



Redgranite Correctional Institution

HANDBOOK

2021

Limited English Proficiency Policy Notice

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) persons in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to them. The DOC shall not retaliate against any LEP persons for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

El Departamento de Correcciones (DOC) de Wisconsin deberá, dentro de las limitaciones de recursos disponibles, tomar pasos razonables para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o bajo su supervisión, acceso significativo a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ya sea por política o en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

If someone needs help understanding English, please notify the nearest staff person.

Si usted necesita ayuda con el idioma Inglés por favor notifique al miembro de personal más cercano.

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Americans with Disabilities Act (ADA)

RGCI is committed to assuring compliance with the ADA and 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. All requests for accommodations should be directed to the RGCI ADA coordinator. Requests should be made on form DOC-2530 – Reasonable Modification Accommodation Request. Refer to DAI Policy 300.00.35 – Americans with Disabilities Act for more information.

Legal Assistance for Institutionalized Persons (LAIP)

LAIP is a service provided directly to inmates by the University of Wisconsin Law School. Information about LAIP is available in the library. Interested inmates may mail an application to the program. You may be seen at the convenience of the LAIP program.

Chain of Command

The Chain of Command, outlined below, spells out who inmates should contact first if they have a question or concern. After waiting ten working days for a response or resolution, inmates may then contact the next level as needed, informing them of the steps which they have already taken and what they have been told so far. Failing to follow this Chain of Command, sending requests to multiple staff or failing to wait ten working days will only cause delays. At any time in this process an inmate may file a complaint in accordance with DOC Administrative Code 310.

Note: complaints must be filed within 14 days from the occurrence giving rise to the complaint regardless of the Chain of Command step in which an inmate is involved.

NATURE OF CONCERN	1 ST LEVEL	2 ND LEVEL
Accounts – orders, disbursements, check preparation, incoming monies, savings	Accounts/Business Office	Financial Program Supervisor
Accounts – compensation/pay	Work Area Supervisor	Payroll/Business Office
Attorney Calls	Records Office	Records Office Supervisor
Badger State Industries / Related Issues	Work Area Supervisor	BSI Supervisor
Canteen	Canteen Staff	Financial Program Supervisor
Clothing, State-issued	Laundry Sergeant	Security Supervisor liaison
Correspondence Courses	Scheduling Teacher	Education Director
Court hearings/issues/appearances	Records Supervisor	Corrections Programs Supervisor
Crisis Counseling	PSU Staff	PSU Supervisor
Dental (Related Issues – Co-pay)	Dental Staff	Health Services Unit Manager
Diets – Medical	Health Services Unit	Health Services Unit Manager
Diets – Religious	Chaplain	Corrections Program Supervisor
Digital Legal Material Review	Librarian	Security Director
Disability Accommodations or Concerns	ADA Coordinator	
Disbursements to Family Members	Social Worker	Housing Unit Supervisor
Due Process Questions	Security Supervisor	Security Director

NATURE OF CONCERN	1 ST LEVEL	2 ND LEVEL
Education (including related problems)	Scheduling Teacher	Education Director
Emergency Contact Forms	Social Worker	Records Supervisor
Emergency Telephone Calls	Social Worker – business hours	Security Supervisor – after hours
Family Death/Funeral	Social Worker	Chaplain
Food Service Issues	Food Service Manager	Food Service Administrator
Haircuts	Recreation Leader	Corrections Program Supervisor
Housing Assignment	Housing Unit Supervisor	Security Director
Housing Unit Issues	Unit Officer/Unit Sergeant	Housing Unit Supervisor
ID Replacement	Unit Sergeant	Property Sergeant
Interstate Compact Request/Issues	Social Worker	Agent
Kiosk	Correctional Management Service Director	Building and Grounds Superintendent
L.A.I.P. (Legal Assistance to Institutionalized Persons)	Records Supervisor	Corrections Program Supervisor
Library and Law Library	Librarian	Education Director
Law Library – Restrictive Housing	Librarian	RH Supervisor
Legal Loans	Business Office	Financial Program Supervisor
LEP (Limited English Proficiency)	Assigned Social Worker	LEP Coordinator
Meals	Unit Officers/Sergeant	Food Service Manager
Mail and Property	Property/Mailroom Sergeant	Property Room Security Supervisor
Medical Issues (non-emergent)	Health Services Unit	Health Services Unit Manager
Medical Emergency	Unit Officer	Unit Sergeant
Notary Service – General Population	Librarian	Education Director
Notary Service – Restrictive Housing	Records Office	Records Office Supervisor
Open Records Requests	Records Office	Records Office Supervisor
Optical	Optical	Health Services Unit Manager
Parole	Social Worker	Parole Office (Madison)
Pastoral Visits	Program OOA	Chaplain
Photocopies	Library	Education Director
PREA (Prison Rape Elimination Act)	Any staff member/reporting hotline	PREA Compliance Manager
Programs/Groups	Social Worker	Corrections Program Supervisor
RC Issues / Classification	Social Worker	Offender Classification Specialist
Power of Attorney – Financial	Librarian	Records Office Supervisor
Power of Attorney – Medical	Health Service Unit (HSU)	Health Services Unit Manager
Property – Restrictive Housing	RH Property Officer	RH Supervisor
Psychological Services	Assigned PSU Clinician	Psychological Services Supervisor
Records Review – Clinical Services	PSU – OOA	Psychological Services Supervisor
Records Review - Education	Education Department – OOA	Education Director
Records Review – HSU	HSU – MPAA	Health Services Unit Manager
Records Review – Legal File/SS File	Records Office	Records Office Supervisor
Recreation, Hobby and Music	Recreation Leader	Corrections Program Supervisor
Recycling Program-electronics	Canteen Staff	Financial Program Supervisor

NATURE OF CONCERN	1 ST LEVEL	2 ND LEVEL
Release Preparation and Issues	Assigned Social Worker	Housing Unit Supervisor
Religious Issues	Chaplain	Corrections Program Supervisor
Retail Orders (Vendor Catalog orders)	Property Sergeant	Property Security Supervisor
Security Staff – General Population	Unit Sergeant	Housing Unit Supervisor
Security Staff – Restrictive Housing	Unit Sergeant	RH Supervisor
Sentencing Information	Records Office	Records Office Supervisor
Special Placement Needs	Unit Staff	Security Supervisor/Security Director
Special Visits	Social Worker	Housing Unit Supervisor
Telephone Problems	Unit Supervisor	CMSD
Veterans Group	Program Services - OOA	Corrections Program Supervisor
Visiting Area	Visiting Room Sergeant	Visiting Security Supervisor
Visiting List	Social Worker	Records Office Supervisor
Vital Documents	Social Worker	Housing Unit Supervisor
Work Assignments	Work Area Supervisor	Department Supervisor

Prison Rape Elimination Act (PREA)

PREA was enacted by Congress to address the problem of sexual abuse by persons in the custody of U.S. correctional agencies. PREA addresses all types of sexual abuse in prisons. The Wisconsin Department of Corrections maintains a zero tolerance for any type of sexual conduct and sexual harassment involving inmates, volunteers, contractors or staff, and all allegations of sexual abuse of inmates will be treated seriously.

Inmates who experience any form of sexual harassment or sexual abuse have several means to immediately report these incidents. The methods of reporting are as follows:

- Inmates can dial #777 on the unit dayroom phones. This number is a direct PREA reporting line. The hotline is only monitored during business hours.
- Inmates can dial #888 on the unit dayroom phones. This number will connect to an outside entity that is not part of the DOC. The hotline is only monitored during business hours.
- Inmates can dial #999 on the unit dayroom phones. This number will connect to ASTOP.
- Inmates can inform a staff member, either in person or in writing.
- Inmates can file an Inmate Complaint.
- Inmates can write directly to the Warden, DAI Administrator, or DOC Secretary. The envelope should be sealed for confidentiality.
- Inmates can contact local law enforcement via written correspondence or through a third party (friend or family member).
- Tell a family member, friend or outside support person; they may report on your behalf by telling any staff person or submitting a report at www.doc.wi.gov (click on “Prison Rape Elimination Act”).
- You have the right to be free from sexual abuse, sexual harassment and report-related retaliation.

Inmate Complaint Review System (ICRS)

Overview: The Department maintains an inmate complaint review system accessible to all inmates in institutions. 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.

- Inmates who do not feel comfortable using English to file a complaint may file in their native language.
- Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE.
- The ICE will acknowledge your complaint with an ICE Receipt, or return the complaint to you for correction or with further instructions, within ten days of receiving your complaint submission.
- Each complaint may contain only one clearly identified issue and contain sufficient information for the department to investigate and decide the complaint.
- An inmate may not file more than one complaint per calendar week except for complaints regarding the inmate's health and personal safety or complaints made under PREA.
- A calendar week means Sunday through Saturday
- Challenges to a complaint or submission returned by the Corrections Complaint Examiner (CCE), a parole commission decision, a classification decision, records or actions not originated by the division, the declination or denial of a public record request, the content of health care records, actions of the legislature or court decisions or orders are not subject to review through the ICRS.
- A complaint or appeal will not be processed and a referral for disciplinary action may occur in accordance with Ch. DOC 303 if the complaint contains a foreign substance or obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint.

Procedure

- An inmate shall file a complaint within 14 days after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. An inmate shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- An inmate shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
- Complaints must be typed or written legibly and be filed only under the name by which the inmate was committed to the department or the legal name granted by a court, and include the inmate's original signature.
- Complaint submissions may not exceed 500 words total and not exceed two pages.
- Inmates must use a DOC-400 Inmate Complaint form. All sections of the form must be completed.
- Inmates must use a DOC-400B Inmate Complaint/Appeal (Continued) form if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple or tape

the form. The form may be returned if incomplete or if instructions on the form are not followed. Inmates must print clearly; illegible forms will not be processed.

- The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

Returned complaint

- If a complaint is returned to you, follow the directions in the return letter.
- Failure to follow directions in the return letter may result in the complaint submission not being processed.

Rejected complaint

- The ICE will assign a file number and classification code and give written notice to the inmate within ten days of collection that the complaint has been received.
- The ICE will reject a complaint within 30 days from the date of receipt.
- An inmate may appeal a rejected complaint within ten days to the appropriate reviewing authority who shall only review the basis for the rejection of the complaint.
- The reviewing authority shall make a decision within 15 days following receipt of the recommendation or appeal of rejection.
- The reviewing authority's decision is final.

Accepted complaint

- The ICE will assign a file number and classification code and give written notice to the inmate within ten days of collection that the complaint has been received.
- The ICE will send a recommendation to the appropriate reviewing authority within 30 days from the date of receipt.
- The ICE may recommend to the reviewing authority that the complaint be affirmed or dismissed, in whole or in part.
- The reviewing authority shall make a decision within 15 days following receipt of the recommendation.
- The reviewing authority shall affirm or dismiss the complaint in whole or in part or return the complaint to the ICE for further investigation.
- If the inmate does not receive a decision within 45 days after the date of acknowledgement by the ICE, the inmate may appeal to the CCE.

Appeal

- An inmate may appeal the reviewing authority's decision to the CCE within 14 days after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. 310.12(6).
- Appeals must be typed or written legibly and be filed only under the name by which the inmate was committed to the department or the legal name granted by a court, and include the inmate's original signature.
- Appeal submissions may not exceed 500 words total and not exceed two pages.
- Inmates must use a DOC-405 Inmate Appeal form. All sections of the form must be completed.

- Inmates must use a DOC-400B Inmate Complaint/Appeal (Continued) if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. Inmates must print clearly; illegible forms will not be processed.
- Inmates must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

Rejected appeal

- The CCE may recommend rejection of an appeal not filed in accordance with s. DOC 310.09.
- The CCE shall send the recommendation to the secretary within 45 days of receipt of the appeal.
- The CCE recommendation will be reviewed by the Secretary, who shall affirm or dismiss (in whole or in part) or return the appeal to the CCE for further investigation.
- The Secretary shall make a decision within 45 days following receipt of the CCE's recommendation.
- The Secretary's decision is final.

Accepted appeal

- The CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part.
- The CCE shall send the recommendation to the Secretary within 45 days of receipt of the appeal. (The CCE may extend the time for submitting a recommendation with notice provided to the inmate.)
- The Secretary shall make a decision within 45 days following receipt of the CCE's recommendation.
- The Secretary may extend the time for making a decision for good cause with notice provided to the inmate.
- The Secretary shall affirm or dismiss the CCE's recommendation, in whole or in part, or return the appeal to the CCE for further investigation.
- If the inmate does not receive the Secretary's written decision within 90 days of the date of receipt of the appeal in the CCE's office, the inmate shall consider the administrative remedies to be exhausted, unless the time has been extended. The Secretary's decision is final.

PREA complaints

- An inmate may file a complaint alleging sexual abuse using the procedures under this chapter.
- An inmate may file a complaint regarding sexual abuse or sexual harassment at any time. If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment, the time limits apply.
- An inmate is not required to attempt to resolve the issue with the staff member who is the subject of the complaint or to file a complaint regarding sexual abuse or sexual harassment with the staff member who is the subject of the complaint.
- Complaints filed under this section will be referred for a PREA investigation.

- Third parties, including, fellow inmates, staff members, family members, attorneys, and outside advocates, shall be permitted to assist an inmate in filing a request for administrative remedies relating to allegations of sexual abuse or sexual harassment and shall also be permitted to file such requests on behalf of inmates.
- Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are: (a) The inmate may contact any staff member who is not the subject of the allegation for immediate corrective action. (b) The inmate may file a complaint. Complaints collected under s. DOC 310.08 shall be immediately forwarded to the Warden. (c) Reports of substantial risk of imminent sexual abuse or sexual harassment outside of the complaint process under this chapter shall be immediately forwarded to the Warden.
- The Warden may discipline an inmate for filing a complaint related to alleged sexual abuse or sexual harassment only if the Warden demonstrates that the inmate filed the complaint in bad faith.
- Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

Basic Institution Schedule

TIME	ACTIVITY
12:45 a.m.	Formal Non-standing Count
3:30 a.m.	Formal Non-standing Count
6:10 a.m.	Formal Standing Count
6:25 a.m.	Breakfast meal begins
7:30 a.m.	Dayrooms/courtyards open Morning recreation/library periods begin
7:55 a.m.	School periods begin
8:00 a.m.	Weekend/holiday visiting hours begin
10:45 a.m.	Morning school periods end
11:00 a.m.	Morning recreation/library periods end Dayrooms/courtyards close
11:10 a.m.	Formal Standing Count
11:25 a.m.	Lunch meal begins
12:30 p.m.	Afternoon recreation/library periods begin Dayrooms/courtyards open
12:55 p.m.	Afternoon school periods begin
2:10 p.m.	Dayrooms/courtyards open
2:15 p.m.	Weekday visiting hours begin
3:45 p.m.	Afternoon school periods end
4:00 p.m.	Afternoon recreation/library periods end Dayrooms/courtyards close Weekend/holiday visiting hours end
4:10 p.m.	Formal Standing Count
4:25 p.m.	Supper meal begins
5:30 p.m.	Evening recreation/library periods begin

	Dayrooms/courtyards open
8:30 p.m.	Weekday visiting hours end
9:00 p.m.	Evening recreation/library periods end Dayrooms and courtyards close
9:15 p.m.	Formal Standing Count
	Dayrooms open after count clear announcement
11:30 p.m.	Dayrooms close

Movement

- Movement in the institution is authorized by a printed schedule of activities, the public address (PA) system, staff escorts or as directed by staff. You must remain in your housing unit or the attached outside courtyard unless approved to go elsewhere. You may not attend any unscheduled activity without direct authorization from staff.
- Movement during periods of limited visibility (fog, severe weather, and heavy snowfall) will require direct staff escort.
- You are required to sign in and out on the DOC-2758 Unit Movement Log sheet whenever you leave the unit and immediately upon your return. You may only sign in/out for yourself.
- For any scheduled activity that requires sign-up sheets (leisure time activities), you must sign up prior to the start of the activity. DOC-2758 Unit Movement Log will be utilized for scheduled activity as well.
- You are required to walk directly to the area for which you are signed out.
- No loitering or stopping to visit is permitted.
- You are to stay off the grass except on the recreation field and must walk on the right-most side of the walk way/hallway in the directions you are headed;-no more than two side by side. Physical contact is limited to a brief handshake, fist bump, or high five.
- No hugging, shoulder bumps, etc. are allowed.
- You may not be within 20 feet of the inner perimeter fence and are not allowed to touch or lean on fences, throughout the institution.
- Running is allowed only in the recreation field, courtyard, or in the gym.
- Five minutes is permitted to move to/from the housing unit and another area of the Institution.

Counts

Formal Standing Counts: Beginning with the closure of dayrooms, use of the bathroom or any other area on the unit is not permitted, unless approved by staff, until the count is cleared. When count is announced, you will remain in your cell, dressed, door closed standing next to your bunks with the cell light on, and directly facing the door within plain sight of the staff conducting count. Headphones will not be worn while count is in progress. No movement or talking is allowed and all electronics must be turned off.

Formal Non-Standing Counts: You are required to remain in the area in which you were when the count was initiated until the count is cleared.

Emergency Counts: Emergency counts may be called at times other than those scheduled above.

Housing Unit Information

Unit/Cell Placement: Those who have completed orientation will be transferred from H North as soon as bed space allows. Requests for housing on specific units or in cells will not be honored. If you have concerns about the need for separation from another individual, please submit a DOC-1803 Inmate Request for Separation form to unit staff. You should contact unit staff immediately if the concern is urgent.

Moving Between Cells/Units: Items that must remain in the vacated cell include: the mattress (unless medically assigned) and wastebasket. You must clean the cell before moving. Cell and locker keys must be turned into the unit Sergeant. Prior to moving into a new cell, you will be issued a DOC-1455 Cell Inspection Card upon which it is your responsibility to report any problems or damage.

Cell Searches: Cells will be searched and inspected on a regular basis. If you are in your cell when a search or inspection takes place, you will be asked to leave your cell and sit quietly in the dayroom.

Meal Rules

- Only assigned servery workers are allowed in the servery.
- No conversations should take place with the servery workers. If you have a complaint regarding your meal or portion, discuss this matter with unit staff. If you have to eat in-cell or have approved special needs restrictions, you will be allowed to eat/be served first with staff permission.
- When your side/tier is called to report for meals, this is your time to eat unless otherwise authorized by staff. If the next side/tier is called prior to reporting for meals, you will be considered late. If this occurs, you will need to check in with the unit sergeant prior to joining the meal line. A written warning or conduct report may be issued as appropriate; however, you will not be denied a meal as long as meals are still being served. Staff will announce a last call, after which you may no longer join the meal line.
- While in the meal line you are expected to stand in a single-file line. You are not allowed to change places with others or cut in line.
- Reserving of tables or chairs is not permitted. Once seated at a table, you may not move to another table.
- Trading of food in the food line or between tables is not permitted. You may trade food items only with those seated at the same table.
- If you have been issued a special medical or religious tray, you are not allowed to give or receive any food items.
- Conversations during the meal are to be kept to a low level.
- You are permitted up to 20 minutes to eat.
- You are to take all trash, food, and dishes to the tray-cart area when you have finished eating. Milk, drink mix and water will be dumped in the bucket prior to putting the glass upside down in the rack. Silverware will be put in the tub. All food, condiments, and

paper products will be disposed of in the garbage can prior to the tray being placed in the cart.

- All food and state-issued condiments must be eaten in the designated dining area.
- No personal cups or containers will be used or taken into the dining area during meal times.
- If you are not on the housing unit during meal times, you may ask the unit sergeant to save a tray.
- You may bring one bottle or container of a sauce (i.e. hot sauce, BBQ sauce, salsa), one container of seasoning (i.e. salt, Mrs. Dash, garlic powder, red pepper), two packets or one container of sweetener (breakfast only), one packet or one container of cold drink mix, one packet or container of bread or cracker spread. You must carry these items and keep them in full view of staff. You are allowed to share these items with those sitting at the same table where you are seated.

Personal Hygiene

Personal hygiene is extremely important. Each inmate shall shower often enough to preserve acceptable personal cleanliness to keep their appearance neat. Refer to DAI Policy 309.24.01 Personal Hygiene and Hairdressing for further information.

Bathrooms & Showers

- You are limited to use of the bathroom and shower area on the side and tier of the unit in which you are housed. If the bathroom and shower area is closed for cleaning or maintenance/repairs, staff may authorize use of the bathroom and shower area on the other side as necessary. The wheelchair accessible showers/bathrooms may only be used by individuals as designated by a supervisor or HSU.
- Use of bathrooms during non-dayroom hours will be limited to toilet use and subsequent hand washing. With the exception of 5:00-6:00 a.m., in which you may use the bathroom for personal hygiene to allow adequate time to prepare for work or school assignments. Staff have the discretion to authorize use of bathrooms at other times as appropriate based on an individual's assignment or other activities.
 - Clean up after yourself after use of the bathroom facilities.
 - You may not wash clothing in the bathroom or shower area.
 - You may use only one showerhead.
 - Showers will be limited to a maximum of 15 minutes.
 - Haircuts are not allowed in the bathroom.
 - When washing dishes, you must use the sink closest to the bathroom door.
 - Those participating in religious cleansing, such as feet washing, may do so in the sink farthest from the bathroom door. It is expected when utilizing sinks for this activity you ensure the area is appropriately cleaned up after in order to maintain the area in a safe condition.

Phone Calls

- Phone calls are allowed during dayroom hours. All phones will be turned off ten minutes prior to the closing of the dayroom.
- General population inmates are permitted to make phone calls during dayroom hours, limited to 20 minutes with a 15-minute waiting period between each call.

- You must face the phone/phone bank that you are using.
- You may use a chair while on the phone on the lower tier.
- Use of anyone else's information is prohibited.
- You must directly dial the party in which you intend to converse with.
- Three-way calls will not be permitted.
- You may not place a call and then hand the phone to someone else to speak on the same call.
- Only those housed on the upper tier may use the upper tier phone banks.

Dayroom Rules

- You are limited to use of the dayroom on the wing of the unit in which you are housed. Dayrooms do not open until it is announced by staff. It is expected that you are in your room by the time dayroom is closed.
- Loitering is not permitted.
- You are only allowed on the upper tier if you have an assigned cell on that tier.
- You may not go to someone else's door unless you receive permission from staff.
- Visiting is permitted only in the dayroom and courtyard.
- Tossing items is not permitted.
- Loud talking, loud noises, yelling, clapping, slapping, slamming games or cards/dominos, singing and profane language are prohibited in all areas.
- Tables, chairs, and study carrels may not be moved without staff permission.
- You may not put your feet on any furniture. Chairs are to remain on all four legs at all times. Do not sit on stacked chairs; one chair per person.
- Sleeping and eating is not permitted.
- You may not conduct grooming/hygiene activities.
- You must remain seated at all times.
- No more than four individuals are permitted to sit at each table.
- You are to remain out of all side rooms unless approved by staff.
- You are permitted to check out unit games from the games keeper during dayroom hours. All games must be returned by the end of the dayroom period.
- Puzzles and games are provided for use in the dayroom and courtyard only. You are responsible for returning the games in the condition in which they were issued.
- Game mats are to be used during domino games and will be provided by the games keeper.
- Use of table games after 9:15 p.m. count is prohibited.
- Quiet use of puzzles in the dayroom may be allowed after the 9:15 p.m. count at the discretion of the unit Sergeant.
- Dayroom television programs will be selected based upon the majority of the viewers. If a group is watching a program, they will be allowed to watch it until the program has ended.
- You are required to sit within designated television area when watching television.
- Study carrels are available for those who want to quietly do school or written work, or leisure time activities. One person is permitted per carrel.
- Microwaves may be used during dayroom hours, but not after the 9:15 count clears.

- Microwaves shall only be used for the heating or re-heating of food or drinks. No baking or candy making is allowed.
- Those who are serving loss of dayroom or room confinement are not permitted to access dayroom amenities without staff permission.
- The water/ice machine is available when the dayroom is open. You must receive staff permission to use it when the dayrooms are closed.
- Pitchers/containers larger than 12 ounces may not be used to hold ice.
- You are not permitted to post, remove or write on any material on the bulletin board without unit staff approval.

Music Room Hours

Second Shift	Session 1	Session 2
Daily	6:00 pm - 7:15 pm	7:30 pm - 8:45 pm

Rules

- Music room hours will be held in the dining room.
- Four people per session are allowed per wing.
- You must attend the dining room where you live.
- You must be signed up before your allotted session.
- You must sign in and out at the sergeant station on a DOC-2758.
- You shall only sign up for yourself.
- The first four to sign up will be the only ones allowed during the entire session.
- You must have a musical instrument to use the room.
- No food or drink is allowed
- You may sign up for one session per night. If there are available slots during the second session, you may attend.

Courtyard

- The courtyard is closed at 9:00 p.m.
- Dayroom rules apply to the courtyard, unless otherwise specified.
- Hair braiding is allowed.
- You are not permitted to communicate with anyone outside of your courtyard.
- You may utilize musical instruments in the courtyard.
- Recreation equipment is available for use in the courtyard from unit staff.
- Up to four-on-four basketball only; no aggressive play will be tolerated.
- Tables are to be used in the manner in which they were intended and not moved.
- You may not gather or stand around picnic tables.
- A maximum of six people are permitted at each picnic table.
- No sitting or lying on picnic tabletops is permitted.

Supplies

State-issued supplies will be exchanged on a one-for-one basis at the wing officer station. Exceptions may be made at the discretion of staff on a case-by-case basis.

Laundry

- Laundry cards are sold through canteen. They are good for five loads of laundry.
- No refunds shall be given.
- You must use your own card.
- Laundry schedules are posted on each unit.
- You may wash your own personal clothing and state-issued clothing items with the exception of kitchen whites. Kitchen whites must be sent to the main laundry for laundering. You may not wash state-issued linens, towels, etc.
- You must use detergent purchased through canteen. No hand soap, bar soap, dish soap or other non-detergent product may be used in the washing machines.
- Washing clothes in any sink, shower, garbage can, etc., is not allowed.
- You may fill out the back of your laundry card if you have a preference.
- Staff must sign your laundry card. Bring detergent and the laundry worker will distribute your laundry when completed.
- Only the laundry worker will be allowed in the laundry room.
- The laundry room door is to be locked at all times when not in use.
- Complaints about laundry are to be directed to staff, not laundry workers. The institution and/or laundry workers are not responsible for shrinkage, discoloration or other problems unless the damage was intentional.

Clothing & Linens

- State-issued laundry shall be turned in on the unit in the morning, and will be returned to the unit in the afternoon, Monday through Friday.
- Laundry will be washed and dried in the state-issued laundry bag. The maximum amount of clothing in the laundry bag is one green pants, one green top, two t-shirts, two briefs, two pair of socks, one towel and one washcloth per day. The laundry bag must be tied shut. Any bag that contains more than the above listed daily limits will be returned to you unwashed and may result in disciplinary action.
- No linens, blankets or personal laundry shall be turned in to the laundry department in your state-issued laundry bags.
- Personal laundry shall be washed on the units.
- **Linens:** (two sheets and one pillowcase) Linen exchange will take place once per week according to the following schedule: Tuesday E-Unit, Wednesday F-Unit, Thursday G-Unit/I-Unit, Friday H-Unit.
- Sheets, blankets and towels may not be used as rugs.
- **Blankets:** Blanket exchange will take place quarterly according to the following schedule: E-Unit: 1st Tuesday of March, June, September and December, F-Unit: 1st Tuesday of January, April, July and October, G-Unit/I-Unit: 1st Tuesday of February, May, August and November, H-Unit: 3rd Tuesday of January, April, July and October
- To request a laundry repair or retag, fill out a clothing repair tag and turn it in to the unit mailbox. Clothing must be clean when it is brought up for the repairs. Socks will also be done in this manner. Repairs or retags will be done by appointment only.

- Clothing will be inspected to determine if it is normal wear and tear, or if there is intentional/excessive damage. Normal wear and tear will be repaired or replaced. Intentional/excessive damage will be subject to restitution and or disciplinary action.
- Personal clothing items will not be repaired or tagged at RGCI.
- Lost or stolen items must be reported to staff immediately, or you may be subject to restitution and/or disciplinary action.

Please refer to DAI 309.20.03 Inmate Personal Property and Clothing for additional information.

Cell Rules

- You may only enter the cell you are assigned to. Breaking the plane of the door with any part of the body constitutes entry.
- All furniture is to be used as intended. Furniture in each cell shall not be moved or rearranged. No furniture items may be built using makeshift items (i.e., boxes, etc).
- You may tape pictures on the painted square on the wall above the desk (no newspaper, magazine cutouts or completed puzzles are permitted). Placement of pictures may not exceed the painted boundary. Only regular scotch tape may be used and only the top part of the picture may be taped so staff can inspect behind the picture.
- Windows must be kept completely free of any obstructions at all times. Items are prohibited on the windowsill.
- Items are prohibited in front of the cell doors.
- Door windows may not be covered, even partially, at any time.
- No items may be hung on or cover light fixtures, sprinkler head, smoke detector, door, or vents.
- The gap between the door and the floor is not to be obstructed.
- Objects that obstruct the view of the cell or bunk are not allowed.
- Cell doors will remain closed and locked at all times except to enter or exit the cell. Doors may not be propped open unless authorized by staff. You may be charged for damage to door handles, jambs or locks if caused by misuse.
- Headphones/ear buds must be used whenever electronic equipment is being used (i.e., televisions, radio). Sound from electronics in cells shall not be heard outside the cell.
- You may possess one flat screen television box. This box must be stored underneath the bed.
- Dipole antennas may be taped to the wall provided they do not create a safety or security hazard.
- All electronic items (except tablets) must be turned off when you are not using them or when you are outside your cell.
- Electric typewriters shall only be used from 7:30 am through the completion of the 9:15 pm count.
- Tablets are permitted in your cell, the dayroom, and courtyard only.
- Electronics shall be kept at a volume so as to be able to hear staff directions and all-call announcements.
- Tablets are not allowed to be used while you are in a paid work status.
- Tablets may only be used outside of your cell during dayroom hours.

- You will be issued a key to your cell, which you are responsible for maintaining possession of at all times.
- If the cell key is lost or broken, unit staff must be notified. A \$5.00 fee will be charged to replace the key. If a cell key cracks or breaks accidentally, notify unit staff immediately to avoid being charged for the replacement.
- When you vacate your cell or go off grounds, your key must be given to the unit sergeant.
- Name cards will be issued to be placed in the door slot to identify your cell. Name cards must remain in their door slots at all times.
- Defacing, marking or changing any name card is prohibited.
- Staff must be notified if a new door card is needed.
- All cells shall be kept clean.
- Cell cleaning may be done during times posted on the unit. You must use the janitor's closet that is located on your wing and tier.
- You shall not remove any items from the trash or recycling bins. The following materials are recyclable and must be disposed of in the appropriate container: newspapers/paper, cardboard, and plastic.

Business Office

Function: Business office staff conduct all financial transactions at RGCI, including the maintenance of accounts, issuance of monthly statements, approval of indigent legal loans, and all withdrawals and transfers from accounts. You may check your statements on the kiosk.

Disbursements: Form DOC-184 Disbursement Request must be used in all money transactions for any account transaction within or outside the institution, including requests to send money to private individuals. The approval process for different types and amounts of disbursement Requests is described in RGCI Procedure 900.305.02 Inmate Accounts. All Disbursement Requests must be submitted to unit staff for verification of identification. Disbursement requests that have not been verified by unit staff signature and completely filled out will be returned to the unit.

Once the business office has processed the Disbursement Request, the yellow copy will be returned to you. You should retain the yellow copy as a record of your request.

Please refer to RGCI Procedure 900.305.02 for more information on these issues.

Canteen

- You are allowed to submit weekly canteen orders. Refer to the canteen menu for weekly spending limits. You are responsible for monitoring your own account balances and the total amount of canteen purchased each month.
- The limit number indicated at the top of each section in the canteen menu is the maximum quantity you are allowed to have in your possession at one time unless otherwise noted in the menu. Food items must be consumed within six weeks from the date of purchase. Canteen items count toward your total volume of allowable property.
- You must be able to provide documentation of ownership for all items in your possession. A canteen receipt must be retained for all items not documented by a DOC-237 Property Receipt.

- Canteen delivery will take place according to the schedule posted on each housing unit. When canteen orders arrive on the unit, you will be permitted to view your order and raise any issues in the presence of staff. You are required to sign for your order at the time you take possession of it. Once the bag has been removed from the presence of staff, errors cannot be verified, and no corrections will be made.
- Bags in which canteen items are received may be used as a garbage can liner. They are not to be reused for any other purpose.
- Those serving room confinement must use bubble sheets to order canteen.

Court Appearances

- You must wear state-issued clothing, including DOC shoes, socks, underwear, pants, shirts, and jacket. No personal clothing may be worn.
- The items listed may generally be taken when sent out to court, subject to the rules of the county detention center where the court is located: one comb, one small hair pick, one wedding ring, one pair of glasses, and related legal materials.
- You are not allowed to bring any personal property items back from court except those items you took with you.
- Up to \$10.00 will be allowed for court appearances that involve one or more nights away from RGCI. You must make arrangements with the Business Office via DOC-184 Disbursement Request as soon as the date of the trip is known. More than \$10.00 will be allowed for out-of-state trips.

Dress Code Rules

- With the exception of undergarments and shoes, state clothing is to be worn when outside of the housing unit, unless you are attending recreation or courtyard.
- While working you must be dressed in state-issued clothing.
- All shirts must be tucked in when outside the housing unit, except in the following locations: courtyard, recreation, and while at work assignments as approved by the work supervisor.
- Sleeveless shirts may be worn while in route and at recreation or the courtyard.
- Shoes with socks must be worn at all times when outside of your cell, except going to and from bathroom, at which time a minimum of shower shoes or slippers are allowed.
- Personal footwear may not be worn to the visiting room.
- Hats must be worn with the bill straight over the forehead. They may only be worn outside, unless approved by the work supervisor or authorized as part of one's religion.
- Hairnets may only be worn only in your cell and at your work site if required.
- Du-rags may only be worn in your cell.
- Plastic caps may only be worn in your cell, the bathroom and in route to/from those areas.
- Handkerchiefs must be tucked all the way into a pocket, with no parts showing. They are not to be worn or displayed as an outer garment.
- Kitchen whites must be worn only to/from and at work per sanitation code.
- Thermal underwear - tops and bottoms may be worn underneath pants (not shorts) and shirts or t-shirts, but may not be worn as an outer garment.

- Sweatshirts and sweatpants may be worn as an inner or outer layer. They may not be worn as an outer layer off unit unless you are going to the weight room, outside recreation, or the gym. Shorts may not be worn over sweatpants.
- Sunglasses may be worn outside only, unless medical authorization dictates otherwise.
- Coats, hats, gloves and scarves may be worn outside only as weather appropriate. When arriving at a destination, these items must be hung in designated areas. In the housing unit, these items will be stored in cell.
- Gang insignias or gang colors are prohibited at all times, in all areas.
- Fingernails must be clipped at all times, with the length not to exceed the tip of the finger.

Health and Safety

Reporting Injuries: It is required to report all injuries, no matter how minor, immediately to staff in the area in which it occurred.

Reporting Safety Concerns: If you become aware of a safety concern, report it to area staff immediately to ensure proper corrective action can be taken.

Blood/Bodily Fluids/Infectious Diseases: This institution operates on the principle of universal precautions. Blood and bodily fluids are assumed to pose a risk to health. Individuals should keep in mind that personal behaviors and activities could expose them to blood borne pathogens. If exposed, please advise staff immediately.

Sick Call: You will be called to HSU in response to a DOC-3035 Health Services Request based on medical staffs' assessment of urgency. You will always see a nurse before referral to an Advanced Care Provider (ACP).

Controlled Medication Distribution: Controlled medication will be distributed four times daily by staff. The schedule for these distribution times will be posted on the housing units.

The MOS sergeant will announce when you should report to the HSU for prescribed medications. Some medication orders may require delivery at times other than the standard medication delivery schedule. You will be advised individually by HSU staff if you are to receive medications at alternate times.

Delivery of Medications: It is required to take medication only as prescribed. You are expected to bring concerns about your medication to the attention of HSU staff using a DOC-3035 Health Services Request. Concerns may not be raised during medication line.

If requesting controlled medications at unscheduled times this will be addressed individually. As needed medication (PRN) is time-dependent as prescribed.

Staff will observe those taking their medication and will direct them to open their mouth, to verify consumption. Medication must be taken with a state-issued cup of water. The empty cup must be shown to staff after swallowing the medication.

Those taking medication(s) at MOS during HS (bedtime) pill line will receive one package of crackers upon request.

Medication Refills: Requests for medication refills are your responsibility. When five to seven days of the current supply remain, complete form DOC-3035C Medication Medical Supply Refill Request.

Non-Controlled Medication: Medication will be distributed to you to retain in your cells. Medications must be maintained in a locked locker, in the original container or packaging, and with the original labeling. You are responsible for requesting refills of non-controlled medications through HSU.

Expired Medications or expired prescriptions: Medication must be returned to HSU. Place the medication in the HSU mail box on the housing units. Those in possession of expired medication may be subject to discipline.

Dental Services: Those seeking dental services must submit a yellow DOC-3392 Dental Service Request and Copayment Disbursement Authorization form. Dental requests are reviewed and scheduled in priority order as determined by dental staff. If you have immediate dental needs to be addressed, and the dental staff is not available, contact HSU.

Medical Restrictions/Authorization/Equipment: All medical equipment issued by HSU shall be used only as directed.

Upon arrival at RGCI, medical staff will review your file. When it is medically necessary, HSU will issue a DOC-3332B Medical Restrictions Special Needs form documenting any restrictions/authorizations or equipment to be applied at RGCI.

Medical restrictions, authorizations and/or equipment approved at another institution will be reviewed upon intake at RGCI to determine if the restriction, authorization or equipment is medically required at this facility.

If you believe a medical need has not been addressed you may submit a DOC-3035 Health Services Request listing that need.

Equipment Ownership: Equipment purchased by the Bureau of Health Services for the use while incarcerated may not be sent home when you are released or paroled with the following exceptions:

*Glucometers

*Artificial limbs

*Artificial eyes

*Hearing aids and eye glasses

Medical Alert Wristband: Those with chronic medical conditions (as determined by HSU) are provided the option to wear DOC-issued medical alert wristbands. Those with qualifying conditions may contact HSU via a DOC-3035 Health Service Request to request a wristband. HSU visits for the purpose of placement/removal of the wristband are exempt from co-pay. You may not alter the wristbands in any way and must contact HSU using a DOC-3035 Health

Service Request if you wish to have a wristband removed. The wristband may be worn at all DOC facilities.

Epi-Pens: Prescribed Epi-pens will be available for those with a documented need. Epi-pens are located at sergeant stations and work assignments. Epi-pens are patient specific with your name and number on the label.

Inhalers / Nitroglycerin: You are permitted to possess your prescribed emergency inhaler and/or nitroglycerin at all times. During visits and transportation, staff will maintain the inhaler/nitroglycerin, making it available for use as needed. Those in restrictive housing are permitted to retain this medication in their cells unless determined otherwise by the Security Director, HSU Manager, and ACP jointly.

Dietary Restrictions: Most dietary concerns can be met by self-selecting from the available menu options. HSU may order special diet trays for those with varied medical conditions requiring modifications. If you are found to be ordering canteen items that are not appropriate for the diet, or if documentation supports violation of the special diet, it may be discontinued.

Property

You are solely responsible for properly securing, storing and remaining in compliance with policy limits for all personal and state issued. A minimum 90-day wait is required before missing property can be replaced with new a purchase. You will be held responsible for knowing, understanding and complying with property related policies including but not limited to:

DAI 309.20.03 Personal Property and Clothing & Attachments A, B & C

DAI 309.61.02 Religious Property

Programs & Services

Hobby

You may participate in approved hobby activities in accordance to DAI Policy 309.20.03 Personal Property and Clothing. Please review this policy for more information.

Library

The RGCI library is located in the Rockview School. You are scheduled to go to library by housing unit. Please see the schedule posted on your assigned housing unit.

Photocopy services are available in the library. Those in general population must present photocopy requests in person. Please see the RGCI Facility Procedure 900.504.04a General Population Library Services for specific information on the operation of this area.

Notary Services

Notary services will be provided by the Librarian. Please submit a DOC-761 Information Interview Request to the Librarian. Please see DAI Policy 300.00.56 Notary Services for specific information about this service.

Recreation

You are scheduled to go to recreation by housing unit. Recreation options include one of the following based on weather conditions:

- Gymnasium
- Outdoor Recreation
- Weight Room

Please see RGCI Facility Procedure 900.504.03 Recreation for specific and rules for recreation.

Religious Services

Please see DAI Policy 309.61.01 Religious Beliefs and Practices for specific information regarding the religious services provided at RGCI.

DOC-2075 Religious Preference form must be completed or have one on file, before participating in religious services, studies or other activities. You may only attend religious programming consistent with that stated preference, unless the activity is considered to be inter-faith.

A chaplain is employed at RGCI who will provide non-denominational religious consultation as time permits. You may contact the chaplain by submitting a DOC-761 Information Interview Request. During times of personal crisis, please contact unit staff, who will contact the chaplain, if on site.

You may change your religious preference once every six months. To request a change before six months please submit a written request to the chaplain stating the reason for request.

Most dietary preferences can be accommodated by self-selecting from the menu. You may request a religious diet by completing a DOC-2167 Religious Diet Request and submitting it to the Chaplain. Please see DAI Policy 309.61.03 Religious Diets for more information. If you are found to be ordering canteen items that are not appropriate for the diet, or if documentation supports violation of the special diet, it may be discontinued.

Funeral Videotape Viewing

If you experience the death of a close family member you may be permitted to view a recording of the funeral services for up to one hour in the chapel. Please refer to DAI Policy 309.00.08 Death Bed and Memorial Visitation Within a Facility for more information.

Veterans Services

A Veterans Affairs representative/counselor visits RGCI periodically to assist any veterans on issues related to benefits, status, and other military service matters. They can provide information about available services upon release for employment assistance, personal counseling, vocational training, etc.

The Veterans Affairs representative visit will be announced in the Rock Report. Veterans wishing to meet with this representative must submit a DOC-761 Information Interview Request

to the Program Services office operations associate. You may also write to the Veterans Administration in Madison. This address is available from the library upon request.

Psychological Services Unit (PSU)

PSU: A psychological services staff member is assigned to each housing unit. The role of PSU is to address psychological issues, which include crisis intervention, mental health monitoring, psychological evaluations, facilitating treatment groups, and providing individual therapeutic services. Please submit a DOC-3035B Psychological Service Request to request PSU services. If you need immediate assistance from PSU, contact unit staff, who will contact an available PSU staff member.

File Review: If you wish to review your PSU record, please submit a DOC-3035B Psychological Services Request. You will be contacted by PSU and an appointment will be made for you to review your PSU file.

Psychiatric Services: There are limited psychiatric services available at RGCI. These services are provided through the Health Services Unit. Those who currently receive psychiatric medications or who are under the care of the psychiatrist can write directly to the psychiatrist using the DOC-3035 Health Services Request. Those who have concerns about their psychiatric medications or other questions should write to the psychiatrist directly. Follow-up visits to the psychiatrist are scheduled by HSU. Those who are not currently under the care of a psychiatrist will be reviewed by PSU to facilitate the best course of action.

Suicide Prevention

When in prison, some people may start to feel hopeless or even have thoughts of suicide. If this happens, please remember that there are ways to improve nearly any problem or situation. As time passes and circumstances change, what is now a big problem may turn into a smaller problem. If a person cannot think of solutions to a problem, it does not mean that other solutions do not exist. It simply means that he is currently unable to see other solutions by one's self. Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself. Please contact staff so that we have an opportunity to help. Similarly, if someone has reason to suspect that another person is thinking of harming himself, please contact staff so that we can offer our help. Warning signs could include giving away possessions, saving up medication, saying goodbye, making unexpected apologies, writing a will, sudden depression or withdrawal from others. If someone needs to speak to someone in Psychological Services, they may send a DOC-3035B Psychological Services Request form to PSU. If the situation is urgent, contact any DOC staff member.

Reclassification (RC) Committee

The Offender Classification Specialist coordinates scheduled reviews of custody classification and institution placement. Regular classification hearings are conducted in accordance with DOC Administrative Code 302.

A Social worker will document your adjustment, program assignments, requests, and other relevant factors and make a recommendation regarding institution placement and custody level prior to your scheduled hearing.

You have the option to waive the RC hearing appearance. If you disrupt the RC hearing or refuse to attend, the hearing will continue without your presence.

You have a right to appeal the procedural errors that occur and any erroneous decisions that are made during the classification hearing by submitting a completed DOC-1292 Administrative Review of Classification Decision to the Director of the Bureau of Offender Classification & Movement, P.O. Box 7925, Madison, WI 53707. Requests for review of decisions may be made only if you believe that the decision was based on erroneous information.

Please send a DOC-761 Interview/Information Request form to the Offender Classification Specialist to address issues regarding your custody classification, institution placement, and program assignments.

Records Office

Records Office staff are responsible for calculation of all parole eligibility dates (PED), mandatory release (MR)/extended supervision (ES) dates, and maximum discharge dates, including all adjustments to these dates based on additional sentences or sentence modifications. Those who wish to petition the courts for sentence adjustment under §.973.195, should follow the procedure available in the library. Records staff schedule all parole appearances and coordinate releases in conjunction with your assigned social worker.

Records staff also maintain all social service and legal files. The Records Supervisor is also designated as the open records custodian for these files, and as such, any requests for information from these files must be reviewed by them (note that information regarding medical, educational, or psychological files must be reviewed in those respective departments.)

Parole Commission

Records staff will coordinate appearances from the Parole Commission as statutorily required. You will be advised of your upcoming appearance by your Social Worker, who will be responsible for submitting your parole plan and information on your adjustment and program participation to the Parole Commission. The dates of parole hearings will be announced as scheduled via the Rock Report.

Please refer to Administrative Code 302 for more information.

Visits

The visiting week runs from Monday to Sunday. Inmates are permitted three visits per week, only one of which may occur on the weekend (Saturday - Sunday).

Please refer to DAI Policy 309.06.01 Visiting.

Work & Program Assignments

Work Assignments

A complete list of institution work assignments will be posted in the housing units and the RGCI library (The RGCI library will maintain a binder of all position descriptions). Please contact unit staff for job opportunities on your housing unit and the department supervisor for off unit jobs.

Program Assignments-Education

There are educational programs available to those who have identified educational needs, ranging from adult basic education to an HSED (high school equivalency diploma) program.

Pay

Pay periods will be posted on each housing unit. Pay deposited into your account will be reflected on the monthly account statement. You will not receive a receipt from this deposit. Questions regarding pay should be addressed to the work or program supervisor.

Additional Information You Need to Know and Where to Find it

The following references contain the rules at RGCi that must be followed while working or living at the facility. All of these references are available for review in the RGCi law library. These references are listed in order of authority:

Wisconsin State Statutes

Contain laws by which all government agencies and citizens are governed.



Wisconsin Administrative Code Chapters

Further defines the law through directives for the Wisconsin Department of Corrections.



DAI Policies and Procedures

Provide additional specification for the application of Administrative Code Chapters within the Division of Adult Institutions.



Non-Confidential Redgranite Facility Procedures

Provide information and guidelines about specific functions in this institution.



Redgranite Inmate Handbook

Provide institution specific rules and information.



Restrictive Housing Inmate Handbook

Provide rules and information regarding the restrictive housing unit.

Handbooks: The RGCi Handbook will be distributed upon intake. All handbooks will be available in Spanish.

Rule Changes: Changes to the rules and references above will be posted on bulletin boards in the housing units and library, and included in the Rock Report.

The Rock Report: An informational publication entitled the Rock Report will be posted on bulletin boards in the housing units and library. This document will contain information regarding the institution's activities and programs, various announcements, and available work assignments. The Rock Report is also broadcast on the RGCi TV channel.

Institution Channel: RGCi will provide institution information and presentations, along with religious, educational and other programming opportunities on our institution channels.

DAI Handbook References – General Population

Accounts (funds) 28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]
38 USC 5301 – Non-assignability and Exempt Status of Benefits (As it pertains to Deductions from Veterans Administration Benefits)
Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments
Wisconsin Statutes s. 301.31 – Wages to prisoners
Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers
Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners
Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison
Wisconsin Statutes s. 303.065(5) – Work Release Deductions
Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision
Wisconsin Statutes Ch. 767 – Actions Affecting the Family
Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act
Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges
Wisconsin Statutes s. 973.042 – Child Pornography Surcharge
Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge
Wisconsin Statutes s. 973.045 – Crime Victim Witness
Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge
Wisconsin Statutes s. 973.05 – Fines
Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments
Wisconsin Statutes s. 973.06 – Costs
Wisconsin Statutes s. 973.20 – Restitution
1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)
Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard
Wisconsin Administrative Code Ch. DOC 303 – Discipline
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose.
Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge
Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds

	<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>
2017 WI Act 89 Requests	<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>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Subch. 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>
Canteen	<p>Wisconsin Statutes s. 301.27(2) – Vending Stands</p> <p>Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients</p> <p>Wisconsin Administrative Code s. 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose</p> <p>Wisconsin Administrative Code s. 309.52 – Canteen</p> <p>Wisconsin Administrative Code s. 316.04 – Copayment</p>
Classification	<p>Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
Compensation (I/M) Municipal	<p>Wisconsin Statutes Ch. 302 – Prisons; State, County and</p>

	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

	<p>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</p>
Library	<p>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</p>
Mail	<p>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</p>
Marriages	<p>Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministrations Wisconsin Statutes Ch. 765 – Marriage Wisconsin Statutes Ch. 767 – Actions Affecting the Family</p>

	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 Wis 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	Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls Incl. Atty and International Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003.

28 C.F.R § Part 115, *et seq.* National Standards to Prevent, Detect and Respond to Prison Rape

Programming

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

Property

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

PSU Access

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation

Religious Practices,

Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons
Property and Diets 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

Room Cleanliness

Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area

Searches	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 <u>Wisconsin Statutes s. 973.047</u> – 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
Sex Offender Notification	Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law
Social Media Use (I/M)	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

Controlled Separation Wisconsin Administrative Code s. 303.72 – Controlled separation

Disciplinary Separation Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation

Protective Confinement 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

Restrictions/Sec Precautions Wisconsin Administrative Code 303 – Inmate Discipline

RH Meal Restrictions Wisconsin Statutes s. 301.33 – Freedom of Worship: religious ministrations
Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice

Temporary Lock Up Wisconsin Administrative Code s.303.10 – Temporary lock up: use

Conclusion

This handbook is not intended to be all inclusive. You should follow the direction of staff at all times. All individuals should be familiar all rules, DAI Policies, RGCI Procedures and DOC Administrative Code.