



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

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Zach Schroeder

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Name of Individual Certifying this Document / Proposed Document

Corrections Unit Supervisor

\_\_\_\_\_  
Title

*Zachary M. Schroeder*

\_\_\_\_\_  
Signature

04/17/20

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Date Signed

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**REDGRANITE  
CORRECTIONAL  
INSTITUTION**

**Restrictive Housing**

**UNIT HANDBOOK**

**Date Revised: 05/15/20**

# REDGRANITE CORRECTIONAL INSTITUTION

## Restrictive Housing

### HANDBOOK

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This handbook provides you with rules and regulations associated with being housed in Restrictive Housing (RH). **This handbook is not intended to be all-inclusive, but rather a guideline of expectations.** In addition to this handbook, you should refer to the administrative rules on discipline (DOC 303) and other RGC I handbooks. If you are unsure as to any of the rules or regulations, please ask one of the assigned staff members.

**You must return this handbook in the same condition as when it was given to you. If this handbook is torn, ripped, written-in or damaged in any way you will held responsible and could face discipline, which may include restitution.**

#### A. Admission:

Upon admission to Restrictive Housing (RH), you will be issued a tube of toothpaste, toothbrush, soap, toilet paper, a pen insert, one (1) of each request/DOC form that is on the supply cart, and the intake packet which will explain the step program.

All of those housed in Restrictive Housing will be strip searched prior to any cell placement. All clothing will be removed, and you will be issued clean underclothing, socks, pants, shirt and soft-soled slip-on shoes. Hair braids and ponytails will be removed prior to the completion of the strip search.

You will not be permitted to bring any personal property items with you, with the exception of one pair of prescription eyeglasses and one wedding ring (married or widowed individuals only). All other property will be removed, inventoried and added to your other personal property items from your previously assigned housing unit. All personal property items for those housed in Restrictive Housing are maintained on the unit. Additional personal property will be issued to you in accordance with this handbook.

#### B. Books:

1. The total number of books that you may possess is subject to your status. This does not include therapeutic workbooks that may be issued by Psychological Services.
2. Only soft cover books are allowed in cells in Restrictive Housing.
3. Library books are only loaned for a maximum period to two (2) weeks. If you wish to renew a book, it must be returned to the institution library with a request for renewal. Books may only be renewed once.
4. Requests for library books should be placed on a Book Request Form and submitted to the unit Sergeant.

5. Requested books will normally be provided within 10 days of receipt of request (dependent on availability).
6. Library books may **not** be passed to others.
7. When released from Restrictive Housing, you are responsible for returning books borrowed from the library.
8. Religious text is considered a personal publication.
9. Publications that contain contraband, or pose a security risk will not be delivered.
10. Book drop off is on Monday and Friday. Book pick up is on Sunday and Thursday.

**C. Canteen Procedure:**

1. Limited canteen privileges are allowed for those assigned to Restrictive Housing.
2. Canteen order forms and account statements are handed out on Fridays. Canteen order forms must be turned in by Sunday no later than 9:15 P.M. Canteen drop off is on Tuesday between 2:00 P.M and 10:00 P.M.
3. When filling out your canteen orders only use product numbers that are on your Restrictive Housing canteen list. If your order contains non-Restrictive Housing approved canteen item numbers your order will **NOT be filled**
4. You will be required to sign for receipt of your canteen prior to actually possessing the items. Unit staff will open your bag and place the items on the trap. You will be responsible for reviewing all items. If any part of the order is missing, you need to notify staff immediately. Once items are removed from the trap, you will not be permitted to challenge that any part of the order is missing.
5. Items requiring staff control, such as dental floss, etc., will be kept by staff for your use during shower times and only upon request.

**D. Cells:**

1. Restrictive Housing cells are equipped with a sink, toilet, shower, light, bunk, and mattress with a built in pillow.
2. You are responsible for the proper working condition of all cell equipment, as well as cleanliness. An inspection will be conducted prior to being assigned to a cell and upon release from the unit.
3. There is a night light in each cell which remains on at all times. The light switch for full cell lighting is located on the outside of all cells and is under staff control. Full cell lighting is activated at 6:00 AM and reduced to night light feature after count is completed at 9:15 PM.
4. It is expected that cells will be maintained in the highest degree of cleanliness and sanitation. Cell cleaning will occur after showers are completed. It is expected that this cleaning will include the floors, walls and any objects in the cell. The officer will apply a disinfectant cleaner to a cleaning cloth during your designated cleaning day/time. Toilet brushes, brooms and dustpans are also available upon request at the time of cell cleaning.
5. No garbage, clothing, linen, etc. are permitted to be flushed down toilet.
6. Covering or blocking of any lights, windows or vents is strictly forbidden.
7. You may not reach out and break the plane of the upper or lower food port of the cell door unless otherwise directed to by a staff member.

**E. Double Celling:**

1. You may be required to double cell while housed in Restrictive Housing. This will be done at the unit sergeant's discretion.

2. Both individuals are required to fold up their mattress, bedding, and personal items and place them on the bunk prior to showers starting.
3. Refusal to double cell may result in disciplinary action.

**F. Clothing and Linen Exchange:**

1. Sheets (maximum of two) and a pillowcase will be exchanged during the second shift on Tuesdays.
2. Blankets will be exchanged on a quarterly basis. You will be notified in advance of these exchanges. You are permitted to have a total of two (2) blankets in your possession.
3. Clothing will be exchanged on shower days. T-shirts, socks, underwear, shirt and pants, towel and washcloth may be exchanged on each assigned shower day.
4. All exchanges will occur with the completion of showers.

**G. Haircuts:**

1. All RH individuals except for those in controlled status or OBS are eligible to receive haircuts.
2. All haircuts will be provided in Restrictive Housing by an institution barber.
3. Those wishing to have a haircut must submit a written request to the first shift unit sergeant. Names will be placed on the waiting list based on when the request was received.
4. Haircuts are allowed every 30 days and these normally will occur on the 2<sup>nd</sup> Saturday of each month.

**H. Health Services Requests:**

1. You are required to complete a Health Services Request (DOC-3035) to be seen unless an emergency condition exists. **The call button in the cell is to be used for emergencies only.**
2. You can request a Health Services Request (DOC-3035) from the daily supply cart during 2<sup>nd</sup> shift. You will also be provided an envelope to submit the Health Services Request form. These envelopes are stamped for HSU use only.
3. The co-pay policy still applies.
4. Health Services staff may screen/see you at your cell.
5. **All medications** will be issued by on shift staff. This includes over the counter (OTC) medications that can be purchased from the RH canteen catalog. You will not be allowed to receive OTC medications that can not be purchased from the RH canteen catalog. This also includes OTC ointments and creams. Medications will be distributed at the times noted on the medication card. You are required to take their medications directly in front of the issuing staff member.
6. **PRN (as needed) medication** will be delivered within (1) hour of the request or during med pass whichever occurs first.

**I. Mail:**

1. Outgoing mail may be submitted to staff starting at 7 A.M, with the last mail pick-up being no later than 9:30 PM. Incoming mail will be delivered by second shift between 2:00P.M and 10:00 P.M.
2. Legal Mail:
  - a. If you have sufficient funds in your account, you must use an embossed envelope purchased from canteen (unless additional postage will be required). If the

envelope needs additional postage, you must attach a signed Disbursement Request (DOC-184).

- b. If you have no funds in your account, you may request approval for a legal loan by submitting a DOC-1290, Loan Application & Repayment Agreement, to the Business Office. You must make out and submit a Disbursement Request (DOC-184) clearly marked LEGAL MAIL and attach it to the outgoing mail piece.
3. Non-Legal Mail:
    - a. All regular sized envelopes (#6 and #10) must be embossed. Additional postage is required on envelopes that are oversized (6 x 9 or larger) or that weigh more than 1 ounce.
    - b. All envelopes that require additional postage must have a completed and signed DOC-184 attached to cover the cost of postage. Mailroom staff will enter the cost of postage on the completed DOC-184.
    - c. Greeting cards from canteen are permissible but may require additional postage as described in items "a" and "b" above.

**J. Meals:**

1. Meals will normally be served at:

Breakfast	(6:30) AM
Lunch	(10:30) AM
Dinner	(3:45) PM
2. All meals will be served to you in your cell.
3. You will be allowed (1) milk with each meal and (1) cup of juice during breakfast.
4. You are not permitted to store any food items in your cell (to include condiments).
5. You must return all food items (tray, plastic utensils, milk carton, etc.) upon collection by the unit staff.
6. Any abuse of food items may result in you being placed on a food restriction, resulting in a bag lunch or nutra-loaf meal, as determined by the security director.

**K. Phone Calls:**

1. You may submit telephone request slips for next day approval.
2. The Officer or Sergeant will dial all phone numbers.
3. All phone calls are collect and are limited to 20 minutes in length.
4. If no one answers on the first attempt, you will be permitted one more attempt. After the second attempt, if no answer is received, the phone call is terminated for the day. You may resubmit for a different day.
5. Loud or disruptive behavior or misuse of phones may result in the phone call being terminated and a conduct report being issued.
6. All phone calls will be logged.
7. Attorney phone calls must be initiated by your attorney or the courts and scheduled in advance through the records department; you may request to use the phone in the tele-visit room. (due to confidentiality).
8. You are permitted 1 completed phone call per week (Sunday- Saturday).
9. If you connect and then hang up, there is that 15 minute delay and the connected phone call will count as their phone call for the week.

**L. Property:**

1. You will be issued personal property items consistent with your status as soon as possible upon arrival to Restrictive Housing.
2. Exchanges or additional property requests are subject to your status (see **V. Privileges**) and should be directed to the Restrictive Housing property officer.
3. While you are housed in RH, you will **NOT** be permitted to order personal property items from retail outlets with the exception of approved religious items. These requests will be reviewed and approved by the RH captain and the chaplain prior to ordering.
4. Items that you may have ordered prior to your arrival to RH will be referred to the RH property officer upon receipt. The RH property officer will notify you that the item has been received, inquire if you still wish to possess the item and ensure that it is in good working condition. The item will be retained in Mail and Property until your release from Restrictive Housing.
5. When requesting property items, allow a minimum of five (5) working days (Monday-Friday) for the request to be processed and to receive the requested property, if permitted.
6. You may only submit one request per week for property.
7. The following is a list of personal and state property items permitted in RH:

**Clothing (No Personal Clothing)**

- 1 pair state issued socks
- 1 pair state issued undershorts
- 1 state issued t-shirt
- 1 state issued orange shirt
- 1 pair state issued orange pants
- 1 pair state issued soft-soled shoes

**Hygiene**

- 2 rolls state issued toilet paper
- 1 bar state issued soap
- 1 state issued toothbrush
- 1 state issued tube of toothpaste
- 1 personal hair pick (no handle) 6” in length, 3” width maximum size **OR**
- 1 personal comb (no handle) 6 inches maximum length
- 1 personal hair brush (no handle, non-wooden)
- 1 personal deodorant
- 1 personal denture cleaner
- 1 personal chapstick
- 1 personal soap dish
- 1 pair personal shower thongs (shoes)
- 1 state issued cup
- 1 state issued disposable razor, available upon request at shower times only
- 1 state issued pair of nail clippers, available upon request at shower times only
- 1 personal dental floss available upon request during shower times only.

**Jewelry**

- 1 personal wedding band (if married or widowed)

**Linen**

- 1 state issued bath towel

- 1 state issued washcloth
- 2 state issued bed sheets
- 2 state issued blankets
- 1 state issued mattress

**Miscellaneous Property**

- 1 deck personal playing cards
- 15 personal letters
- 10 personal photographs
- 4 personal publications
- 1 pair personal prescription eyeglasses with case
- 1 set personal dentures or partial plate
- Legal materials as previously noted but not to exceed 20X20X20 or two (2) large brown paper bags
- Approved religious items

**Writing Supplies**

- 1 personal address book (5" X 5" maximum size)
- 1 personal sheet carbon paper
- 1 state issued pen insert
- 25 personal embossed or blank envelopes
- 100 personal sheets of paper (stationary pad)

**\*Note, those in observation or controlled status will have property items significantly limited (as determined by supervisor or psychological services staff) while in these statuses, for safety and security reasons.**

**M. Recreation:**

1. Outside recreation (exercise) will be conducted during second shift, weather permitting.\*
2. If you are on loss of recreation, room confinement, controlled or clinical observation status, you will not be permitted to attend outside recreation.
3. Outside recreation is limited to periods of one (1) hour and twenty (20) minutes.
4. The following schedule will be used for outside recreation scheduling based on range assignment:

<b>B Range</b>	<b>Monday, Wednesday &amp; Friday</b>
<b>C Range</b>	<b>Tuesday, Thursday &amp; Saturday</b>
5. You will be searched and restrained prior to and returning from outside recreation.
6. You may not take any property with you to outside recreation.
7. Disruptive or disobedient behavior may result in denial/termination of your outside recreation for the day and issuance of a conduct report.
8. Staff will ask those eligible if they wish to participate in outside recreation. Failure to answer the staff member will constitute a refusal. Acceptance or refusals count as time offered and will be counted against the three (3) outside recreation periods for the week. Unit staff will maintain a recreation use log.
9. If you are on a 2-person escort, you will be given recreation time last and alone for safety and security reasons.



10. State-issued coats will be made available for your use during outside recreation. These will be distributed upon request.
11. Yelling, climbing, spitting, kicking the fencing, etc., is not permitted and will not be tolerated.
12. You are encouraged to take part in exercise periods outside your cell. It is important for your health to periodically walk around while in their cell and/or participate in other exercise activities. Extended periods of inactivity may cause serious health problems.
13. If inclement weather would arise during the recreation period, **RH** staff may end the recreation period early.

**\*Weather permitting is defined as when the wind chill temperature in Fahrenheit is 0 degrees or above. Recreation may also be closed due to bad weather, such as thunderstorms and lightning or periods of rain, snow fall and/or ice on the ground of recreation area.**

**N. Release to General Population or Step Program on HNorth:**

1. You will be restrained prior to exiting your cell.
2. You will be taken to a holding cell, strip-searched and provided with proper clothing.

**O. Satellite Law Computer Usage:**

1. The satellite law computer may only be used by one person at a time.
2. You may use the law computer during your assigned law periods. B Range: Tuesday, Thursday, and Saturday. C Range: Monday, Wednesday, and Friday
3. Use of the satellite law computer is restricted to one hour per week.
4. You are not permitted to work jointly with another individual in the satellite law computer. Assistance may be provided only through routed U.S. Mail communication.
5. Should additional time be requested, you must demonstrate that there is a current pending litigation matter that is under a specific court deadline. The request must be submitted to the librarian, with written documentation to demonstrate the need. A decision will be rendered based upon facts presented.
6. Those wishing to use the law library must submit a request slip the day prior. The request slip must be sent to the second shift sergeant specifying use of law library computer.

**P. Showers:**

1. All showers are electronically controlled. From the time the shower is activated, you will have 20 minutes to shower.
2. Showers will be provided three (3) times per week and will normally occur on first shift. You are required to shower a minimum of once per week.
3. You will be given advance notice when your showers will be turned on and asked whether or not you wish to shower. Not answering the staff member will be considered as a refusal to shower.
4. It is your responsibility to be ready for showers.
5. Showers will be conducted on Monday, Wednesday, and Friday for both ranges.
6. For showers you will be issued:
  - a. One cup of liquid soap/shampoo
  - b. One cup of lotion
  - c. Razor and shaving cream if requested on Sunday & Wednesday (prior to shower)
  - d. Personal nail clippers and dental floss if requested on Sunday and Wednesday (prior to showers)

**Q. Step Procedure:**

1. RGCJ utilizes a three-step step procedure, classified as Disciplinary Step 1 (DS1), Disciplinary Step 2 (DS2), and Disciplinary Step 3 (DS3).
2. Some criteria used for step movement are (this list is not intended to be used as all inclusive):
  - a. Number and severity of all major conduct reports
  - b. Number and severity of all minor conduct reports
  - c. Severity of the conduct report that caused RH placement
  - d. Conduct report of any kind received while in RH
  - e. Overall behavior and attitude
  - f. Program participation
  - g. How you interact with staff and your peers
  - h. Your personal hygiene
  - i. Cell cleanliness
  - j. Degree to which you adhere to the rule and regulations of restrictive housing
3. Those transferred to this institution in a restricted status will be placed in DS1 status and housed in Restrictive Housing pending review. Those in disciplinary separation status will be reviewed weekly to determine promotion/demotion.
4. If you are designated as maximum custody you will remain in Restrictive Housing until you are transferred.

**R. Supplies:**

1. Blank forms and pen inserts (RH pens) will be kept on the supply cart and distributed on a daily basis by Restrictive Housing staff.
2. You may not possess more than one (1) of any unused form. Using forms for a purpose other than what they are intended for may lead to disciplinary action.
3. Hygiene items will be distributed by staff on a daily basis. Hygiene items include:
  - Soap (1 bar)
  - Toilet paper (2 rolls)
  - Toothpaste (1 tube)
  - Toothbrush (1 brush)These items will be exchanged on a one-for-one basis. Empty toilet paper tubes, toothpaste tubes, used tooth brushes and a sliver of soap need to be turned into receive a new one.
4. Supplies will be distributed during 2<sup>nd</sup> shift.
5. Staff will **NOT** pass any items cell to cell, including legal materials.

**S. Temporary Restrictions:**

1. If during the course of your confinement in RH, you act in a disruptive, abusive, assaultive or destructive manner, etc., privileges may be temporarily restricted. The following is a list of restrictions and what those restrictions mean:
  - a. **Bag meal:** You will be provided a bag meal consisting of cold items for all meals.
  - b. **Nutra-Loaf:** You will be provided nutra loaf in lieu of institution meals and liquids for all meals.
  - c. **Cup restriction:** You will be restricted from possessing any cups or containers.

- d. **Recreation restriction:** You will be prohibited from attending outside recreation. All recreation is in-cell only.
  - e. **Restrained for medication:** You are required to be restrained (tethered) to the door prior to medication issuance.
  - f. **Paper restriction:** You are prohibited from possessing paper products, including books (except for one religious book). This includes limitations on toilet paper.
  - g. **Sharps restriction:** You will be prohibited from possessing/using items such as razors, pens, etc.
  - h. **Step Group restriction:** You will be prohibited from attending out of cell groups.
2. You may be placed on these restrictions temporarily by psychological, health services, or security staff. All restrictions will be reviewed by the security director/designee. Continued poor adjustment may result in extension of the restriction.

## T. Security Precautions

1. A security precaution may be placed on individuals for safety reasons. Below are examples of common security precautions:
  - a. **2 staff escort:** When removed from your cell, you will be placed in full restraints. You will be required to kneel while leg restraints are being applied. Hand restrained behind the back.
  - b. **Leg restraints:** You will be required to wear leg restraints for all out of cell movement.
  - c. **Lower trap:** Meals (either Nutra-Loaf or bag meal) and/or other articles will be provided through your lower cell trap only.
  - d. **Back of cell:** Requires you to be in the back of your cell, facing away from the door and kneeling, before a cell trap will be opened.
  - e. **Restrained for medication:** Requires you to be restrained (tethered) to the door prior to medication issuance.
  - f. **Special handcuffing:** When you are removed from your cell, you will be handcuffed with your hands behind your back and leg restraints applied to your legs. Two staff will escort you while out of your cell.
  - g. **Loss of Linen:** When using or abusing linens for any reason other than for their intended use, they may be removed from the cell and replaced with the following items: 1 security blanket and 1 security smock. (Hand towel and washcloth given during shower times and will be collected at the end of the shower)
  - h. **Loss of Clothing (Other restrictions):** When using or abusing clothing for any reason other than for their intended use they may be removed from the cell and replaced with the following item: 1 security smock.

## U. Visits

1. All Restrictive Housing visits are “no-contact” utilizing the televisiting rooms.
2. Televisits are subject to your visitor and your behavior and may be limited/terminated should cause exist.
3. Those in Restrictive Housing are not eligible for joint visits, regardless of relationship.
4. All professional visits will be televisits, with documents being routed through the mail or staff.
5. Number of visits is dependent on status.(See section V Privileges)

## V. Privileges

The following are privileges afforded to those housed in Restrictive Housing, dependent on status:

**Disciplinary Step 1, TLU:**

1. Out of cell recreation .....3 times per week
2. Satellite law collection ..... 1 hour per week
3. Visits – No Contact.....1 per week (Monday-Sunday)
4. Canteen ..... Consistent within allowable limits
5. Publications..... 2 library books per week upon request, 4 personal, 1 religious soft cover
6. Legal material ..... Within fire/safety standards (20X20X20)
7. Phone calls ..... 1 phone call per week (15 minute limit)
8. Step Groups.....As available

**DAI Handbook 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
RHU 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