergeant.
- Low level talking will be allowed.
- No food will be allowed in these rooms. You may consume beverages; however you will be responsible for cleaning up after yourself.

## **MUSICAL INSTRUMENTS**

- Musical instruments may only be used between the hours of 9:00 a.m. and 9:10 p.m.
- Musical instruments may be played in the inmate's room or on the patio.

## **NON-RELIGIOUS HEAD WEAR**

- Shower caps and 'Du-rags' may be worn only in the inmate's room, or to/from the unit bathroom.
- Hairnets may be worn only in the inmate's room, or to/from the unit bathroom, or as required at work assignment (kitchen).
- Hats and sunglasses, (unless medically necessary/authorized), shall be removed when inside a building.
- An inmate may not wear any combination of headwear (such as shower cap under hat; hair net under hat, etc.) unless inclement winter weather and then, only stocking caps may be worn under coat hoods.

- Inmates may not use non-traditional items as headwear, such as torn sheets/towels/t-shirts, etc.

## **NOTARY REQUESTS**

- Notary requests shall be submitted on an Interview/Information Request form and addressed to your assigned notary:
  - UNITS 1 – 4, RHU, A & B buildings – **ADM NOTARY**
  - UNITS 5 - 12 – **MARS NOTARY**

## **OUTDOOR ATTIRE**

- Approved sleeveless t-shirts or tank tops may be worn for indoor/outside recreation and patios.
- No going shirtless during outdoor recreational activities or while engaged in an outdoor work/program assignment.
- Socks and shoes shall be worn at all times, with the exception of outdoor volleyball.
- Sweatshirts shall be worn as an outer garment only. May not be worn under green shirts.
- I.D. Cards shall be worn.
- Thermal underwear may be only used as an undergarment and may not be used as outer clothing attire.

## **OUTDOOR RECREATION**

Sept. 16 – March 31 8:10 a.m. – 4:30 p.m.

April 01 – Sept. 15 8:10 a.m. – 8:30 p.m. (Or when perimeter lights come on in the evening whichever is first) you shall be signed back into your housing unit by the end of the recreation period.

### **Basketball:**

- Only on your unit's assigned court.
- Three (3) on three (3) only.
- No dunking.
- Basketball courts on main recreation field shall be used by C-7 through C-10 and B building inmates only.
- Jumping rope may be done in accordance with your unit's outdoor leisure time activity schedule. It may only be done on your unit's assigned basketball court. Priority is given to anyone who wishes to play basketball.

### **Recreation Field:**

- No organized sport activities without recreation staff being present.
- All other sport activities, (i.e., exercise, throwing Frisbee or football) shall be conducted on the recreational field.
- Inmates may not make snow sculptures, participate in any snow activities, or throw snowballs.
- No recreational activity on any lawn area near any housing unit, except horse shoes.
- No more than four (4) inmates shall be allowed to play handball at a time on each of the five handball courts.
- Eye protection shall be required to be worn on handball courts.
- Inmates may play six (6) on six (6) volleyball.



## **PATIO**

- Available after 7:30 a.m. standing count clears.
  - Up until 7:30 p.m. (Sept 16– Mar. 31)
  - Up until 8:30 p.m. (April 01 – Sept. 15) OR until perimeter lights come on; (whichever comes first)
- Shall remain on patio area and no loitering on any grassy areas adjoining the patios or sidewalk areas adjoining the roadway.
- ADA/Emergency dayroom exits are not to be used, with the exception being for any mobility impaired inmates who may or may not use a wheelchair, or in the case of a true emergency.
- All picnic tables and benches shall be placed on the unit patio where size permits.
- No tables/benches may be moved and they shall be used in the manner in which they were designed.
- A book or other reading material will be allowed.
- No games or recreational equipment are allowed on the patios.
- No exercising on patio, stairwell or walkway areas at any time.
- No canteen products are allowed outside except liquids (i.e. coffee, soda, water, etc.).
- Feeding of wildlife and/or any animals is not allowed.
- Horse shoe pits are available during patio hours including training days and heat advisories. Maximum four (4) inmates for horse shoes.
- No spectators, food or drink is allowed at the horse shoes pit area.

## **PERSONAL HYGIENE**

- Personal hygiene is extremely important. Each man shall routinely shower often enough to preserve acceptable personal cleanliness in accordance with DOC 309.24.01.
- Showers are available to all inmates from 5:30 a.m. until 9:10 p.m. Showers can be taken at other times if authorized by the housing unit officer.
  - Example: Main Kitchen workers working the 5:00 a.m. shift may quietly shower at 4:30 a.m. or off grounds workers, work release, farm, etc.
  - Early morning (3:20) farmers may use the A-2 showers from 2:30 a.m. until 3:20 a.m.
- In the C-1 through C-10 bathrooms, inmates shall only use bathrooms on their designated floor, and in Units A and B may only use bathrooms on their wing unless emergency or with Sergeants permission. No items shall be placed on the ½ walls to obstruct the view of the housing unit Sergeant.
- Inmates returning to the institution after 9:10 p.m. may be allowed to use the showers with the approval of the unit Sergeant.
- Showering or use of toilet facilities shall not interfere with count or the housing unit janitorial duties.
- All personal hygiene needs (i.e., brushing of teeth, shaving, sponge baths, etc.) shall be completed by 9:10 p.m.
- Fingernails shall be kept trimmed and not exceed the end of the finger.

## **PHONE CALLS (inmate phones on unit)**

- All telephone calls, except approved properly placed attorney calls, may be monitored and recorded. Per DOC Policy 309.39.01 *Monitoring and Recording of Inmate Telephone Calls*.
- Inmates shall sign up for one (1), 20 minute call. Any additional calls requires Sergeants permission.
- May sit in a chair.
- Shall only sign up yourself and shall not give away phone slot.

### **PROHIBITED INMATE COMMUNICATIONS**

- Any inmate who has contact with any person prohibited by court order, department rule, or other enforceable law or rule may subject to discipline in accordance with Department of Corrections Administrative Code Chapter 303 Discipline and/or may be referred for criminal prosecution if appropriate. This includes contact made by telephone, mail or through any other form of communication, including contact facilitated by a third party.

### **PROPERTY – NON STANDARD ITEMS**

- The below listed items may be purchased from an outside retailer
  - Power/amplified antenna.
    - Limited to the purchase/receipt of two (2) per calendar year.
    - Only style allowed at OCI is now listed in DAI 309.20.03 and as described below.
    - Flat models only not to exceed 2 x 10.6 x 14.4 inches; 3.5 pounds.



- You may not add any of the above listed items to a current vendors order form. If you attempt to do this, your whole order will be rejected.
- Inmates may order prayer oil in accordance with *DAI Policy 309.61.01*.

### **PSYCHOLOGICAL SERVICES**

- Psychological Services Unit (PSU) staff provides mental health services to inmates. If you are having difficulties with stressors related to your incarceration or other psychological issues you may wish to contact PSU. Please complete a green Psychological Service Request (PSR) indicating your concern and submit it to PSU through the institution mail (unit drop box).
- The Psychological Services is located on the second floor of the MARS Building. Inmates need to check in first with the receptionist on the second floor.
- If you are experiencing a mental health emergency, such as thinking that you may hurt yourself or someone else please notify staff immediately.
- Upon arrival at OCI, inmates will be screened by PSU staff for federally mandated PREA screening and a general mental health check in.

File review and general mental health requests, such as the desire to attend PSU groups should be made using the green PSU request form.

## **RECLASSIFICATION (RC) - BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT (BOCM)**

BOCM is responsible for classifying every inmate based upon risk factors relative to public safety, institutional security, and staff and inmate safety.

Initial classification and reclassification actions are completed to determine:

- Custody classification (e.g., maximum, medium, medium-out, minimum, minimum community)
- Program assignment (e.g., SUD, Anger Management, Cognitive Interventions, Sex Offender, etc.)
- Institution placement (i.e., to continue at present location or transfer)

Reclassification reviews are conducted once every twelve months (or sooner as needed) to update and possibly change a classification status.

Each DAI Facility has a reclassification committee that includes:

- An Offender Classification Specialist (OCS)
- At least one additional staff member designated by the Warden/Superintendent (e.g., Security Supervisor, Program Supervisor, Education Director, etc.)

### **Reclassification Hearing Process**

Before a scheduled or early reclassification hearing is conducted a Social Worker will prepare a pre-hearing report referencing the inmate's perspective of their crime/violation behavior, conduct, program performance, and opinion of the appropriate custody classification, program assignment and/or assignment to a particular institution/center.

After the reclassification hearing, the OCS will prepare a hearing report including the reclassification committee's recommendation and reasoning. The inmate will be provided a copy of a written

"Inmate Classification Report" (ICR) after a final classification decision is made.

### **Administrative Review of a Classification Decision Request**

Within ten (10) calendar days of a receipt of the classification decision, the inmate may request an administrative review if he or she believes that the decision was based on erroneous information. Use of form DOC-1292 "Administrative Review of Initial Classification (IC) or Re-Classification (RC) Decision" is required.

## **RELIGIOUS ACTIVITIES**

- At Oakhill, the Chaplain and volunteers provide a variety of religious services and studies. Review the unit bulletin boards or kiosk for a weekly schedule. For further information regarding programs and how to participate, contact the Chaplain or Program Supervisor.
- Refer to DOC Policy 309.61.01.

## **REQUESTS FOR WAKE UP**

• Inmates are responsible for rising on time for their scheduled work/program assignment. Requests for wake ups will only be done on the half hour up until 6:30 a.m. Inmates are strongly encouraged to purchase their own alarm clocks within two (2) months of your obtaining your work/program assignment.

## **REQUEST TO REVIEW RECORDS**

- Requests for review of social service files and/or legal files shall be submitted to the Records office.
- Each department will make an appointment for the inmate to review records requested.
- Copies of record materials made available for photocopying are 15 cents per page and per side, and will be made available per administrative policy.
- Requests to review clinical, dental, educational, financial, or medical records should be sent directly to those departments.

### **ROADWAYS/SIDEWALKS/TRACK**

- Inmates shall take most direct route to and from approved destination using paved surfaces. Non-paved surfaces may not be used as shortcuts.
- No more than six (6) inmates in a group.
- Inmates shall walk no more than two (2) wide, within the designated painted lines, when on the roadway.
- All inmates using the roadway shall move to the closest outer edge when approached by a vehicle, inmates shall yield to all vehicle traffic.

### **ROOM VISITING IS NOT ALLOWED.**

- Room visiting consists of entry into another inmate cell.
- May not stand or loiter by the front of the door of another inmate.

### **ROOMS - ASSIGNMENT AND CHANGES**

- Routine housing unit changes will NOT be made, with exceptions for medical, security, or extenuating circumstances and at the direction/approval of a Security Supervisor.
- Single rooms may be assigned using the seniority system. Inmates are subject to losing the privilege of a single room for a variety of reasons including for disciplinary reasons. See *DAI Policy 309.00.01*.

### **ROOMS - FURNISHINGS**

- Each inmate will be issued two (2) sheets, two (2) blankets, one (1) pillow/pillow case, one (1) mattress, and a footlocker, unless medically authorized for additional items.
- Single/double rooms may only have one (1) chair; triple/quad rooms may only have two (2) chairs.
- The head of the inmate shall be towards the door when sleeping.
- No items shall hang on the bed posts/rails, or from the top bunk that may obstruct the officer's view. Door windows shall not be covered in any way at any time.
- No other State property is allowed in the room.
- Roommates shall not be allowed to share footlockers, cabinets, desk drawers, etc.
- No items shall be affixed to walls or ceilings with tape, string, wire, screws, toothpaste, aluminum foil, etc.
- TV antenna's may be affixed to your bulletin board or may be set on the windowsill.
- For items such as calendars, cards, photos etc. you may only utilize your state issued bulletin board (inside the frame) or the inside of your locker. No cut outs or magazine pages are allowed.
- Only one (1) small hobby box (14x14x14) and one (1) small legal box (20x20x20) may be kept in the room and be marked appropriately. No other boxes may be used for storage shelves, TV stands, etc.

### **ROOMS - KEYS**

- Each inmate is assigned a room key, and he is responsible for it. If a key is lost, intentionally damaged or misused, the inmate will be charged for a replacement and may be subject to discipline.
- OCI is not responsible for lost inmate property, due to the inmate failing to secure his personal belongings.
- When going off-grounds for any reason, the room key shall be turned into the housing unit Sergeant.
- Inmates living in A-2 will turn their key in to the Control Sergeant.
- In order to safeguard personal property and possessions, each inmate shall close and lock the door of their room when leaving. It is the inmate's responsibility to safeguard his possessions.
- Keys may be attached to the institution approved lanyard and used in the manner intended. Key fobs/chains are not allowed.

### **ROOMS - LEAVING ASSIGNED ROOM**

- Inmates are not permitted to leave their rooms between 12:00 a.m. – 5:30 a.m. except for:
  - Emergencies (medical or severe personal problems).
  - Use of the toilet facilities.
  - Work assignments.
- Lights and all electronics (other than a clock) are to be turned off when leaving the room.
- Room doors shall be closed at all times.
  - There may be exceptions (i.e., room cleaning and during heat advisory, or as approved by a unit Sergeant.)

### **SENTENCING INFORMATION**

- Questions regarding sentencing information, including, but not limited to sentence computations, Judgments of Conviction, and sentence credit shall be submitted to the Records Office.
- The request will be reviewed and the inmate will be advised of the result of that review and/or be provided information.

### **SUBSTANCE USE DISORDER (SUD) TREATMENT**

- Substance use treatment need is assessed using the COMPAS assessment, offense dynamics and/or SUD evaluation by a credentialed substance use professional. The treatment curriculum/dosage for each offender is determined by risk level on COMPAS assessment and clinical judgement. Additional groups may be assigned if other program needs are identified.
- The Residential SUD Program is a 16 week program that addresses offender thinking and substance use. Every moderate and high risk client that completes the Residential SUD Program will have completed; Thinking for a Change (T4C), and Cognitive Behavioral Interventions for Substance Abuse (CBISA) at a minimum.

### **TRUST ACCOUNTS**

- All OCI inmates hold a trust account at the institution. Institution wages and receipts are deposited into the regular account. Work Release wages are deposited into a segregated Work Release account. All money orders and refund checks are deposited into each inmate's account on a daily basis (with possible exceptions for weekends and holidays) at which time a receipt is automatically generated and sent.

- Work Release wages, both paper-check and direct deposit, are processed when the Business Office receives a copy of the check stub. Withholdings for Room, Board, and Transportation are taken at that time and applied to the month in which the check stub is received.
- Each inmate is responsible for maintaining a positive balance in his account. A trust account statement is printed and distributed bi-weekly for those receiving canteen the following week.
- A conduct report may be written when an inmate attempts to overdraw his account, or submits a disbursement request when he has insufficient funds for the purchase. You should not be submitting a request until you actually SEE the funds on your account statement.
- Inmates may submit disbursement requests to spend money from their regular accounts for copies, hobby projects, purchases from vendors, and other miscellaneous expenses. These requests are processed in the business office on a weekly basis, after approval. Approvals are based on the dollar amount of the item requested versus the totals of your accounts and any outstanding debts.
- Contracted vendor orders (J.L. Marcus, Union Supply, Access, etc.) will be processed weekly however, when property has been received at the institution, it shall be distributed through normal property procedures.
- A separate release account is maintained, in which 10% of all wages and receipts are deposited, until the account reaches a maximum amount of \$5,500.00. This account is mandated by State Statute and Wisconsin Administrative Code. The funds are released at the time the inmate leaves the institution, with the approval of the agent, unless the inmate has outstanding Victim Witness or DNA surcharges, or other outstanding debts to the DOC, at which time any available funds will be applied towards those charges.
- Inmates may request to open a savings account at a DOC Specified bank. Separate accounts may be opened for release savings, work release savings and regular savings accounts. The Business Office handles all transactions, and the account will be closed when the inmate is released. Contact the business office if you would like to open an account.

Assistance with understanding your trust account statements may be obtained by directing your request to the Business Office via Interview/Information request form. You should not contact your housing unit officer/sergeant to ask about account balances.

#### **TV ROOM/AREA – BEHAVIOR & PROGRAM SELECTION**

- Furniture shall only be used in the manner intended.
- The television area is for TV viewing only.
- No food will be allowed in these rooms. You may consume liquids (i.e. coffee, soda, water etc.) However you will be responsible for cleaning up after yourself.
- All inmates in the TV room shall be seated on chairs provided. If enough seating is not available, the inmate shall leave the room.
- Loitering at the doorway to the TV room is not permitted.
- The unit sergeant has the discretion to immediately remove an inmate(s) from the TV room for disruptive behavior or other violations of the DOC 303. These privileges will be reinstated, at the discretion of the officer on the shift the infraction occurred, or at the start of the next scheduled shift.
- Selection of television programs will be determined by unanimous decision. Unit Sergeant will have final say.

- Television viewing is available beginning at 5:30 a.m. and will terminate at 12:00 a.m. each night.

### **VICTIMS MEMORIAL CIRCLE – VISITATION PROTOCOL**

- The Circle was created as a permanent monument to acknowledge and honor Victims. The setting and atmosphere is one where inmates can silently reflect on both the negative impact of actions that cause misery and loss as well as the positive impact of actions that create satisfaction and gain. Time at the Victim’s Memorial Circle, can assist in reestablishing a sense of personal wholeness and self-worth critical to sustaining positive connections to family, community, and society upon release. The following procedures are in place, to allow access to the Victim’s Memorial Circle on an individual, self-motivated basis.
  - During daylight hours and only during your unit’s assigned outdoor recreation period as indicated on the Leisure Time Activity Schedule.
  - Movement after dark is limited to allowable paved surfaces and sidewalks. "After dark" means immediately after the exterior lights come on. If you are at the Victim’s Circle, when the lights come on, you shall immediately clear the area.
  - Shall sign out of your unit and indicate “Victim’s Memorial Circle”.
  - Shall sign in at the school, on the Victim’s Memorial Circle sign-up sheet, which may be located in front of the school office window or with the school officer.
  - Shall exit front door of school and proceed directly to/from Memorial Circle.
  - Only two (2) inmates may be at the circle at any given time.
  - Shall remain within the pathway of the inner circle.
  - Silence is to be maintained while at the Circle.
  - Maximum of 45 minutes, of your allotted outdoor rec. period, may actually be spent at the Circle.
  - Maximum of one (1) visit per day/per inmate.

### **VISITING**

- The visiting week begins on Monday and ends on the following Sunday.
- Wednesday through Friday 5:00 p.m. – 9:00 p.m.
- Weekends and Holidays 7:00 a.m. – 1:30 p.m.
- There is a three-hour time limit. Visits may be terminated early due to limited space.
- Inmates shall be allowed three (3) visits per week. Inmates shall be limited to one (1) visit per weekend/Holiday.
- **RESTRICTIVE HOUSING VISITING:**  
If inmate is in Restrictive Housing, visiting hours are as follows:  
All Restrictive Housing visits are one hour only. (No minors allowed)
  - Wednesday through Friday 5:00 p.m. to 7:30 p.m.
  - Saturday, Sunday and Holidays 7:30 a.m. to 9:30 a.m. or 11:30 p.m. to 1:30 p.m.
  - TLU inmates: Three (3) visits per week – with only one (1) visit per weekend.
  - Disciplinary Separation: Step 1, 2, or 3 – one visit per week.
  - Control or Observation: Requires Security Director, and/or HSU and Clinical approval.

### **VOLUNTARY UNASSIGNED:**

- Inmates who refuse or are negatively removed from a work or paid program shall be placed in voluntary unassigned status and shall not be compensated for a minimum of 90 days.

- The Warden can waive the 90 days for an inmate negatively removed from a work assignment if a full-time paid program assignment becomes available or if required by facility operational needs.
- After 90 days in voluntary unassigned status, an inmate may request to be assigned to involuntary unassigned status if appropriate work or assignments are unavailable based on facility procedure.
- Refer to DOC Policy 309.55.01.

## **WORK RELEASE INMATES**

- For those returning after the 9:15 p.m. Formal count, you may be allowed to use the microwave, or take a shower, up to one half hour after your return to the unit. These activities shall be done quietly so as not to disturb the other inmates who are sleeping. Early a.m. workers may use the A-Building unit microwaves from 2:30 a.m. to 5:30 a.m. All other A Building inmates may use the microwave after the 5:00 a.m. count clears.
- Work release inmates that arrive late will eat dinner in the main kitchen at 7:00 p.m.

## **WORK ASSIGNMENTS**

- Inmate work assignments are posted on kiosks at each housing unit, and at various work areas throughout the Institution. Some of these assignments include but not limited to Housing Unit positions, Badger State Industries, Main Kitchen, Utility Crew, Garden Crew, Custodial positions. Refer to OCI Policy & Procedure 309.00.01 *Work Placement*.

### Process for applying for Outside the Fence/Work Release positions:

- Inmates applying for outside the fence jobs are to submit a DOC-2118 application for employment to the Work Release Committee the first through the seventh of each month. These applications will be reviewed by the Work Release Committee. If an inmate doesn't meet the requirements for outside the fence employment the inmate will receive a response giving them a reason for the denial and a reapply date.
- Inmates that meet the requirements of the initial review by the Work Release Committee will be then reviewed by the Work Release Multi-Disciplinary Committee. This committee consists of the following departments, Work Release Committee, Health Services, Psychological Services, Social Services, Program Services and the Education Department. As with the Work Release Committee if the Multi-Disciplinary Committee denies the inmates request for outside the fence work the inmate will receive a response of the reason why denied and a reapply date, if you didn't receive a response back, the above listed procedure was not followed properly.

The final step of the process is the Warden's review of the inmate's application. As with the other steps if the Warden denies the application the inmate will receive a response of why denied and given a reapply date.