



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## GUIDANCE DOCUMENT CERTIFICATION

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

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

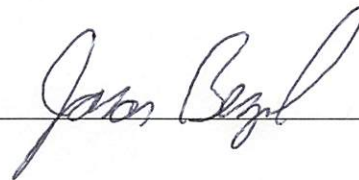
I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

\_\_\_\_\_  
Jason Benzel

Name of Individual Certifying this Document / Proposed Document

\_\_\_\_\_  
Warden of Dodge Correctional Institution

Title


\_\_\_\_\_  


Signature

\_\_\_\_\_  
6-11-2020

Date Signed

Department of Corrections – Wisconsin  
Office of the Secretary  
Wis. Stat. § 227.112(6)  
DOC-2910 (Rev. 12/2019)

 <div style="text-align: center;"> <b>DIVISION OF ADULT INSTITUTIONS</b>   <b>POLICY AND PROCEDURES</b> </div>	<b>DAI Policy #:</b> 309.56.01	<b>Page</b> 1 of 9
	<b>Original Effective Date:</b> 03/01/18	<b>New Effective Date:</b> 03/01/18
	<b>Supersedes:</b> N/A	<b>Dated:</b> N/A
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
	<b>Required Posting or Restricted:</b> <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

## POLICY

The Division of Adult Institutions shall regulate inmate access to and use of technology consistent with DAI security policies.

## REFERENCES

DAI Policy 300.00.67 – Digital Formatted Legal Materials

DAI Policy 309.20.03 – Inmate Personal Property and Clothing

DAI Policy 309.15.01 – Institution Law Library

DAI Policy 309.52.01 – Inmate Canteen

DAI Policy 309.55.05 – Postsecondary Education Opportunities for Inmates

## DEFINITIONS, ACRONYMS, AND FORMS

ADA– American with Disabilities Act

BTM – Bureau of Technology Management

DAI – Division of Adult Institutions

Data Storage Device – Instrument in various formats to facilitate transfer or storage of computer generated documents and media. Often a portable/removable device commonly known as a USB drive, flash drive, jump drive, thumb drive, USB key, USB stick, memory stick or USB portable hard drive. Other formats may include read only computer disks (CD, CD-ROM, DVD-ROM) and 'floppy' disks.

DOC – Department of Corrections

DOC-236D – Identification Property Access Record

DOC-2838 – Data Storage Device Activity Log

DOC-2839 – Inmate Access to OTIS Information Technology Resources User Agreement.

EdNet – Computers and devices connected to the Department of Corrections Education Network.

EILLS - Electronic Inmate Law Library System – the web-based legal research system customized for the Wisconsin DOC by a state contracted vendor.

<b>DAI Policy #:</b> 309.56.01	<b>New Effective Date:</b> 03/01/18	<b>Page</b> 2 of 9
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

LEP – Limited English Proficiency

Offender Technology Infrastructure Services (OTIS) – Education services computer network providing a modern, secure and cohesive information environment.

Remote Area Community Hotspot for Education and Learning (RACHEL) – An offline device providing a repository for educational curriculum and management.

SPED – Special Education

## **PROCEDURE**

### **I. Technological Access and Approval**

- A. Priority access to classroom computing resources shall be provided to inmates who have been identified and screened with an educational program need.
- B. Accommodations required by ADA, LEP and SPED shall be implemented in accordance with Federal and State laws.
- C. Secure password administration of all inmate computer accounts shall be managed by BTM.
- D. Education Director/designee shall assign appropriate staff to facilitate password administration and management for staff and inmates.
- E. Education Director/designee shall be responsible for developing, approving and monitoring inmate access to and use of computers, systems, programs and installed hardware/software.
- F. Education Director/designee may reset student passwords.
- G. Assessment tools or other forms of evaluation used within WI DOC shall determine educational needs and eligibility for education programming at appropriate level.
- H. Computer access for school programs and employability skills shall be assigned by staff.
- I. Education Director/designee shall provide a DOC-2839 to ensure identified inmates are aware of all restrictions and limitations applied to computer access.
- J. Inmates shall be permitted to use EdNet and OTIS networked devices solely for education, legal and re-entry purposes.

<b>DAI Policy #:</b> 309.56.01	<b>New Effective Date:</b> 03/01/18	<b>Page</b> 3 <b>of</b> 9
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

K. All inmate computer account credentials shall be disabled when terminated from programming.

L. All inmate logins and sharing activity in the OTIS environment shall be tracked and logged by BTM.

## **II. Technological Hardware Usage Procedure**

A. Education programs shall permit eligible students and tutors to use equipment on the OTIS network.

B. Personal or legal materials shall not be stored on the OTIS network.

## **III. Data Storage Devices**

A. Inmates shall provide documentation to substantiate need for a data storage device.

1. Access and possession are limited to needs for legal, educational or reentry purposes.
2. Inmates requiring the use of data storage devices shall complete the DOC-2839.
3. Inmates shall purchase a data storage device from a DOC approved vendor/canteen or facility Education Department
4. Facilities where data storage devices are obtained through the Education Department shall develop a facility procedure for this process. Inmates shall reimburse the facility for the cost of the data storage device.
5. Devices shall be labeled with the inmate's DOC number.
6. Data storage devices and their content may be inspected by designated staff to prevent unauthorized activities.
7. Inspection of data storage devices and their content shall be conducted with the inmate present.
8. The inmate's assigned data storage devices shall be issued to him or her at the time of release.

B. Inmates shall obtain their data storage device from the facility Education Director/designee.

1. The inmate shall return the data storage device to staff upon completion of use.
2. Data storage devices shall be secured by staff when not in use.
3. The staff member shall log device activity on the DOC-2838.

C. Possession of a data storage device outside of educational, legal or reentry purposes shall constitute contraband.

## **IV. Technological Training for Inmates**

A. Inmates shall be provided with basic instruction on education applications required for the curriculum in which they are enrolled.

B. Vendor-provided instructions shall be available for the EILLS.

<b>DAI Policy #:</b> 309.56.01	<b>New Effective Date:</b> 03/01/18	<b>Page</b> 4 <b>of</b> 9
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

- C. Inmates may be allowed access to software manuals in a classroom setting when curriculum and/or instructional needs require such access.

#### **V. Inmate Computer Use**

- A. Authorized inmates may use computers on the OTIS platforms to participate in facility programs and learning activities.
- B. Inmate access to computers shall occur under staff supervision.
- C. Prohibited uses include, but are not limited to composing, displaying, printing, downloading or forwarding material that is defamatory, false, inaccurate, abusive, obscene or pornographic to include gaming and gambling applications.
- D. Printing shall be provided in accordance with facility procedure.
- E. Tampering with any computer hardware or software settings, cable connections or peripheral device is prohibited.
- F. Computer hardware or software problems shall be reported to staff for evaluation and repair.

#### **VI. Security Parameters**

- A. All computer activities are subject to audit.
- B. Inmate access to the internet shall be restricted, monitored and logged electronically.
- C. Inmates shall not transfer any data storage device or content to another inmate.
- D. Upon release or transfer, data storage devices shall be placed in inmate DOC 236D.
- E. Printing and storage of legal documents is restricted to an inmate's current or open cases.

#### **VII. Confidentiality of Educational Records**

DOC staff shall observe all state and federal requirements regarding the handling and sharing of confidential student education records.

#### **VIII. Online Education (Post-Secondary Education)**


- A. Inmates may enroll in approved education programs at their own expense. Programs must be accredited.

<b>DAI Policy #:</b> 309.56.01	<b>New Effective Date:</b> 03/01/18	<b>Page</b> 5 <b>of</b> 9
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

- B. The Department may co-sponsor education programs associated with apprenticeship or post-secondary online educational programs.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Dodge Correctional Institution		
<b>Original Effective Date:</b> 6/22/2020	<b>DAI Policy Number:</b> 309.56.01	<b>Page</b> 6 of 9
<b>New Effective Date:</b> 06/22/2020	<b>Supersedes Number:</b> DCI 900.103.04	<b>Dated:</b> 1/25/10
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> 		

**REFERENCES**DOC Administrative Code 303 – Discipline**DEFINITIONS, ACRONYMS, AND FORMS**DCI – Dodge Correctional InstitutionDAI Policy 300.00.67 - Digital Formatted Legal Material**FACILITY PROCEDURE****I. General Guidelines**

- A. The use of facility computers and software by inmates at their job assignments shall be for departmental business purposes only. Personal use is prohibited.
- B. Inmates shall not have access to administrative network computers.
- C. Inmates shall not use any computer that:
  1. Communicates or connects to other computers, except for a self-contained network of four or less computers within a single area.
  2. Controls or interacts with security systems that regulate door access, fire alarms, perimeter detection or other security related systems.
  3. Is located in an unsupervised office or area where an administrative network-connected device is installed, powered on, or otherwise accessible.
- D. Other than for authorized Law Library or stand-alone Library computers, inmates are not permitted to access communication network components including LAN hubs, routers and intranet or Internet components.
- E. Inmates are prohibited from using personal passwords on computer systems and/or files.
- F. Inmates are prohibited from using any file encryption methods on any computer systems or files.
- G. Inmates shall not alter the computer work program.
- H. Inmates shall only enter data and process data for specified routine tasks.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Dodge Correctional Institution		
<b>New Effective Date:</b> 6/22/2020	<b>DAI Policy Number:</b> 309.56.01	<b>Page</b> 7 of 9
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

- I. Data and programs on an inmate work computer shall not be transferred by any media to another computer.
- J. Inmate accessible computers, printers and other hardware shall be identified. Supervisors of areas with inmate accessible computers shall provide the Business Office with a list of those computers, printers and other hardware, along with their locations.
- K. The Librarian shall ensure any inmates using computers in the Library complete a DOC-2839 and route copies to all the areas noted on the form's distribution.

**II. Data Storage Devices**

- A. Data storage devices shall only be made available for purchase to general population inmates. Reception inmates can purchase this when they arrive at their first permanent placement.
- B. Inmates needing to purchase a data storage device shall submit a DOC-184 to the Librarian to request this.
- C. Each inmate data storage device shall be labeled by staff with only the inmate's name and DOC number.
- D. Data storage devices shall be stored in the Library and be secured in the Librarian's office using the following guidelines:
  - 1. The device shall be secured in an approved locked container by the Librarian.
  - 2. Inmates may not possess or transport data storage devices outside of the Library.
  - 3. If the data storage device is needed in another place, it shall be passed directly from one staff member to another.
  - 4. Whenever a device leaves the Library, the Librarian shall track its location until returned.
  - 5. Staff removing a data storage device from the Library for any reason shall return the device as soon as practicable.
  - 6. Each day when inmates check out their data storage device for use, the Librarian shall document this on a DOC-2838. These forms shall be completed daily and retained in accordance with the form's distribution.
- E. Data storage devices purchased with legal loan funds may not contain any other files other than the inmate's legal work cited in the legal loan documentation.
- F. Inmates shall not copy, create or have any data storage devices any executable files on their data storage device.



**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Dodge Correctional Institution		
<b>New Effective Date:</b> 6/22/2020	<b>DAI Policy Number:</b> 309.56.01	<b>Page</b> 8 of 9
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

- G. No files shall be copied from the data storage device to the computer hard drive or to other data storage devices.
- H. Inmates shall not use or create any encryption feature on any of the Library computers and/or software or data storage devices (i.e. any code or password used to prevent access to data or files or to pass messages, data or files to another inmate).
- I. The Librarians shall facilitate the transfer of the inmate's data storage device and his DOC-2839 in the same manner as DFLM is handled when an inmate transfers out of DCI per DAI Policy 300.00.67 Section IV. At no time shall the inmate be in possession of the data storage device during the transfer process.
- J. DCI is not liable for any inmate data, data breaches or data loss.

**III. Inmate Access to Computers in the Library**

- A. The Librarian shall maintain computers with word processing software for inmate use to create and edit documents necessary for active legal casework, work on classwork assigned by education staff or employment documents as approved by staff.
- B. The Librarian and inmate library clerks shall orientate inmates on this procedure with regard to the use of computers and data storage devices.
- C. Computers shall be available to inmates on an approved pass during law Library hours. Inmates working on legal cases with verified court deadlines may be given priority for access when necessary.
- D. Approved inmates shall check out their assigned data storage devices on which to save their documents.
  - 1. Upon request, the Librarian shall print out the inmate's documents from his assigned data storage devices. Prior to printing, Librarian shall:
    - a. Review the DOC-184 from the inmate to verify it is completed correctly.
    - b. Verify the inmate has either funds to pay for the documents or has an appropriate legal loan in place.
    - c. Note either the denial or the approval and the cost of the documents on the DOC-184.
    - d. Sign the DOC-184 and route it to the Business Office, if approved.
  - 2. Inmates shall not copy, transfer or create any documents other than those directly connected to open court cases, assigned education work, or approved employment documents.
  - 3. An inmate may copy, transfer, or create legal documents that contain information pertaining to another inmate or containing the names of other inmates on their data storage devices if this information is necessary for

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Dodge Correctional Institution		
<b>New Effective Date:</b> 6/22/2020	<b>DAI Policy Number:</b> 309.56.01	<b>Page</b> 9 of 9
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

the particular case the inmate is working on (for example, the other inmate may be identified as a witness or co-defendant for the case). If staff have reason to question the necessity of this information in a legal document, the inmate shall provide a complete explanation, in writing to the DCI Program Supervisor.

4. Documents on the data storage devices shall only be in the owner's name and pertain only to that owner's cases or legal issues, except as noted in Section III. D. 3 of this procedure.
  - E. The DCI Program Supervisor/designee shall ensure the inmate is present whenever it is necessary to review the contents of an inmate's data storage device containing legal work.
  - F. Other work saved to the data storage devices shall be approved by the Librarian.
  - G. Documents may be printed from data storage devices by the Librarian at a cost of \$0.15 per page.
- IV. Inmate Access to Computers for Employment Documents**
- A. As DCI only has computers for use in the Law Library, inmates may be able to access those computers, when they are available, to create files for the purpose of completing the employment documents.
  - B. Inmates may save employment documents (i.e. cover letter, resume, references, or thank-you letter) on their data storage devices.