

**U BUILDING
HANDBOOK**

Revised 10/20

U BUILDING HANDBOOK

Welcome to U Building. This housing unit provides 192 beds for general population inmates. U Building also facilitates a residential Substance Use Disorder (SUD) treatment program. All the information contained in this handbook is one of many tools you will have in order to assist you. This Unit Handbook accompanies the Oshkosh Correctional Institution (OSCI) Handbook and contains additional rules and policies that need to be followed. Inmates are responsible to know both handbooks and abide by the rules and policies in each. If there are concerns or questions, a written request to the Unit Supervisor should be made.

Sincerely,

U Building Staff

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BATHROOM/SHOWER FACILITIES

Below is a list of rules and other information to be followed while using the bathroom/shower facilities:

1. There are no private showers, sinks, or toilets.
2. Inmates must use the showers and bathroom facilities on the side they are housed on and cannot cross over to the other side unless given permission by security staff.
3. The bathroom facilities (including shower area) are open for use following the dayroom schedule. Bathroom use, when the dayroom is closed, is limited to toilet and hand-washing needs only. Personal hygiene must be completed daily by 11:35 PM, so as not to interfere with 11:45 PM count. On Friday, Saturday and nights before holidays, personal hygiene can be done after the 11:45 PM count is clear but must be completed by 12:50 AM.
4. Cups, bowls, tablets, or reading material are not allowed into the bathrooms or showers at any time.
5. Loitering and visiting in the bathroom/shower facilities will not be tolerated at any time.
6. During all meals, the bathroom will be open for basic hygiene needs which include teeth brushing and hand washing. Inmates are not allowed to shower, shave, or do any other hygiene during this time.
7. Handicap Showers:
 - a. Only authorized inmates are allowed in the handicapped shower stall.
 - b. No other inmates are allowed in the handicapped shower stall at any time under any circumstances
8. Inmate workers whose work hours conflict with the unit dayroom hours may be allowed to use the shower immediately (1 hour) before or after their shift, with staff approval.
9. If a facility is closed down because of cleaning or because the handicapped shower is being used, you must request permission from security staff to use the opposite side's bathroom facilities. Showers are to be taken on the side you are housed on.
10. Bathroom cleaning schedule is:

| | | | |
|--------|---------|---------|----------------|
| East: | 8:30 AM | 2:30 PM | 12:00 Midnight |
| North: | 9:30 AM | 3:30 PM | 12:30 AM |
11. Janitors' closets are off limits for hygiene purposes. Janitors' closets are for cleaning supplies, the bathroom for personal hygiene, and the laundry area for washing/drying.
12. Toilet paper should not be used in place of towels. Clean rags are to be used to clean bathroom fixtures.

13. Hairdos/braids/roll-ups, etc., may be done prior to 9:00 PM with staff permission. Inmates must use the first sink while doing any hair. There should be no other inmates talking to the person doing hair or getting their hair done. Haircuts are to be done in the barbershop.
14. Reading material such as books, newspapers, and magazines are not permitted in the bathrooms.

UNIT LIBRARY

Unit libraries are in addition to the main library service at OSCI and offer reading materials for the living areas. These materials belong to the unit; therefore please only take one book to your room at a time. These materials are State property and should be handled carefully. Materials should be returned as soon as you are done with them. The unit libraries are rotated as new selections are received. Books can be checked out only during designated unit library hours (see posted information). Library hours are Tuesday, Wednesday and Thursday 6:30 PM until 7:00 PM.

UNIT WORK PROGRAM

The custodial workers are supervised by security staff. Any questions or complaints should be addressed to the Shift Sergeant. The unit custodians are responsible for cleaning the housing unit. There are morning, afternoon, night and week-end custodians, so the unit can be kept clean at all times. These individuals are not "maids" and; therefore, it is important for everyone to clean up after themselves in the common areas, such as the bathrooms, dayrooms, and tier areas.

The Unit's servery workers are supervised by security staff. Any questions or complaints should be addressed to the Shift Sergeant. Servery workers are instructed as to the allotted portions of food to be served and, therefore, you should not ask the servery workers to give you extra portions of food.

| | | | |
|----------------|----------------|---------------|-----------------|
| Unit jobs are: | Laundry | Unit Utility | Unit Custodians |
| | Project Aides | Program Aides | ISNW |
| | Unit Recyclers | Tutors | |
| | Unit Needs | Unit Servery | |

Any inmates interested in a job should submit an "Interview Request" form indicating interest for a job, to the regular 1st shift Sergeant. Unit jobs are hired by the sergeant that supervises the area. Normally, a vacancy is posted on the Unit as it occurs. If no one requests the job, staff will assign an inmate based on pre-determined criteria. There is a 60-day minimum commitment to a Unit work assignment, unless an educational/vocational program becomes available.

COUNT

There are four (4) standing counts held each day: 7:30 a.m., 12:25 p.m., 4:40 p.m. and 9:45 p.m. Non-standing counts are held each day during third shift: 12:00 am and 3:00 am.

All inmates will return to their assigned room at 11:40 p.m. for 12:00 am count, which takes place at 11:50 p.m. There will be no movement 10 minutes prior to the 3:00 a.m. count.

The following announcement will be made prior to standing count time: "The time is now _____, time for standing count." Inmates will immediately stand in silence in their room, light on, facing the closed door, dressed in appropriate dayroom attire. Inmates will remain standing until the unit staff announces that the living unit count is clear. Inmates must remain in their room/bunk area until the institution count has been cleared.

There is to be no inmate movement ten (10) minutes before any count time; including movement to the bathroom. To be clear, inmate bathrooms will be closed ten (10) minutes before EVERY count and will remain closed until every institution count has cleared. Plan accordingly. Medical emergencies should be directed to unit staff.

When called for a visit, movement to the visiting room must occur twenty (20) minutes prior to count. To be clear, inmates who are called for a visit must arrive in the visiting room 20 minutes prior to count.

DAYROOM INFORMATION

The center dayroom, the tile area inside the glass dividers, can be used by all inmates. The North and East side have a dayroom designated for their side. Each side dayroom starts at the glass divider and goes to the outside wall.

Inmates on the North may use the North bathroom, North laundry room, North dayroom, and cleaning supplies will be located on the North upper and North lower tier for inmate use.

Inmates on the East side may use the East bathroom, East laundry room, East dayroom and cleaning supplies will be located on the East upper and East lower tier for inmate use.

Inmates living on the second floor are to use the stairway in the center dayroom on the side that they are housed on. Inmates are not allowed to crossover between the North and East side using the upper tier in front of the officer's station in the center dayroom.

Dayroom Rules:

1. All inmates are responsible for picking-up and cleaning up after themselves.
2. Inmates will not be allowed to sleep in the dayroom areas.
3. Inmates will not be allowed to visit and/or loiter by the Officers' Station and/or around the servery area.
4. Inmates will not be allowed to reach over the Officers' Station counter for any reason without staff permission.

5. In order to provide for balanced television viewing for all inmates, especially those who do not own a television set, only one television in the dayroom will show the same channel or program at the same time unless receiving staff permission. The television volume in the end dayrooms will be controlled by staff discretion and kept at a reasonable level.
6. Food and drinks may be consumed in the center dayroom.
7. The playing of all board games and card games is permitted only at the tables in the dining area. Card/board games hours are 8:00 AM until 9:00 PM. Gambling in any form is not allowed. Gambling materials include score sheets. No more than four inmates will be permitted at a table at a time. The noise level will be monitored. Unit games are to be returned to the cabinet prior to dayroom closure. Unit games may not be taken to your room or outside to the courtyard. Inmates are responsible for putting all games and mats away after they are done using them. Late night card/ board game hours are 10:30 PM until 11:30 PM.
8. Hobby activity can be done in your room, not in the dayroom. The only items allowed in the dayroom are a cup, bowl/dish, 5 consumable canteen items, games (wood dominos only), and writing materials. Personal pictures and magazines are not allowed in the dayroom.
9. Personal games may be taken to the recreation field. The lounging areas, in front of the unit, are off limits at all times unless approved by Unit Supervisor.
10. The hot water from the hot water machine is to be used for food or drinks only - not to wash clothes. No food preparation of any kind and/or cleaning will take place by the hot water station. No food is allowed by the water machines.
11. Bins are placed by the servery line to assist with discarding material and cleaning personal utensils. Do not use the hot water or drain for this.
12. TV, Newspapers, Phones, and Laundry rooms will not be available for use until 8:00 AM. An announcement will be made opening up dayrooms. Please wait for the announcement to be made.
13. No personal recreation/gym property items are allowed in the dayroom. Inmates taking personal recreation items such as shoes and gloves are to remain in the inmate's room until the announcement of "Recreation" is made.
14. Winter coats are not allowed in any dayroom at any time.

Dayroom Schedule:

8:00 am- 10:45 am

1:00 pm- 2:15 pm

2:45 pm- 3:55 pm

6:00 pm- 9:00 pm

10:30 pm- 11:40 pm (FRI/SAT/nights before holidays the dayroom is open until 1:00 am)

These times are subject to change as institution needs.

GENERAL UNIT INFORMATION

In the event of a personal emergency, you should come out of your room and report immediately to the Officers' station.

Doorway visiting is not allowed. All inmate room doors are to remain closed at all times. If you wish to speak to someone who is in his room, obtain staff permission (which is at staff discretion). There will be no loitering in front of another inmate's door or on the upper tier. No part of your body is allowed past the doorway into another inmate's room at any time.

When you are using any of the dayrooms, you are to be seated at all times. The area by the back (far dayrooms) bookshelves is not to be used to sit in or lounge in. All chairs in the end dayrooms must face forward towards the staff desk at all times. The back table on each side of the doors in the center dayroom are off limits and only for tutor use at all times unless meals are being served.

Chairs located by the phones are for use during phone calls. (No food is allowed in this area at any time). This area is not for lounging. No hobby projects or legal work is to be worked on in these areas.

Mail will be distributed starting between 6:00 PM - 9:00 PM. Staff will announce when mail is ready to be distributed.

GROOMING, PERSONAL HYGIENE AND DRESS CODE

1. It is your responsibility to maintain clean bedding. State clothing/bedding CANNOT be washed in the unit's laundry room.
2. State and personal clothing must be kept clean. Proper sizing and proper clothing placement will be maintained (i.e. waist bands at the waist and above the hips. Belts are to be used if needed). Oversized personal clothing will not be allowed in your possession. You will be required to send it out. Laundry exchange is done Monday – Friday at 6:00 PM and Saturdays at 3:00 PM
3. Inmates assigned to the servery are required to wear hairnets or other hair coverings. When facial hair presents a possible sanitation or health problem. White over shirts are to be worn at all times when working.
4. Fingernails cannot extend past the fingertips.

5. Personal hygiene supplies are available at the officer station. Supplies will be handed out to those who need it on a one for one basis. The supplies consist of soap, toothpaste and toothbrushes.

CLOTHING AND LINEN EXCHANGE

All institution-issued clothing/linens can be picked up and turned in at the laundry exchange room.

1. Clothing items must be dropped off or picked up only at the scheduled times.
2. Inmates must fill out a slip when depositing clothes for exchange and either the unit laundry worker or staff will physically verify the exact amount of clothing being exchanged.
3. Laundry Exchange time is as follows:

A) **Monday through Friday starting at 6:00 PM and Saturdays starting at 3:00 PM (East RM 030) - Pick-up and Drop-off**

| | |
|--|--------------------|
| Briefs | T-shirts |
| Socks | Green shirts/pants |
| White shirts/pants (kitchen/serverly whites) | Towels/wash cloths |

B) **Monday's after Laundry exchange**

Bed sheets and pillow cases

C) **The Third Tuesday of February, June and October**

Blankets
Bedspreads
Mattress covers

Request for any exceptions must be directed to the Unit Supervisor.

4. Order clothing that is the proper size for you. Progressive discipline will follow those who order and wear baggy/ oversized clothing. Proper sizing and clothing placement must be maintained.
5. If you choose to attend off unit recreation or library during laundry exchange hours, you will not be granted permission from staff to pick up your laundry when you return to the unit. Inmates who attend school or work may get their laundry when they return to the unit.

LAUNDRY

Laundry facilities are available for use from 8:00 AM until 9:00 PM except when the center dayroom is closed. One inmate will be allowed in the laundry room at a time. You are not allowed at any time to wash ANY state clothing or linen in the unit laundry rooms. Staff will not

make any announcement of laundry being done. It is the inmate's responsibility to retrieve or switch their laundry in an appropriate timely manner.

MOVEMENT

Entrance into U Building will be through the front glass doors. When you leave or return to the unit, you are to use the sidewalk. Cutting across the grass could result in disciplinary action.

When a vacancy occurs, the inmate remaining may request a roommate who has been approved for U Building or any present U Building inmate who has been in his room for no less than 60 days. This request must be in writing, using the appropriate form, and submit it to the first shift sergeant. Upon placement in a room, you are committed to that room for a minimum of 60 days. There will be no switching of rooms or roommates. Operational needs of the Center take precedence over all other considerations. Requests for exceptional circumstances may be made in writing to the Unit Supervisor.

Entrance to the dayroom from the second tier will be by the center stairway. The back stairway is for emergency use only or when the front stairway is being cleaned.

There will be no movement behind the Officer's Station except for meals.

PHOTO PROJECT

See Institution handbook.

PROPERTY POLICY

The Property Department will notify the Center staff of inmates who have property to be picked up in F building. Inmates should request a property badge to go to the property room. Do not ask staff to call property. Property passes will not be given out in the afternoon until 1:00 PM.

ROOM DISINFECTING AND SANITIZING

OSCI policy states that there shall be a regular procedure and practice for sanitizing inmate rooms. Rooms will be disinfected and sanitized on an established schedule (see posted schedule). Sanitation includes: walls washed, floors dusted and mopped, furnishings wiped down with disinfectant, and windows cleaned. First or Second shift security staff is responsible for the scheduling and inspecting of room sanitation. After you have completed sanitation, notify unit staff to have your room inspected. Clean rooms are expected. First and second shift staff will do weekly room inspections.

ROOM INFORMATION

Your room is for your use only, and only you are allowed in your room. In a double room, only the two inmates assigned to that room may be in the room at any time. Unauthorized entry into another inmate's room is not permitted and may result in discipline. Use the lockable compartment of your wardrobe (with lock) and keep your door locked to prevent theft. If your key breaks or you have a problem with your lock, report it to staff immediately. If you lose your key you will be charged a fee to replace it. You are responsible for your room key.

SERVERY AND DINING FACILITIES

The serving of meals in U Building will follow the general pattern listed below:

| | |
|-----------|---------------------|
| Breakfast | 6:30 AM |
| Lunch | 11:15 AM |
| Supper | After 4:40 PM Count |

1. Proper dayroom attire will be worn to meals. This means no jackets are to be worn through the meal line.
2. Inmates with special needs (assistance from a unit aide) will be called first for their meals.
3. In order to provide meals to all U Building inmates in an orderly fashion, the Center will be divided into four groups: East upper, East lower, North upper and North lower. The groups will be rotated weekly as to which group is called first for meals. It is the inmate's responsibility to know what group they are in and to arrive in an orderly fashion when their group is called.
4. Inmates living on the north side will cross in front of the officer's station near the unit's front doors.
5. Inmates are not permitted to line up in the meal line until such time as staff indicates that the line is open. During the time that the other side of the unit is eating, inmates from the opposite side of the unit may not be sitting at or loitering around the center dayroom. When staff announces the line is open, inmates will not be permitted to get in line coming directly from the bathroom. You must wait and go to the end of the line.
6. During the time U Building servery workers are involved in the preparation, serving, and clean-up of the servery, loitering of other inmates around the center dayroom will not be permitted.
7. Use of dining room tables during mealtimes and activities (for games, visiting, ice, hot water, etc.) will not be allowed as follows:
 - Noon Meal: Dining area closes at 10:45 AM and opens up after count at 1:00 PM
 - Evening Meal: Dining area closes at 3:55 PM and opens up at 6:00 PM

8. You are allowed to go through the food line once. This includes any condiments. Remember to take what you need as you go through the food line, you will not be allowed to return.
9. When going through the meal line, you are expected to proceed through the line in an orderly manner. Any complaints about anything in the servery area or on the meal line should be directed to the security staff, not the servery workers.
10. You are to return your own tray unless on tray assist.

SIGN-OUT PROCEDURE

Logs are at the Officer's Station and are divided by the side of the unit in which you live. Upon return to the Housing Unit, you should immediately sign in. You are to sign yourself in and out. **DO NOT** sign in or out anyone else for any reason.

Inmates must sign out on the first available line of the log sheet and cannot place their names at the bottom of the sheet. Do not put any markings on the sign-out sheet.

SUD PROGRAM

The North Dayroom is used to conduct education modules for the SUD treatment program. This dayroom will be closed Monday through Friday from 8:00 AM to 4:00 PM.

Sarah Cooper, WARDEN

Handbook References

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| Bathroom/ Shower Facilities | Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene |
| Unit Work Program | Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 313 – Prison Industries |
| Count | Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count |
| Property Policy | 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 |
| Servery and Dining Facilities | Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids |
| Room Cleanliness | Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area |
| SUD Program | 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 |