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.

[Signature]

Name of Individual Certifying this Document/Proposed Document

[Signature]

Title

[Signature]

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)
POLICY
Division of Adult Institution facilities shall establish guidelines for Restrictive Housing Step Programs and monitor the status and progress of individual inmates. Such programs shall provide inmates with opportunities and incentives to change their behavior and attitudes and foster a successful return to a general population setting.

REFERENCES
Wisconsin Administrative Code s. DOC 303.73 – Major penalty; disciplinary separation
Wisconsin Administrative Code s. DOC 303.74 – Controlled Separation
Wisconsin Administrative Code s. DOC 306.05 – Protective Confinement
Wisconsin Administrative Code Ch. DOC 308 – Administrative Confinement
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code Ch. DOC 311 – Observation Status
Wisconsin Administrative Code Ch. DOC 314 – Mental Health Treatment for Inmates
DAI Policy 306.00.34 – Restrictions and Security Precautions
DAI Policy 306.05.01 – Protective Confinement
DAI Policy 309.04.01 – Inmate Mail
DAI Policy 309.20.03 – Inmate Personal Property and Clothing
DAI Policy 309.51.01 – Legal Loans
DAI Policy 500.00.05 – Medical Observation and Monitoring
DAI Policy 500.70.01 – Mental Health Screening Assessment and Referral
DAI Policy 500.70.14 – Mental Health Multidisciplinary Teams
DAI Policy 500.70.30 – Behavior Management Plans
DAI Policy 500.80.04 – Over the Counter Medications

DEFINITIONS, ACRONYMS, AND FORMS
Administrative Confinement – The confinement of an inmate separate from the general population whose continued presence in general population poses a serious threat to life, self, staff, or other inmates, or to the secure or orderly operation of the facility.

BMP – Behavior Management Plan

Clinical Observation – Involuntary or voluntary non-punitive status used for the temporary confinement of an inmate to ensure the safety of the inmate or the safety of others.
Controlled Separation – Restrictive placement of an inmate in a Temporary Lock Up (TLU) or disciplinary separation status who exhibits disruptive or destructive behavior. Disciplinary Separation – Punitive status of an inmate for violation of Wisconsin Administrative Code Ch. DOC 303, with no extension of mandatory release/extended supervision date.

DOC – Department of Corrections

DOC-30 – Review of Inmate in Restrictive Housing


Health Services Unit (HSU) Staff – Employees classified as HSU Manager, Psychiatrist, Physician, Physician Assistant, Pharmacist, Dentist, Nurse Practitioner, Optometrist, Registered Nurse, Licensed Practical Nurse, Physical Therapist, Radiologic Technician, or any other clinical classification that is directly supervised by Health Services.

Mental Health Codes – Designation made by PSU staff in WICS that identifies inmates who are not on the mental health caseload (MH-0), on the mental health caseload but not with serious mental illness (MH-1), with serious mental illness (MH-2a and MH-2b), or intellectually disabled (ID).

Mental Health Multidisciplinary Team – Staff who regularly meet to review the status of inmates per DAI Policy 500.70.14.

OTC – Over the counter

Protective Confinement – Separation from the general population necessary to ensure the safety and welfare of that inmate.

Psychological Services Unit (PSU) Staff – Employees classified as Psychologist Supervisor, Psychologist-Licensed, Psychological Associate A or B, Crisis Intervention Worker, Psychological Services Assistant, Clinical Social Worker, or any other clinical classification that is directly supervised by Psychological Services.

RH – Restrictive Housing (formerly known as Segregation)

RH Review Team – A multi-disciplinary group of staff that meets weekly to review the status of inmates in RH and make decisions as to programming, step movement, behavior management and other issues. The team may be comprised of: Corrections Program Supervisor or Security Supervisor assigned to RH, Health Service Manager, Psychiatrist, Psychologist Supervisor, Psychologist, Social Worker assigned to RH, Program Escort Officer, and security staff assigned to RH. The Warden shall designate one member to the group as chairperson. Complex cases, including those of great public interest, may involve Central Office representatives.
WICS – Wisconsin Integrated Corrections System

PROCEDURE

I. Intake
   A. Staff shall provide inmates with an orientation to the RH unit within one working day of placement, outlining behavioral expectations and available programming.

   B. PSU staff shall assess inmates with MH-2A, MH-2B or ID codes within one working day of placement within RH, as outlined in DAI Policy 500.70.01.

   C. Staff shall designate a step level for each inmate who receives disciplinary separation.

II. RH Step Programs
   A. Each facility shall develop a RH Step Program that provides inmates with opportunities and incentives to improve their attitudes and behavior while earning additional freedoms, privileges and property.

   B. RH Step Programs shall involve at least three steps. Facilities may implement a fourth step as described in Section III.

   C. RH Step Programs shall include the following features:
      1. Behavioral incentives.
      2. Self-help and in-cell programming.
      3. Staff encouragement and constructive feedback.
      4. Out-of-cell groups, counseling and programming as recommended by staff.

   D. Inmates may earn time off of their disciplinary separation sanction for each day they demonstrate positive behavior. In general, time earned shall be one day of the disciplinary separation sanction for every one day of positive behavior. Positive behavior may include:
      1. Adherence to housing unit rules and expectations.
      2. Positive interactions with staff.
      3. Completion in-cell or out-of-cell programming.

   E. Release from disciplinary separation may be accelerated based on program participation, demonstration of reduced risk and other factors as determined by the Warden.

   F. Documentation on progress and reasons for adjustment shall be included on the DOC-30.
III. Steps Levels

A. Step 1 inmates shall be housed in the RH main unit.
   1. Placement may occur upon initial entry into RH or may represent a return from a higher step level if the inmate engages in conduct that may result in a major sanction.
   2. Placement shall be based on evaluation of risk, focusing on violent or assaultive behaviors.

B. Step 2 inmates may be housed in the RH main unit or another unit designated for such placement. An inmate may attain this level as the result of acceptable behavior and attitude, or be assigned as initial placement if the committing offense is non-assaultive or considered a manageable risk.

C. Step 3 inmates may be housed in the RH main unit or another unit designated for such placement.
   1. An inmate may attain Step 3 as the result of acceptable behavior and attitude while in Step 2.
   2. Inmates transferring from another facility at the same step may also be placed at this step.
   3. The focus of Step 3 shall be to test readiness for a return to general population.

D. Step 4 inmates may be housed in the RH main unit or another unit designated for such placement.
   1. Inmates in Step 4 shall be allowed out of their cell for a minimum of two hours each day or for a minimum of 14 hours each week for activities.
   2. Out of cell activities shall involve social interaction with staff or other inmates may be conducted without the use of restraints. Potential activities include recreation, dayroom and programming.
   3. The focus of Step 4 shall be to test readiness for a return to general population. A facility may progress an inmate to Step 4 in lieu of Step 3.

IV. RH Review Team

A. Facilities with a RH unit shall maintain a RH Review Team to conduct reviews of all inmates housed in the facility's RH units.

B. RH Review Teams shall contain, at minimum, the following staff. The Warden shall designate one member of the group as chairperson.
   1. Corrections Program Supervisor or Security Supervisor assigned to RH.
   2. Health Service Manager or HSU staff member.
   3. PSU staff member.
   4. Other staff as designated by the Warden, such as Psychiatrist, Social Worker, Program Escort Officer and Security staff.
   5. Administrators and/or Central Office staff for specific cases.
V. Review of Inmates in RH  
   A. The RH Review Team shall review the status, programming, and needs of all inmates placed in RH, regardless of status, at least every 30 days and document on DOC-30. Reviews shall address the following:  
      1. Mental health concerns such as suicide risk and psychosis.  
      2. Development of BMPs when needed.  
      3. In-cell or out-of-cell programming that would assist with the inmate’s adjustment.  
      4. Medical concerns such as food/fluid intake and medication compliance.  
      5. Security concerns such as vulnerability, assault risk, escape risk, escort and special placement needs.  
      6. Any necessary restrictions or precautions.  
      7. Recommendations to adjust Step Status based on inmate behavior and program participation.  
      8. Other concerns as appropriate.  
   
   B. The RH Review Team and/or Security Director shall forward recommendations on the DOC-30 to the Warden/designee, who may adjust steps or remove an inmate from RH at any time.  
   
   C. The RH Review Team may promote or demote an inmate’s status at any time prior to the 30 day review if the inmate’s behavior warrants it.  
   
   D. The RH Review Team may coordinate discussion of selected inmates with the facility’s mental health multidisciplinary team as needed.  
   
   E. The RH Review Team shall document the reviews and recommendations on DOC-30. The original and any copies of DOC-30 shall be kept in a locked location with access limited to staff with a clear job-related need to know the corresponding medical and mental health information.  

VI. Step Progression  
   A. All inmates are eligible to progress through the steps of a RH Program. The rate of progression and release decisions may be influenced by any of the following factors:  
      1. Behavior, attitude and motivation.  
      2. Interaction with staff or inmates.  
      3. Program needs and participation.  
      5. Facility adjustment and conduct history.  
      6. Security risks to staff, inmates, facility or community.  
      7. Medical concerns.  
      8. Mental health concerns including psychological input.  
      9. Mitigating factors and any special circumstances.
B. Security Supervisors and the RH Unit Manager/Program Supervisor may immediately place inmates who display disruptive behavior or serious misconduct in a more restrictive step, provided alternative sanctions are not appropriate. Such changes shall be reviewed by the RH Review Team at the next meeting.

C. Staff shall consider the inmate’s adjustment to TLU when determining the most appropriate disposition, rate of progress through step levels, and/or most appropriate release date from RH status.

VII. Restrictions/Security Precautions
A. Any inmate who exhibits threatening, violent, self-abusive, or serious disruptive behavior may be subject to security precautions and/or placed on restrictions as outlined in DAI Policy 306.00.34.

B. Restrictions and precautions shall be imposed at the lowest level in order to achieve the desired results.

VIII. BMPs
A. Staff may develop BMPs for RH inmates who routinely exhibit behavior that cannot be adequately managed through existing step programs and practice, as outlined in DAI Policy 500.70.30.

B. BMPs require a multidisciplinary approach with clear documentation of the rationale for the plan and the ability for the inmate to provide input or dispute any element of the plan. Plans shall be limited in duration and allow for basic needs.

C. Any inmate with an MH-2A, MH-2B or ID mental health code who receives a disciplinary separation disposition of 60 days or more shall have a BMP developed within 10 days of disposition.

D. Any inmate with an MH-2A, MH-2B or ID mental health code who is placed in Administrative Confinement shall have a BMP developed within 10 days of placement.

IX. Administrative Confinement
A. Administrative confinement is an involuntary non-punitive status for confinement of inmates in a RH unit whose continued presence in general population poses a serious threat to life, property, self, staff or other inmates, or to the security of the facility.

B. Inmates may be referred for possible placement in Administrative Confinement pursuant to Wisconsin Administrative Code Ch. DOC 308.

X. Protective Confinement
Inmates may be placed in protective confinement by the Security Director in accordance with DAI Policy 306.05.01. The following guidelines shall apply:

A. Privileges and property shall be at least equivalent to those allowed for inmates in the main RH building.

B. Additional privileges and property shall correspond to what is ordinarily allowed inmates in the unit in where the inmate is protectively confined.

C. The Security Director shall review placements in protective confinement at least every 90 days.

D. The RH Review Team shall review the inmate on a DOC-30 at least monthly.

XI. **Step 1 Property**

A. All requests on property matters must be in writing to the Property Officer.

B. Unless specifically authorized, glass and/or metal materials shall not be allowed in any form in the RH Unit.

C. The RH property limits outlined below represent the standard minimum allowed property for Step 1, including Disciplinary Separation, TLU, Protective Confinement, and Administrative Separation. Based on the inmate’s behavior, further limitations may be imposed by the Security Director/designee.

D. Hygiene and toiletry articles

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Each</td>
<td>Lip balm</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Hair conditioner</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Deodorant</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Shampoo</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Skin lotion</td>
</tr>
<tr>
<td>*1</td>
<td>Each</td>
<td>Soap</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Soap Dish</td>
</tr>
<tr>
<td>*1</td>
<td>Roll</td>
<td>Toilet Paper</td>
</tr>
<tr>
<td>*1</td>
<td>Each</td>
<td>Toothbrush</td>
</tr>
<tr>
<td>*1</td>
<td>Each</td>
<td>Toothpaste</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Items for dentures</td>
</tr>
<tr>
<td>*</td>
<td></td>
<td>Feminine Hygiene</td>
</tr>
</tbody>
</table>

* State issued or purchased through Canteen.
E. Writing Supplies

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Item</th>
<th>Description, If Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Each</td>
<td>Address Book</td>
<td>5&quot;x5&quot; maximum size</td>
</tr>
<tr>
<td>5</td>
<td>Sheet</td>
<td>Carbon Paper</td>
<td>Canteen</td>
</tr>
<tr>
<td>10</td>
<td>Each</td>
<td>Legal Envelopes</td>
<td>Canteen</td>
</tr>
<tr>
<td>2</td>
<td>Each</td>
<td>Pen inserts/flexible pencils</td>
<td>State Issued, 1 for 1 exchange</td>
</tr>
<tr>
<td>25*</td>
<td>Each</td>
<td>Embossed or blank envelopes</td>
<td>Not to exceed 25</td>
</tr>
<tr>
<td>50</td>
<td>Each</td>
<td>Paper, writing or typing</td>
<td>Canteen</td>
</tr>
</tbody>
</table>

* Facilities shall provide one stamped, embossed or metered envelope and two pieces of paper to indigent inmates in RH on the 1st and 15th of each month. The inmate may use these materials to correspond to members of the public or another inmate for any purpose, legal or otherwise.

F. Reading Materials

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Item</th>
<th>Description, If Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Legal Material</td>
<td>Per DAI Policy 309.20.03 must fit in 20&quot;x20&quot;x20&quot; bin. Staples, paperclips and metal fasteners are not permitted.</td>
</tr>
<tr>
<td>8</td>
<td>Each</td>
<td>Books and Publications</td>
<td>a. Shall be soft cover only.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b. Permitted to exchange personal books from their stored personal property a minimum of every 30 days.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c. Magazines and newspapers may be permitted in RH. When permitted, facilities shall develop procedures for distribution.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d. Publications that contain contraband, or pose a security risk in RH, shall not be delivered. Must be received without staples.</td>
</tr>
<tr>
<td>25</td>
<td>Each</td>
<td>Personal Letters</td>
<td></td>
</tr>
<tr>
<td>Per policy</td>
<td></td>
<td>Religious Items</td>
<td>Subject to review by facility Chaplain in accordance with DAI Policy 309.61.02.</td>
</tr>
</tbody>
</table>
G. Miscellaneous

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Item</th>
<th>Description, If Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Each</td>
<td>Comb or pick</td>
<td>No handle</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Cup</td>
<td>State-Issued (unless physical plant has drinking fountain in cell)</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Hairbrush</td>
<td>6&quot;, no handle, no metal</td>
</tr>
<tr>
<td>10</td>
<td>Each</td>
<td>Photographs</td>
<td>No Polaroids</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Sleep mask</td>
<td>Canteen</td>
</tr>
<tr>
<td>1</td>
<td>Pair</td>
<td>Shower Thongs</td>
<td>Canteen</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Calendar</td>
<td>Provided by RH staff upon placement on unit</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Eyeglasses</td>
<td>State issued or personal</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Earplugs</td>
<td>Canteen</td>
</tr>
<tr>
<td>*</td>
<td></td>
<td>OTC medications or creams</td>
<td>Canteen/prescribed (May be officer controlled) Per DAI Policy 500.80.04</td>
</tr>
</tbody>
</table>

*Subject to facility procedure.

H. Officer Controlled

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Item</th>
<th>Description, If Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Each</td>
<td>Fingernail Clipper</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Toenail Clipper</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Dental Floss</td>
<td>12 inches (maximum)</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Razor or hair removal product</td>
<td>Per facility procedure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prescription Medication</td>
<td>Per facility procedure</td>
</tr>
</tbody>
</table>

I. Additional Canteen items such as food items shall be allowed according to established facility canteen lists and limitations.

XII. Controlled Separation Property
A. The facility shall maintain control of all property, provide adequate clothing and essential hygiene supplies, and provide nutritionally adequate meals.

B. Inmates may possess correspondence, legal and writing materials as long as the property does not pose a security risk.

XIII. Property - Additional Steps
A. Inmates in Step 2 may receive additional property items consistent with facility procedure and designated allowable property guidelines for their assigned living area. Increased privileges and availability of additional property may be impacted by physical plant construction or design.
B. Inmates in Step 3 and Step 4 may receive additional property (e.g., electronics, Hobby items) consistent with facility guidelines, and designated building allowable property guidelines for their assigned living area. Electronics may include:
1. Television.
2. Radio.
3. Fan.
4. Earbuds.

XIV. Requirements in Accordance With Wisconsin Administrative Code Ch. DOC 303:

A. The facility shall provide inmates in RH all of the following:
   1. Clean mattress.
   2. Sufficient light by which to read at least 12 hours per day.
   3. Sanitary toilet and sink.
   4. Adequate ventilation and heating.

B. The facility shall allow the following necessities for each inmate in disciplinary separation, but the items need not be kept in the cell, based on safety and security concerns as determined by the Warden:
   1. Adequate clothing and bedding.
   2. A toothbrush, toothpaste, soap, a towel, a face cloth, and a small comb.
   4. Nutritionally adequate meals.

C. The facility shall permit inmates in disciplinary separation visitation and telephone calls in accordance with Wisconsin Administrative Code Ch. DOC 309.

D. Correspondence:
   1. Inmates in disciplinary separation may receive and send first class mail in accordance with these rules and DAI Policy 309.04.01.
   2. Indigent inmates in disciplinary separation may, upon request, receive writing materials and postage in accordance with Wisconsin Administrative Code s. DOC 309.51 and DAI Policy 309.51.01.

E. The facility shall allow inmates in disciplinary separation, observation status, and protective confinement to shower at least twice per week, unless restricted per DAI Policy 306.00.34.

F. The facility shall provide social services, psychological and medical services, program opportunities and an opportunity to exercise for an inmate in disciplinary separation. Out-of-cell exercise and programming is encouraged where resources and space allows.
G. Inmates in disciplinary separation may not leave their cells except as needed for:
   1. Medical or psychological assessments or treatment.
   2. Showers.
   3. Visits.
   4. Recreation.
   5. Emergencies endangering their safety in the cell.
   6. Congregate Programming/Out of Cell leisure activities
   7. Other reasons as authorized by the Warden.

H. The Warden may require inmates in disciplinary separation to wear mechanical restraints, as defined in Wisconsin Administrative Code s. DOC 306.02(13), while outside their cells.

I. Release dates are not impacted by disciplinary separation.

J. Inmates in disciplinary separation shall not earn compensation.

K. Inmates in disciplinary separation may have approved items brought in from the canteen but may not go to the canteen in person.

L. Each RH unit shall have visiting procedures to meet the minimum standards outlined in Wisconsin Administrative Code s. DOC 309.09(4).

M. Each RH unit shall have procedures to meet at least the minimum phone call privileges consistent with Wisconsin Administrative Code s. DOC 309.39.

N. Each facility may develop RH unit procedures to include the availability of canteen items that may be used to promote progression through the step program.
REFERENCES:
Attachment - Step Program Guidelines

DEFINITIONS, ACRONYMS, AND FORMS
DOC-761 – Interview/Information Request

FACILITY PROCEDURE
I. Step Program Process
   A. Housing Unit Assignments:
      1. Step 1 inmates will be housed in I unit.
      2. Step 2 inmates may be housed in H unit North wing or I unit.
      3. Step 3 inmates will be housed in H unit North wing.

   B. Weekly RH Review Team meetings
      1. The RH Review Team will evaluate each inmate at Step 1, 2 and Step 3 to
determine how the inmate has demonstrated positive behavior and
attitude to include but not limited to interaction with other inmates, staff,
program participation, personal hygiene, cell cleanliness and compliance
with unit rules and procedures.
      2. DOC-30s will be completed by the I unit supervisor/designee with input
from psychological services and will be reviewed by the security
director/designee as well as by the Warden.

   C. Step Placement
      1. Step placement will be determined on a case-by-case basis by the
RH Review Team.
      2. The initial step placement will be dependent on the severity of the
committing offense and offense history.
      3. Upon demonstration of appropriate attitude and behavior, inmates in step
1 and 2 may be promoted to the next step; Step 3 inmates may be
promoted to general population.
      4. Inmates may be retained in their current step as determined by the RH
Review Team.

   D. Programming Participation
      1. Redgranite Correctional Institution will have behavioral incentives for
inmates to progress through the steps and gain additional privileges and
property commensurate with their behavior and readiness for privileges.
2. Self-help and in-cell programming will be available to all inmates in the step program by request. Program materials include and are not limited to the following: anger management, cognitive thinking, meditation and relaxation exercises, emotional regulation skills and positive thinking/living.

3. Out-of-cell groups such as exercise, counseling and programming may be available.

4. Services for inmates with severe and persistent mental illnesses will include regular clinical contact, out of cell programming and other therapeutic activities designed to improve mental health and reduce future RH placements.

E. Privileges and restrictions for each step can be found in the attachment – Step Program Guidelines.
| **ATTIRE** | Allowed to wear state issued greens or personal clothing  
Must wear greens to appointments and visits | Same as Step 2 |
|-----------|-------------------------------------------------|----------------|
| **CELL ASSIGNMENTS** | Specific Cells will be designated for step inmates  
May be separated by step | Same as step 2 |
| **COURTYARD** | Daily from 7:30AM - 8:30AM | Same as step 2 |
| **DAYROOM** | Daily from 7:30AM - 8:30AM  
Odd days from 10:10AM-11:30PM | Daily from 7:30AM - 10:00AM  
Odd days from 10:10AM-11:30PM |
| **EDUCATION** | In-cell, self-help educational material may be available per request for students and/or those interested in continuing education.  
Contact Education Director for material | Same as step 2 |
| **HAIRCUTS** | Send DOC-761 form to the Recreation Department  
Inmate barber will provide haircuts on the last Wednesday of every month on H Unit.  
May only receive one haircut every 30 days during dayroom hours | Same as step 2 |
| **LAUNDRY** | State and personal laundry should be dropped off when let out for breakfast. State laundry should be picked up after dinner meal. Personal laundry will be delivered to cell or handed out during dayroom hours.  
Will be allowed 1 free load of laundry the following day upon promoting to step 2 with staff permission | Same as step 2 |
| **LAW LIBRARY** | Law library is limited to one hour per week in Restrictive Housing.  
Must sign up for Satellite Law Library in Restrictive Housing during dayroom hours. | Same as step 2 |
| **LIBRARY** | Must fill out a library request form to contact the librarian to obtain services. Book limit is the same as General population inmates. | Same as step 2 |
| **MEALS** | 20 minutes per meal in the unit dining room separate from intake inmates | Same as step 2 |
| **MOVEMENT** | Escorted and in restraints whenever leaving the unit  
Inmates placed on the upper left tier are to use the stairs closest to the SGT station only | Escorted whenever leaving the unit  
Inmates placed on the upper left tier are to use the stairs closest to the SGT station only |
| **OFF UNIT RELIGIOUS SERVICES** | Religious practice in cell  
Consultation may be requested on DOC-761 | Same as step 2 |
## Pay
Pay will not be paid. Same as step 2.

## Inmate ID’s
ID’s are to be worn anytime out of cell. Same as step 2.

## Door Tag
Blue door tag. Yellow door tag.

## Property & Canteen
- **SAME AS GENERAL POPULATION WITH THE FOLLOWING EXCEPTION:** No tablet, radio, or TV
- Must wait to receive any new property until returned to GP status.
- Any exceptions must be sent in writing to the Unit Supervisor detailing the specific property item requested and reasons for requesting the item.

## Recreation
May utilize the courtyard from 7:30AM – 8:30AM. No off-unit recreation. Same as step 2.

## Showers
Allowed during assigned dayroom times. Showers will be closed 15 minutes prior to dayroom closing. Same as step 2.

## Telephone Calls
Allowed during assigned dayroom times. Same as step 2.

## Visits
All visits are “no-contact” utilizing the tele-visiting rooms in Restrictive Housing. Allowed one 1-hour visit per week. This is on a first come first serve basis. Allowed one visit per week in the Visiting Room.

## Work & Programming
Not eligible for jobs. May be expected to participate in a specified unit program. If refusing or participates inadequately, individuals may spend a longer period of time in this status. Same as step 2.

## Medications/HSU Appointments
- No controlled medications are allowed in cell and they will be dispensed on the unit by uniform staff.
- Non-controlled medications allowed in cell. Same as step 2.

## Stamped Envelope/Paper
If indigent, issue one stamped embossed or metered envelope and two pieces of paper on the 1st and 15th of each month. Same as step 2.

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***Refer to RH Handbook for TLU and DS1 status inmates***