



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.

Casey Gerber

Name of Individual Certifying this Document/Proposed Document

Director, Office of Juvenile Offender Review

Title

Casey Gerber

Signature

06/24/2019

Date Signed

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

Copper Lake / Lincoln Hills Schools
DEPARTMENT OF CORRECTIONS
Division of Juvenile Corrections
CARE AND TREATMENT
POLICIES AND PROCEDURES MANUAL

PROCEDURE NUMBER	
7.03	
ORIGINAL EFFECTIVE DATE	NEW EFFECTIVE DATE
09/19/97	08/27/07
SUPERCEDES NUMBER	DATED
7.03	11/01/03

MANUAL SECTION	PAGE	1	OF	4
CARE AND TREATMENT				
RELATED ACA STANDARDS	SUPERINTENDENT'S APPROVAL			

SUBJECT:
MAIL

REFERENCES: DOC Chapter 379.04

PURPOSE: This policy addresses youth mail as communication fosters reintegration into the community and the maintenance of family ties.

POLICY: A youth may communicate with government offices, the court system, approved family members and other persons concerned with the youth's welfare as approved by the Superintendent/designee and consistent with program needs and the need to protect the public. Incoming and outgoing mail may be opened, read and inspected for contraband if the youth consents in writing to receive the mail through the institution mail service.

DEFINITIONS

"Youth mail" is defined as all mail addressed to or from a youth at Lincoln Hills School. Incoming and outgoing mail shall not be delivered if any of the following exists:

1. Threatens criminal activity or physical harm to any person.
2. Threatens blackmail or extortion.
3. Relates to sending contraband in or out of an institution.
4. Relates to plans to escape.
5. Relates to any unauthorized group activity.
6. Relates to activity that, if completed, would violate the law.
7. Is in code.
8. Solicits gifts from a person other than a family member or a person on the visiting list.
9. Is obscene material.
10. Contains information that, if communicated, would create a clear danger of physical or psychological harm to any person.
11. Relates to a contract that the youth is asked to enter into or seeks to enter into.
12. Mail shall not be delivered to a youth or sent by a youth if the sender or recipient is not on the approved *Correspondence List* (DOC-2078) for the youth.

"Correspondence List" is the approved correspondence list for each youth. This list shall include the name, age, address and relationship to the youth for all approved correspondents. Only individuals on the youth's approved

POLICY AND PROCEDURE MANUAL

EFFECTIVE DATE: 08/27/07	PAGE 2 OF 4	PROCEDURE NUMBER: 7.03
MANUAL SECTION: CARE AND TREATMENT	SUBJECT: MAIL	

list will be permitted to correspond with the youth. This list is maintained by a designated living unit social worker.

“Special Correspondence” - A youth may communicate with government offices and the court system. Staff may open and inspect correspondence in the presence of the youth, but cannot read mail received if from, or sent by a youth, to one or more of the following parties:

1. The Governor of Wisconsin
2. Members of the Legislature
3. Members of the United States Congress or the President of the United States
4. The Secretary of the Department of Corrections
5. Department of Corrections staff acting within their official capacity
6. The Attorney General of Wisconsin or an Assistant Attorney of Wisconsin
7. The Clerk or Judge of any state or federal court
8. An investigative agency of the federal government
9. An attorney

Staff shall inspect documents to determine if the mail contains contraband. Mail containing contraband shall be confiscated.

“Approved family members” may include parents, stepparents, guardians, grandparents, siblings, etc.

“Other persons” includes people in addition to approved family members that have been determined by program staff to be concerned about the youth’s welfare and consistent with program needs.

PROCEDURE:

1. Consent
 - a. Youth may receive and send mail to approved correspondents after consenting, in writing, to the conditions under this policy by completing the *Mail Consent* form (DOC-1588) and providing it to the designated social worker.
 - b. If a youth does not consent, incoming and outgoing mail shall be denied.
 - c. If a youth does not consent, incoming mail addressed to the youth shall be returned to the post office unopened and marked “refused”. Mail with no return address may be opened, inspected and read to identify the sender and determine if the sender is on the approved *Correspondence List* (DOC-2078).
 - d. If the sender cannot be identified, the mail will be disposed of consistent with institution procedures. A *Mail Intercept* notice (DOC-1641) shall be sent to the youth stating the reason(s) for non-delivery.

POLICY AND PROCEDURE MANUAL

EFFECTIVE DATE: 08/27/07	PAGE 3 OF 4	PROCEDURE NUMBER: 7.03
MANUAL SECTION: CARE AND TREATMENT	SUBJECT: MAIL	

- e. If a youth does not consent, outgoing mail will not be sent. The letter will be disposed of consistent with institution procedures. A *Mail Intercept* notice (DOC-1641) shall be sent to the youth stating the reason(s) for the non-delivered mail.
2. Inspection of Mail
 - a. Incoming mail will be opened and inspected for money/contraband by the Communication Center Youth Counselor before being delivered to a youth. If the incoming mail contains contraband, a *Mail Intercept* notice (DOC-1641) will be filled out and the letter and notice will be forwarded to the designated social worker. Contraband is to be sent to the Security Director. An *Inappropriate/Non-Approved Correspondence* memorandum will be sent to the sender with the letter attached. Copies of the *Inappropriate/Non-Approved Correspondence* memorandum will be sent to the youth and Superintendent by the designated social worker, and placed in the social service file.
 - b. The incoming mail shall be sent to the living unit where it shall be checked by the youth counselor to ensure the sender is on the approved *Correspondence List* (DOC-2078). Staff may read mail. Incoming mail that is not on the approved list shall be forwarded to the designated social worker. An *Inappropriate/Non-Approved Correspondence* memorandum will be sent to the sender with the letter attached. Copies of the *Inappropriate/Non-Approved Correspondence* memorandum will be sent to the youth and Superintendent by the designated social worker, and placed in the social service file.
 - c. Outgoing mail will be opened (if sealed) and inspected for contraband and sealed/resealed by a 10:30 p.m. to 6:30 a.m. living unit youth counselor before being placed in the outgoing mail. Staff may read mail.
 - d. A youth may appeal the decision not to deliver incoming or outgoing mail to the Superintendent, in writing within ten (10) days of receipt of the *Inappropriate/Non-Approved Correspondence memorandum*. The appeal shall be submitted on the *Appeal and Decision* form (DOC-1622).
 3. Payment of Postage
 - a. A youth may mail at least one (1) letter per day at institution expense. Letters exceeding size and weight limitations shall be sent out at the expense of the youth. When a youth pays his own postage, there shall not be a limit on the number of letters a youth may send. Youth may purchase stamped envelopes through canteen. All correspondences of a legal nature shall be at the expense of the institution.
 4. Correspondence
 - a. Youth shall be permitted to correspond with close family members. With prior approval from the living unit social worker, other relatives, friends and other interested people may also correspond with the youth. The *Correspondence Request* form (DOC-1679) shall be used for such request.
 - b. Youth requesting to correspond with a minor shall fill out a *Correspondence Request* form (DOC-1679) and present it to the living unit social worker for review. If approved, the parents of minors

POLICY AND PROCEDURE MANUAL

EFFECTIVE DATE: 08/27/07	PAGE 4 OF 4	PROCEDURE NUMBER: 7.03
MANUAL SECTION: CARE AND TREATMENT	SUBJECT: MAIL	

with whom the youth is requesting to correspond with, will be notified via a *Request for Correspondence* memorandum (see attached) requesting permission for correspondence. No youth will be allowed to correspond with minors until parental approval has been received.

- c. A record of approved correspondents will be kept for all youth on the *Correspondence List* (DOC-2078) and maintained by the designated living unit social worker.
 - d. There is no limit on the number of letters a youth may receive from approved correspondents.
5. Suspension of Mail Privileges
- a. If a youth is alleged to have committed a violation of this policy, a conduct report shall be written and disposed under DOC Chapter 373 referring to conduct. If a violation occurred, the Hearing Officer's disposition may include a suspension of mail privileges with the person involved in the violation for a specific period of time.
 - b. A Hearing Officer may impose a three (3) month suspension or less. Additional time may be imposed based on the severity of violation and the record of prior violations. A youth may file a complaint by completing and submitting, within five (5) days, the *Youth Complaint* form (DOC-2051).
 - c. Youth shall be notified by the designated social worker of the mail suspension, in writing, via the *Mail Suspension* memorandum (see attached).
 - d. If a member of the public is alleged to have committed a violation of this policy, the Superintendent/designee shall investigate. If a violation occurred, the Superintendent/designee may suspend the youth's mail privileges with that person for a specific period. A youth may file a complaint by completing and submitting, within five (5) days, the *Youth Complaint* form (DOC-2051). The letter and the *Inappropriate/Non-Approved Correspondence* memorandum shall be returned to the sender, and the youth shall receive a copy of the memorandum as well. Copies of *Inappropriate/Non-Approval* memorandum will be sent to the youth and Superintendent by the designated social worker, and placed in the social service file.
 - e. The Security Director shall receive a copy of the letter and a copy of the *Inappropriate/Non-Approved Correspondence* memorandum when the letter may affect staff, youth, living unit or institution security.

Att.: Correspondence List (DOC-2078)
Mail Consent (DOC-1588)
Mail Intercept (DOC-1641)
Correspondence Request (DOC-1679)
Inappropriate/Non-Approved Correspondence memorandum

Request for Correspondence memorandum
Youth Complaint (DOC-2051)
Mail Suspension memorandum
Appeal and Decision (DOC-1622)