



2024
HANDBOOK &
RESOURCE GUIDE
FOR PERSONS IN OUR CARE


Warden Michael Meisner

01-01-2024
Date

A MESSAGE FROM THE WARDEN

Welcome to Fox Lake Correctional Institution (FLCI), a medium security institution operating under a “responsible living” concept. Responsible living entails taking responsibility for your own actions. While residing at FLCI, we expect that you will conduct yourself with courtesy, respect, and cooperation with staff and with those who reside here.

The rules set forth in this handbook are necessary to ensure a smooth and orderly operation while providing a safe and secure living and working environment for all. We trust that you will be motivated to work hard in your program or work assignments and that you will give your best effort to ensure your stay with us will be worthwhile and productive.

Please take the time to read and understand the rules and procedures explained in this handbook. If you need clarification on anything, please ask your housing unit sergeant or follow the chain of command as identified in the problem-solving guide found in this section.

Best wishes for a successful and productive stay at Fox Lake Correctional Institution.

Warden Meisner

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) offenders 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 the inmate. The DOC shall not retaliate against any LEP offender 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 debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o supervisión, acceso 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, in por política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

If you need help understanding English, please notify the nearest staff person.

Si Usted necesita ayuda con el idioma Ingles por favor notifique al miembro de personal mas cercano.

PRISON RAPE ELIMINATION ACT (PREA)

The Prison Rape Elimination Act of 2003 was enacted to address the problem of sexual assault of persons in the custody of U.S. correctional agencies. The Wisconsin DOC and FLCI recognize the seriousness of prison rape and the impact this has on the victim in addition to the correctional environment, the community and society as a whole. The detection, prevention, and punishment of prison rape are a priority and an integral component of operating a safe and secure facility. The Wisconsin Department of Corrections does not tolerate any type of sexual misconduct involving offenders or staff.

If you have been sexually assaulted, or have knowledge of a sexual assault, it should be reported immediately. You may report any act of sexual assault or sexual harassment in writing or verbally. Verbal reports can be given to any staff member who will immediately pass it on to his/her supervisor. Written reports can be submitted to any staff member or be documented on a DOC-400 Inmate Complaint form and placed in the inmate complaint box on each unit. All reports will be taken seriously and fully investigated. PREA Reporting lines (777) and (888) have also been made available for inmates to make PREA related reports.

If you would like further information regarding Sexual Abuse/Assault Prevention and Intervention, please refer to the red booklets distributed by the Department of Corrections, Division of Adult Institutions.

AMERICANS WITH DISABILITIES ACT (ADA)

Fox Lake Correctional Institution is committed to assuring compliance with the Americans with Disabilities Act (ADA). FLCI 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. Discrimination against any disabled individual is prohibited. To request consideration for accommodation under the ADA, please forward your request to an ADA Coordinator on a DOC-2530 Reasonable Modification/Accommodation Request.

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. Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself. Please contact staff so that we have an opportunity to help.

Similarly, if you have reason to suspect that someone else is thinking of harming themselves, 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 you need to speak to someone in Psychological Services, you may send a DOC-3035B Psychological Services Request form to PSU. If the situation is urgent, contact any DOC staff member.

EMERGENCY PROCEDURES – SEVERE WEATHER/FIRE/NATURAL DISASTER

In the event of severe weather, fire or natural disaster, you will be directed to safe areas by staff. You are expected to follow all staff directions to ensure an orderly and safe response. Instructions regarding fire and tornado procedures and evacuation routes are posted in all areas. Drills are conducted periodically to ensure preparedness

ADDITIONAL INFORMATION YOU NEED TO KNOW AND WHERE TO FIND IT

The following references contain the rules which you must comply with while living at the facility. All of these references are available for review in the FLCI 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 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 Fox Lake Facility Procedures

Provide information and guidelines about specific functions in this institution.



Fox Lake Handbook

Provide institution specific rules and information.

Your Responsibility: You are responsible for reading and understanding the rules in this handbook, FLCI and DAI policies, other applicable handbooks, Administrative Code and posted notices to ensure compliance with the rules of the institution. You will be held accountable for all rules. Failing to know the rules is not a defense for violating the rules.

Handbooks: The FLCI Handbook will be distributed to you upon arrival at FLCI. You will be responsible for returning the handbook to the Unit Sergeant when you leave the orientation unit. All handbooks will be also available in Spanish.

Copies of handbooks will be made available on the units and the institution library for you to check out. You may purchase a copy of the handbook if you would like a permanent copy.

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

Institution Channel: FLCI will provide institution information on our institution channel 7.1.

CHAIN OF COMMAND

Part of responsible living is resolving issues through appropriate staff contact. The FLCI Chain of Command, outlined below, identifies who you should go to first if you have a question or concern. This information is provided for your use as a problem-solving tool. You are encouraged to use this tool to resolve issues at the lowest level. If necessary, you can then move to the next level. Failure to contact the appropriate staff may delay a response as you may be redirected to contact the correct staff person. Please note that it is our goal to respond to your correspondence within 10 working days.

The complaint system should be used when problem-solving efforts are not successful. Keep in mind that use of the chain of command in no way extends the time limits for filing a complaint; you must still file within 14 days from the date of occurrence giving rise to the complaint. If you have written someone listed in the chain of command before filing a complaint, state that in your complaint and/or submit any response you have received from a staff member regarding your issue.

NATURE OF CONCERN	1ST LEVEL	2ND LEVEL
Accounts – orders, disbursements, check preparation, incoming monies, savings	Inmate Accounts/Business Office	Financial Program Supervisor
Accounts – compensation/pay	Work Area Supervisor	Inmate 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
Correspondence Courses	Guidance Counselor	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	Records Office	Security Director
Disability Accommodations / Concerns	ADA Coordinator	
Disbursements to Family Members	Social Worker	Corrections Program Supervisor
Due Process Questions	Security Supervisor	Administrative Captain
Education (including related problems)	Guidance Counselor	Education Director
Emergency Contact Forms	Social Worker	Records Supervisor
Emergency Telephone Calls	Social Worker – business hours	Security Supervisor – after hours
Family Death	Social Worker	Security Supervisor
Food Service Issues	Food Service Manager	Food Service Administrator
Haircuts	Recreation Leader	Corrections Program Supervisor
Housing Assignments	Security Supervisor	Security Director
Housing Unit Issues	Unit Sergeant	Security Supervisor

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ID Replacement	Unit Sergeant	Property Sergeant
Interstate Compact Request/Issues	Social Worker	Agent
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	RHU Supervisor
Legal Loans	Business Office	Financial Program Supervisor
LEP (Limited English Proficiency)	Social Worker	LEP Coordinator
Meals	Unit Officers/Sergeant	Food Service Manager
Mail and Property	Property/Mailroom Sergeant	Administrative Captain
Medical Issues (non-emergent)	Health Services Unit	Health Services Unit Manager
Medical Emergency	Unit Sergeant	Any available staff
Notary Service – General Population	Records Office	Records Office Supervisor
Notary Service – Restrictive Housing	Records Office	Records Office Supervisor
Open Records Requests	Records Office Supervisor	Corrections Program Supervisor
Optical	Optical	Health Services Unit Manager
Parole	Social Worker	Records Office
Pastoral Visits	Chaplain	Corrections Program Supervisor
Photocopies	Librarian	Education Director
PREA (Prison Rape Elimination Act)	Any Staff member/reporting hotline	Any Staff member/reporting hotline
Programs/Groups	Social Worker	Corrections Program Supervisor
RC Issues / Classification	Social Worker	Offender Classification Specialist
Power of Attorney – Financial	Records Office	Corrections Program Supervisor
Power of Attorney – Medical	Social Worker	Corrections Program Supervisor
Property – Restrictive Housing	RHU Property Officer	RHU 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	Property Sergeant	Administrative Captain
Release Preparation and Issues	Social Worker	Corrections Program Supervisor
Religious Issues	Chaplain	Corrections Program Supervisor
Retail Orders (Vendor Catalog orders)	Property Sergeant	Administrative Captain
Security Staff – General Population	Unit Sergeant	Security Supervisor
Security Staff – Restrictive Housing	Unit Sergeant	RHU Supervisor
Sentencing Information	Records Office	Records Office Supervisor
Special Placement Needs	Security Supervisor	Security Director
Special Visits	Social Worker	Corrections Program Supervisor
Telephone Problems	Unit Sergeant	Security Supervisor
Visiting Area	Visiting Room Staff	Security Supervisor
Visiting List	Records Office	Records Office Supervisor
Vital Documents	Social Worker	Corrections Program Supervisor
Work Assignments	Work Area Staff	Work Area Supervisor

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2 ASSIGNMENTS

2.1 BUREAU OF CORRECTIONAL ENTERPRISES/BADGER STATE INDUSTRIES

- A. You must fill out an application form to seek employment at Bureau of Correctional Enterprises (BCE) wood and laminating shops. Applications may be obtained by sending an interview/information request to the BSI supervisor's office.
- B. To qualify for employment at BCE, you will need a minimum of a high school diploma or HSED.
- C. You must not have been found guilty of a major conduct report for a minimum of 12 months.
- D. The starting wage is 20 cents per hour and the top wage is \$1.00 per hour.
- E. Work hours are Monday through Friday from 7:00 a.m. - 2:30 p.m.
- F. Work hours may change due to production needs.
- G. BCE is closed on holidays.
- H. Questions regarding working at Bureau of Correctional Enterprises should be directed to the BCE supervisor.

2.2 EDUCATION

The Education Department offers the following programs:

- A. Adult Basic Education
- B. High School Equivalency (GED/HSED)
- C. Post-Secondary Opportunities
 - 1. Trinity College
 - 2. Correspondence Courses
 - 3. Computer-based Associate Degrees
- D. Moraine Park Technical College Diploma & Certificate Programs:
 - 1. Construction Essentials
 - 2. Computer Drafting-Mechanical
 - 3. Culinary Assistant
 - 4. Custodial Services
 - 5. Horticulture
 - 6. Machine Tool Operator
 - 7. Masonry / Bricklaying
 - 8. Motorcycle, Marine & Outdoor Power Products Technician
 - 9. Production Welding

Anyone who has not earned a high school diploma or GED are assigned an "Academic Primary" need and are required to participate in all education directed activities when offered.

You must provide original transcripts or diplomas to have this need removed.

Please contact the Education Department with any questions or assistance to obtain documentation.

A. EDUCATION ORIENTATION

You will be required to attend the Education Orientation session when arriving at FLCI. At that time, you will be reviewed for education needs and provided with information regarding the following:

1. Your individual education needs and options
2. Assessments
3. Overview of education offerings
4. Enrollment requirements
5. Library resources

After the general orientation, if you do have education needs, you will be provided with additional information specific to those needs.

B. EDUCATION HANDBOOK

All students will receive a copy of the FLCI Education Handbook which details all policies and procedures covering the FLCI Education Department. A copy is also provided for reading in the library.

C. COMPENSATION FOR SCHOOL ASSIGNMENTS

1. All institution school assignments, excluding school work assignments, will be paid at Range 3A, \$0.15 per hour.
2. Full-time student means 5 or more class hours per day and will be paid 35 hours per week.
3. Half-time student means 3 or 4 class hours per day and will be paid 20 hours per week.
4. Quarter-time student means 1 or 2 class hours per day and will be paid 10 hours per week.
5. Students are permitted to accept work assignments provided their schedule does not interfere with their school assignment.
6. If a student receives a disposition from a school related conduct report, the student will be placed in VUNA status for 90 days and be removed from their work assignment.
7. Any school assignment fulfills the mandatory education requirement set forth in DAI Policy 300.55.04.
8. The involuntary unassigned compensation rate shall be used to supplement those in quarter or half-time assignments.

D. TRINITY INTERNATIONAL UNIVERSITY BACHELOR'S DEGREE PROGRAM

1. Participation in the Trinity International University Bachelor of Arts program is by approved application only.
 - a. Applications are accepted and reviewed during announced recruitment periods.
 - b. Application criteria are published with the application.
2. Participants in the Trinity program attend classes and study halls 30 hours weekly and often utilize evenings and weekends to complete preparation and assignments.
 - a. Classes and study halls meet in assigned spaces and are mandatory.
 - b. Students in the program are paid 15 cents an hour x 35 hours a week.
3. Continued participation in the program is contingent upon academic progress and maintaining appropriate conduct (including the Trinity student code of conduct in the application, as well as institutional and DOC expectations).

E. REMOVAL FROM SCHOOL ASSIGNMENTS

1. Students can be removed from their school assignment if one of the following conditions is met:
 - a. Successful completion of their assigned class or Career & Technical Education program.
 - b. Successful completion of a GED/HSED program.
 - c. Student receives disposition from a school or work-related conduct report. The student will be placed in VUNA status for 90 days.
 - d. A student placed in Disciplinary Separation will automatically be removed from their assignment.
 - e. Student receives 2 or more "Less than Satisfactory" performance evaluations from their instructor.
 - f. Students wishing to be removed from their assignment may contact the Education Department.
2. Students who have been removed from a school assignment and would like consideration for re-enrollment may contact the Education Department.

2.3 PROGRAMS – PRIMARY

- A. If you have been identified with an Initial Classification primary program need, you will be placed on a waiting list. When time-frame appropriate, you will be interviewed and offered required programming.
- B. Program participants are compensated 15 cents per hour for 10 hours per week.
- C. PROGRAM OFFERINGS:
 1. Thinking for a Change (T4C) is a cognitive behavioral intervention that consists of approximately 26, 90-minute sessions, delivered in a closed group. This program targets criminogenic needs for those assessed as high or moderate risk on the COMPAS assessment tool. Thinking for a Change consists of three components: cognitive self-change, social skills, and problem-solving skills. Cognitive self-change teaches individuals a concrete process for self-reflection aimed at uncovering antisocial thoughts, feelings, attitudes, and beliefs. Social skills instruction prepares group members to engage in pro-social interactions based on self-understanding and consideration of the impact of their actions on others. Problem solving skills integrates the 2 previous interventions to provide group members with an explicit step-by-step process for addressing challenging and stressful real-life situations. Completion of this program satisfies the Cognitive Behavioral Program (CBP) need.
 2. Domestic Violence Program (DV) is a cognitive-behavioral based program designed for those who have shown a pattern of abuse/violence to their significant and intimate partners. The program consists of approximately 43, 90-minute sessions, delivered in a closed group. The curriculum is designed to help participants identify thoughts that have justified violence and enabled them to be abusive to their partners, and teach them skills to change their thoughts/beliefs that have led to their abusive behaviors. A major program objective is for the participant to be able to identify alternative beliefs and intervention strategies to end their criminal and abusive behaviors as well as learn and demonstrate non-abusive and non-controlling behaviors. Successful completion of this program will satisfy both a DV and CBP need.
 3. Sex Offender Treatment (SO-2) is a short-term treatment program that consists of 100 hours of programming over the course of approximately 6 months. The program is cognitive based and focuses on identifying and mitigating risk factors associated with sexual offending behaviors. Activities involve role playing, group

participation, written assignments, and completion of a re-offense prevention plan.

2.4 WORK ASSIGNMENTS

- A. Eligibility – the following individuals are eligible for a work assignment:
 - 1. Must not be in VUNA status.
 - 2. Must not have any remaining education or program needs.
 - 3. Individuals with an Initial Classification need who are enrolled or on a waiting list for school or primary programs.
 - 4. Individuals who have no restrictions related to a specific work assignment.
 - 5. Must be 90 days after disciplinary status starts.
- B. Those who are eligible and interested in a work assignment should submit an information/interview request to the work area supervisor.
- C. If you are accepted in to a work assignment, you will receive a DOC-1408 to confirm placement. Contact the work supervisor with any questions regarding work placement.
- D. Work assignment hours and pay range information are available from the work area supervisor.

E. Pay ranges and hourly pay table:

Pay Range	Hourly Pay
Involuntarily Unassigned	\$0.05
1	\$0.12
2	\$0.19
3A (education/program)	\$0.15
3	\$0.26
4	\$0.35
5	\$0.42

- F. Work hours are submitted to the Business Office every 2 weeks.
- G. Individuals placed in temporary lock up (TLU) or observation status are paid at the rate of their previous status.
- H. Individuals placed in sick cell status are paid at the involuntary unassigned rate for regularly scheduled hours. Individuals in sick cell status due to a work-related accident/injury are paid at the rate of their previous status.
- I. Individuals with a work assignment are not paid while in the following statuses:
 - 1. OCO (out to court)
 - 2. Lay-In
- J. Individuals with an unmet Initial Classification need who are in school full-time are not allowed to have a paid work assignment.
- K. If an individual has a need for school or program and is refusing to participate, they will not be allowed to be hired into a work assignment and will be placed in voluntary unassigned (VUNA) status.

2.5 WORK/EDUCATION/PROGRAM ASSIGNMENT REMOVAL

- A. If the institution removes someone from a work, education or program assignment for administrative purposes other than discipline or performance, they will be placed in and paid for involuntary unassigned (INVUNA) status.
- B. If the institution removes someone from their work, education or program assignment for discipline or unsatisfactory performance, they may be placed in voluntary unassigned (VUNA) status.
- C. Individuals must remain in any work assignment for a minimum of 90 days unless a staff member provides sufficient documentation for removal or change.
 - 1. After 90 days, you may request an assignment in a different area. You may not change positions without the approval of your current supervisor.
 - 2. Individuals may request to resign from an assignment. If you request to resign, you may be placed in voluntary unassigned (VUNA) status.
- D. Institution work assignments will not exceed 2 years without prior approval from the Warden.

2.6 UNASSIGNED STATUS

- A. INVOLUNTARY (INVUNA)
 - 1. Involuntary unassigned status means individuals who are eligible, available, and waiting for placement in approved work or program assignments where such work or program assignments exist but are not currently available.
 - 2. INVUNA will be the initial status upon arrival.
 - 3. Compensation is 5 cents per hour for 40 hours per week, excluding holidays.
 - 4. Those in INVUNA status may participate in all leisure time activities consistent with housing unit schedules.
- B. VOLUNTARY (VUNA)
 - 1. Anyone who refuses, quits or is negatively removed from a school or primary program shall be placed in VUNA status for 90 days and shall not be compensated until they are offered another school or program opportunity. The only exception to being placed in VUNA status is if an individual is currently enrolled in a primary program or school assignment different from which they are terminated (i.e. terminated from school but currently participating in T4C, DV or SO-2).
 - 2. Anyone found guilty of a work-related conduct report will be placed in VUNA status for 90 days beginning on the date of the hearing.
 - a. You will remain in VUNA status for 90 days unless approved by the Warden/designee to enroll in a full-time Initial Classification identified program/education need.
 - b. It is your responsibility to request removal from VUNA status after 90 days have passed by submitting an interview/information request to the financial specialist responsible for payroll.
 - c. If you are on VUNA status, you may not apply for any work assignment before you have requested and been placed in INVUNA status. If you are on VUNA status and apply for any work assignment before you have been placed in INVUNA status, you may be subject to discipline (i.e. apply for work assignment before 90 days are completed or if after 90 days but have not requested and been approved for unassigned status).
 - 3. You must sign the DOC-1408 when placed in VUNA status. In the case of a refusal to sign, staff will sign the DOC-1408 indicating you refused, quit or were

terminated from the work/school/program assignment and refused to sign the form.

4. It is your responsibility to ensure you understand all rules that apply to VUNA status. Those in VUNA status shall not be:
 - a. paid.
 - b. eligible for or permitted to remain in single rooms.
 - c. allowed the following privileges between 2:00 p.m. and 6:00 a.m.:
 - Recreation, including passive recreation
 - Library
 - Dayroom access
 - Religious studies
 - Special activities
5. Individuals in VUNA status may only engage in the above listed activities between the hours of 6:00 a.m. - 2:00 p.m.
6. VUNA restrictions will be enforced Monday through Friday, including holidays that fall during the week.

3 FINANCIAL SERVICES

3.1 ACCOUNT DISBURSEMENTS

- A. A DOC-184 is to be used for all disbursements from your account.
 1. The business office/property department will approve orders for purchases from approved vendors.
 2. Social workers will approve any spending related to release.
 3. The chaplain will approve any spending related to religious items.
- B. You may be permitted to send funds from your general account to a family member who is on your visiting list once every 30 days if approved by your social worker.
- C. Disbursements to family members in excess of \$25.00 shall be made only with special permission from the warden/designee.
 1. The institution requires written verification of debts, obligations or bills and an explanation of all disbursements in order to evaluate each request.
 2. Some of the factors considered will be the individuals overall financial situation, debts and obligations in the community, support of family and dependents, past purchases, present circumstances and needs upon release.
- D. Stop payment requests may only be made on checks over 60 days old.

3.2 CANTEEN

- A. Institution canteen privileges are provided bi-weekly.
- B. Canteen orders are placed by phone and must be placed no later than the close of dayrooms every Sunday evening. RHU will receive a canteen statement and order form to be filled out by 9:00 p.m. the evening before their scheduled unit canteen order day.
 1. Orders cannot exceed \$130.00 bi-weekly. **If the maximum spending limit is exceeded, the full order will not be processed.**
 2. You will only be issued a refund for a wrong item, damaged item, or if no item is sent and the issue is noted on the receipt by a staff member at time of delivery.
 3. If ordering from RHU, you must sign your account statement and canteen order form to place orders. Unsigned statements and order forms will not be filled.

- C. Orders will be distributed at canteen by unit and wing at the announced time.
 - 1. Individuals will line up in the waiting area and be seated until called by canteen staff to pick up their order.
 - 2. You must present your ID, say your last name and identify your wing to canteen staff for verification before receiving your canteen order.
 - 3. Product will be in a clear plastic bag for your inspection. You have the opportunity to review your orders with canteen staff to check for any discrepancies.
 - 4. You will need to sign the enclosed receipt before leaving the canteen area. Once you sign the receipt and leave the canteen area, the transaction is final and no adjustments will be made.
 - 5. Laundry cards will be ordered and sent to canteen by submitting a disbursement request through institution mail.
 - a. Disbursement requests need to be received prior to the specific scheduled housing unit pick up date in order to be processed.
 - b. Disbursement requests need to be filled out accurately, completely, signed by and verified by unit staff. If not correctly filled out it will not be processed and will be sent back.
 - c. A total of 2 laundry cards can be purchased bi-weekly and will not count towards your bi-weekly spending limits.
- D. If you are not able to pick up your canteen due to OWO/OCO or transfer to a different housing unit, canteen will contact you to arrange pickup.
- E. If you cannot be excused from your job assignment during canteen pick up, you must have your Housing Unit officer coordinate with canteen staff to pick up your order.

3.3 CHARGE ACCOUNTS

You are not allowed to open charge accounts, possess charge cards or possess charge card numbers.

3.4 CREDIT REPORT

Under the Fair Credit Reporting Act, each of the 3 national credit reporting bureaus must make available 1 copy of a person's credit report per year. In order to assist with obtaining these reports, FLCI will provide, upon request, a notarized address verification letter. This letter may be requested once per 12-month period.

- A. Submit an Interview/Information Request (DOC-761) to the Institution Complaint Examiner, along with the following items:
 - 1. A completed copy of the annual credit request form, available in the library. This form is used to request a credit report from all three bureaus at one time.
 - 2. An embossed enveloped, pre-addressed to:
 - Annual Credit Report Request Service
 - PO Box 105281
 - Atlanta GA 30348-5281
 - 3. Completed Disbursement Request (DOC-184) in the amount of 15 cents for the verification letter.
- B. Place all materials in the locked ICE complaint box on the housing unit.

3.5 INDIVIDUAL FUNDS

- A. All funds received for an individual will be deposited in their general account and deductions will be made in accordance with policy.
- B. At the beginning of each month, the business office will provide everyone with a statement showing all activity of the previous month.

- C. You will not be able to access work or study release funds while at FLCI.
- D. Upon release to supervision, your funds are disbursed at the direction of the supervising agent.

3.6 INTEREST-BEARING SAVINGS ACCOUNTS

You may elect to have general or release account funds transferred to an interest-bearing account established in your name.

- A. You are not permitted to initiate bank accounts except through the business office.
- B. You must have a social security card on file to open a savings account.
- C. You are only allowed up to 3 savings accounts (regular, release, work release).
- D. A new account may be opened with a minimum \$50 deposit.
 - 1. Complete a DOC-184 indicating the amount of money to be transferred and send to the business office.
 - 2. Once the DOC-184 is received, the business office will forward the bank signature card to you for signature.
 - 3. You must sign and return the bank signature card to the business office.
- E. The institution will process deposits and withdrawals at least once per month. Emergency withdrawals may be permitted at other times upon the recommendation of the social worker and with the approval of the warden/designee.
 - 1. To make a deposit/withdrawal for an existing account, complete a DOC-184 indicating the amount of money to be transferred and send to the business office.
 - 2. Transactions must be a minimum of \$20.00.
- F. The savings account will pay the current rate of interest compounded daily and paid quarterly with interest paid from the date of deposit to the date of withdrawal.
- G. Savings account information will be transferred to other Wisconsin DOC institutions upon transfer. Interest will not be lost because the same bank is being used.
- H. You must notify the business office 30 days prior to release to close any savings account by completing a DOC-184.

3.7 RELEASE ACCOUNT

- A. The Wisconsin Administrative Code requires that a release account be established for all persons in our care. Ten percent of all income earned or received, will be deposited into a segregated release account until the \$5500 limit has been reached.
- B. Prior to release, the DOC may authorize the disbursement of release account funds for purposes that will aid your reintegration into the community or that will reimburse the department for incarceration costs, including legal loans and restitution.
- C. You may deposit release account funds into an interest-bearing savings account established in your name at a bank designated by the DOC.

3.8 SAVINGS BONDS

- A. Purchase of United States Savings Bonds is NOT permitted.
- B. Savings bonds previously purchased will be retained by the institution until redeemed or until the time of release.
 - 1. Redeemed bonds will be deposited to the account from which the bonds were purchased.
 - 2. Upon transfer, bonds will be forwarded to the next institution.
 - 3. Upon release, bonds will be disbursed under the direction of the supervising agent.

4 HEALTH SERVICES

The Health Services Unit (HSU) is here to help you maintain and improve your health status. HSU staff will provide you with information about health, wellness and address individual concerns. You will be provided health care treatment if you become sick or injured.

4.1 GENERAL RULES

- A. Appointments:
 1. To be seen by HSU, Psychiatry, or Eye Doctor, complete a blue DOC-3035, Health Service Request (HSR).
 2. To be seen by dental, complete a yellow DOC-3392, Dental Service Request (DSR).
 3. Complete the HSR or DSR, including name, number, housing unit and description of problem.
 4. Place the completed HSR or DSR in the locked HSU box on the housing unit. These slips are picked up daily by HSU staff.
 5. Do not send in more than one DSR or HSR for the same issue, as it will slow down processing and scheduling. Appointments are scheduled according to priority of healthcare needs.
 6. If you have an immediate medical concern and request to see HSU, contact the housing unit officer or available staff member. Staff will contact HSU. The medical concern will be triaged by a registered nurse.
 7. Group releases for HSU will be announced over the all call speaker system. Do not leave your housing unit until control makes that release. Examples are dialysis, A group and B group for medications and appointments.
- B. You are responsible for checking the HSU appointment list posted on the unit every day for appointments.
- C. If you want to refuse a medical appointment, you must report to HSU at the scheduled time and sign a refusal with the medical provider.
- D. You are required to sign in and present your ID to the HSU officer. Proceed to the waiting room until the HSU officer calls you in. When your appointment is finished, you are required to check out with the officer and sign out.
- E. Being on a wait list for appointments does not prevent transfer or release. A medical hold may be placed by the provider if ongoing medical care is indicated.
- F. DOC requires everyone who wants to review their healthcare information to complete and sign a written authorization section of the DOC-3035
- G. If you wish to allow others (family, spouse, lawyers, social workers, and agents) to have access to your medical information, you must complete an Authorization for Use and Disclosure of Protected Health Information (PHI) DOC-1163A to authorize the release of this information. HSU will not release this information without this form being completed. You can obtain this form from the HSU.

4.2 CO-PAY POLICY

- A. No one will be denied medical, dental or nursing services based upon their inability to pay a co-payment charge. A loan balance due will be charged to your general trust account and will remain until fully repaid as funds become available.
- B. You will be charged \$7.50 for each Health Services Request (HSR) you initiate which results in face-to-face contact with staff including those in Restrictive Housing. If you refuse to sign for the co-pay, it will still be processed as a co-pay charge. Review DAI policy 316.00.01

- C. There will be no charge for appointments initiated by health care providers, scheduled follow-up visits, written referrals from one provider to another and medical emergencies as determined by the health care provider.
- D. A co-pay may apply for renewal of prescriptive medications.
- E. Dental:
 - 1. A co-pay of \$7.50 is charged each time you request and are seen by the dental department. Co-pay is charged per contact. Multiple appointments to treat multiple procedures each have a separate copayment.
 - 2. There is no co-pay for follow-up visits as determined by dental staff.
 - 3. There is a co-pay of \$7.50 for dental cleanings.
 - 4. Dentures, partials and root canals take more than one visit to complete. You will be charged a co-pay for the first visit only.

4.3 DENTAL SERVICES

- A. Individuals with an urgent dental need should contact unit staff. Examples:
 - 1. Severe dental pain.
 - 2. Bleeding that does not stop (may occur after a tooth extraction)
 - 3. Swollen jaw, throat or cheek.
- B. If you have a non-urgent dental need, you should submit a DSR. Examples:
 - 1. Broken fillings.
 - 2. Chipped teeth.
 - 3. Decayed teeth.
 - 4. Bleeding gums.
 - 5. Pre-existing dental conditions
- C. Services not provided in the DOC include:
 - 1. Teeth whitening (bleaching)
 - 2. Braces
 - 3. Gold crowns
 - 4. Caps

4.4 DIABETICS

- A. If you are required to report to HSU to check your blood sugar and take your prescribed insulin, you may not leave your unit until released by the all-call system.
- B. For those individuals who perform their own blood sugar checks, you should follow the training provided by HSU staff and unit procedures.

4.5 EMERGENCIES

If you are injured or very sick, you should immediately inform area staff. Health services will evaluate all persons with urgent and emergent needs.

4.6 LAY-IN AND SICK CELL STATUS

- A. Lay-In is a status authorized by a work area supervisor excusing you from your assignment.
 - 1. Lay-in is an unpaid status.
 - 2. If you are requesting lay-in, you need to report each day to your assignment to request lay-in from your assignment supervisor. If you are unable to report to your assignment, you should notify housing unit staff.
 - 3. Lay-in status will include room/bunk confinement until the next work or program assignment day.
 - 4. On the third consecutive day of lay-in, you will be seen by HSU. Co-pay will apply.
 - 5. Absences will be noted in work or school evaluations, and those who are suspected of abusing lay-in status could risk losing their job/assignment.

- B. Sick Cell is authorized by health care professionals excusing you from your assignment. The following conditions apply to sick cell status:
 1. Sick cell is paid at the unassigned rate.
 2. 24-hour room/bunk confinement rules apply.
 3. Activity may be determined by HSU.
 4. Sick cell pay status will not be in effect until you are assessed by HSU.

4.7 MEDICATIONS

- A. You are expected to take all medications as directed. If you have concerns regarding medications or directions, you should advise unit staff of your concerns before consumption.
- B. Medication Distribution: Prescribed medication will be provided by HSU/security staff in accordance with DAI 500.80.11 Medication Delivery, Administration, and Training Policy.
 1. You will be informed by medical staff how you will receive your medication as some medications are distributed at HSU and others are dispensed by housing unit staff.
 2. You should always be sure that your name is on the medication card, and it is the correct medication and dosage.
 3. You are expected to report to the officer station or designated area with a glass of clear drinking water at the following times to take all controlled medications as prescribed: **7:15 a.m. 11:45 a.m. 4:45 p.m. 8:00 p.m.**
 - a. You must report to the officer station or designated area to refuse your medication.
 - b. You do not need to report to refuse medication prescribed on an as-needed basis.
 4. You are expected to report to HSU for controlled medications distributed by medical staff and should not leave your unit until released by the all-call system.
 - a. You will consume a glass of water with your medication.
 - b. If you choose to refuse any HSU-dispensed medication, you must still report to HSU at the scheduled time.
- C. Refills:
 1. You are responsible for requesting medication refills 7-10 days prior to the last dose being taken.
 2. You should complete a Medication/Medical Supply Refill Request (DOC-3035C), including the name of the medication.
 3. If more than 1 medication needs to be refilled, they should all be placed on one DOC-3035C.
 4. Contact unit staff if a refill is not received.
 5. If the prescription has expired, you will need to be seen by the nurse or doctor before it can be renewed. A co-pay fee may apply.
- D. Non-controlled/over-the-counter medication:
 1. Keep all medication in the original package and locked in the footlocker.
 2. Do not share medications with others.
 3. Over the counter medications may be purchased from canteen. Please label this medication with your name and number upon receiving it.
- E. Return all unused or expired medication to unit staff.
- F. Individuals leaving the institution on release status must hand in any medications issued by HSU to the unit officer to return to HSU. You will receive a 30-day supply of prescription medication at the time of your release, along with a written prescription that includes one refill that can be filled at any outside pharmacy.

5 HOUSING UNIT

5.1 ASSIGNMENTS - ROOM/BUNK/HOUSING UNIT

- A. Housing unit changes will only be authorized by a security supervisor. If you wish to request a change, you will need to complete an interview/information request and send it to a security supervisor for review.
- B. Unit security staff will consider the following criteria when assigning single rooms:
 - 1. Date of arrival at FLCI.
 - 2. Release to general population from restrictive housing.
 - 3. Institution conduct.
 - 4. Job/school assignment.
 - 5. Medical issues.
 - 6. Placement in VUNA status.

5.2 BED AND DESK

- A. The desk is to be under the bulletin board/display area and should not interfere with the opening of the cell door. The bed and desk (if present) are not to be moved.
- B. In housing units 1-6, you must sleep with your head toward the outside wall, away from the door. In housing unit 9-10, you must sleep with your head toward the aisle.
- C. In double rooms, you are responsible to keep your property separate from each other.
- D. Desk drawers cannot be lined with newspaper or other materials.
- E. When you leave your room/bunk area, except to use the bathroom, you must make your bed.
- F. Beds are to be made as follows: Sheets and blankets will be pulled tightly with the pillow placed on top of the blanket.
- G. Bed linens, blankets and pillows must remain in the room.

5.3 BULLETIN BOARDS/DISPLAY AREAS

- A. Items on the bulletin board are to be secured using supplied thumbtacks.
- B. Items in the identified display area are to be secured using scotch tape only.
- C. Items may not extend over the bulletin board frame, or outside the display area, except one calendar, maximum size 18"x 24".
- D. No backing material is allowed on the bulletin board.
- E. Publication cutouts are not allowed and are not to be displayed.
- F. Items may not be stuck between the bulletin board and the wall.

5.4 CARDBOARD BOXES

Boxes from your personal property may not be stored in housing unit rooms. Boxes shall be turned in to unit staff. The boxes will be marked with your name and number and will be stored in the housing unit basement.

5.5 CLOTHING

PERSONAL CLOTHING AND PROPER DRESS

- A. Established limits on allowable personal property do not include items provided by the institution.
- B. All clothing items must be worn and used as intended.

- C. Hats must be worn with the brim facing forward.
- D. Whenever you leave your room/bunk area, you must be wearing a shirt or T-shirt, pants or personal recreation clothing, and shoes or slippers. The only exceptions are when you are going to or from the shower or bathroom, then you will be allowed to wear pajamas (top and bottoms) or a bathrobe, and shower shoes.
- E. At a minimum, you are required to wear underwear or shorts when sleeping.
- F. All shirts need to be tucked in any time you leave your housing unit. The only exceptions are when going to and from the recreation building and in the passive recreation areas. Sweatshirts do not need to be tucked in.
- G. When attending or participating in visits, graduation or special events, you must wear state-issued green clothing.
- H. Pants, whether state or personal, shall fit and be worn around the waist and will be worn outside socks, shoes or boots.
- I. Boxer shorts/undergarments will not be worn as an outer garment and will not be exposed.
- J. Personal recreation clothing may be worn inside the housing unit, to and from recreation, and in the recreation areas.
- K. Hats/headwear may not be worn inside buildings.
- L. Du-rags may only be worn in your room.
- M. Religious headwear that lays flat against your head (i.e. kufis, yarmulkes) may be worn throughout the institution. All other religious headwear may be worn in your room/bunk area, to and from chapel, and in the chapel.
- N. Coats of any type may not be worn inside the housing unit, except when leaving or entering the unit.
- O. Thermal underwear tops and sleeveless shirts may not be worn as an outer garment.
- P. Sunglasses may not be worn inside buildings.

STATE ISSUED CLOTHING

- A. You will be sent to laundry for sizing the day you arrive; you will be issued the following labeled clothing:
 - 1. 3 T-shirts
 - 2. 3 pairs of pants
 - 3. 3 underwear
 - 4. 2 green shirts
 - 5. 1 pair boots/shoes
 - 6. Gym shoes (if you don't have a personal pair) issued by Rec Dept.
 - 7. 1 winter coat
- B. You will receive a limit of 2 sheets, 2 blankets, 1 pillow case, 2 bath towels, 2 washcloths and 3 pairs of socks.
- C. State-issued bath towels, washcloths and socks are washed with state laundry.
- D. All state issued clothing must be sent to laundry for washing. Dirty clothing is to be placed in the laundry bin.

- E. Damaged clothing should be turned in to the unit laundry worker to be sent to laundry for repair. The unit laundry worker will log the clothing that needs to be repaired/replaced.
- F. If you work in food service or the housing unit servery, you will be issued 3 sets of kitchen whites. Kitchen whites may only be worn to and from food service or while working in food service or the unit servery.
- G. If there are problems with state-issued shoes/boots or clothing, your housing unit sergeant should be contacted.

RELEASE CLOTHING

When you are within 45 days of release, the following should be submitted to the social worker for review and processing:

- A. If you have personal clothing you wish to wear on your release day, notify your social worker.
 - 1. Write to the property department 2 weeks prior to your release day to arrange for your clothing items to be delivered to the property department.
 - 2. Your items will be stored in the property until your release.
- B. If someone on your approved visit list wishes to provide release clothing, notify your social worker.
 - 1. Clothing can be dropped off in the front lobby, or mailed in to the Institution, no more than 4 weeks prior to your release.
 - 2. Clothing will be screened by staff to insure it is free of contraband and appropriate in nature.
 - 3. If determined to be appropriate, the clothing will be sent to the property department for storage until your release.
- C. If you need to order release clothing, complete an order form.
 - 1. No item is to be more than \$75.00.
 - 2. The total order may not exceed \$150.00.
 - 3. Only clothing and shoes needed for release may be purchased and must be from an approved vendor.
- D. Disbursement Request (DOC-184)
 - 1. Funds will be taken from your release account.
 - 2. Write "release clothes" on the disbursement request.

5.6 LAUNDRY

PERSONAL LAUNDRY

- A. You are responsible for the cost of laundering all personal items.
- B. You may purchase laundry cards through the canteen. The cost of the laundry cards will not be included in your canteen purchasing limits. You may only have two laundry cards in your possession at any given time.
- C. Laundry cards will be sent to the housing units for distribution. No refunds will be issued for lost or stolen laundry cards. You will not be reimbursed for any unused cycles of laundry upon transfer or release from the institution. Cards from other institutions will not be honored or refunded.
- D. You need to bring your laundry and sign up with the unit sergeant between 8:45 p.m. - 9:00 p.m. and have your laundry card punched by the unit sergeant. No damaged or altered laundry cards will be honored. No laundry will be accepted after 9:00 p.m.

- E. Your laundry will be stored in the locked laundry room/closet overnight.
- F. Only the unit laundry worker is authorized to use the washers/dryers or be in the laundry room.
- G. Laundry will be returned when it is completed and at the discretion of unit staff, Monday through Saturday. No laundry will be returned during count times.
- H. State issued items are not allowed to be washed with personal laundry.
- I. Hand washing of clothing is prohibited.
- J. The institution assumes no liability for personal clothing. The institution is not responsible for any lost, stolen or damaged clothing as a result of the use of the unit washers/dryers.
- K. Unit cleaning rags and/or mop heads, shoes and slippers are not to be washed or dried in the unit machines.
- L. Personal items that contain blood and cannot be laundered in the unit machines will be bagged and properly disposed. The institution is not responsible for reimbursement of these items.

STATE ISSUED LAUNDRY

- A. All state issued clothing must be sent to laundry for washing.
- B. You will be issued one black mesh bag that include your name and DOC number on it.
- C. Staff will ensure that you have 2 towels, 2 wash cloths, and 3 pair of socks prior to the start of the process.
- D. The only items allowed in the bags will be towels, washcloths, underwear, and socks. NOTE; If personal laundry is found in the bags a conduct report will be written with a disposition of \$2.50 (cost of laundry punch).
- E. At 8:45 p.m. - 9:00 p.m. a laundry cart will be placed by the sergeant booth where you will drop off your mesh bag. Your items will be recorded on the laundry sheet provided. Also, at this time state greens will be collected and turned in to the laundry worker where they will also be recorded. NOTE: Once the process is complete no one is allowed to go in the bin and retrieve any item.
- F. Damaged socks, wash cloths, and towels will be exchanged on a 1-for-1 basis on the unit.
- G. Two clean sheets and one pillowcase will be issued on an exchange basis every Thursday at approximately 12:30 p.m. Beds should be stripped and remain unmade until noon in order to allow the mattress to air out. Any individual that is off the unit (i.e. medical trip, court, BSI) will complete the exchange upon return to the unit at the discretion of unit staff. Used sheets may not have knots in them when exchanged.
- H. Each unit will be scheduled for blanket exchange once per month on Monday, Tuesday, Thursday or Friday. Blanket exchange will be on a 1-for-1 exchange in the dayroom at 12:30 p.m. You may only exchange 1 blanket per month.
- I. Personal clothing will not be laundered or repaired in the institution laundry.

5.7 COMBINATION LOCKS

- A. Combination locks will be issued for use on your footlocker. The lock is to remain locked on the footlocker at all times when not in use.
- B. You are responsible for locking personal property in the footlocker.

- C. If you damage or lose the lock, you will need to complete a Disbursement Request (DOC-184) and pay \$7.45.
- D. It is your responsibility to keep the combination confidential. Questions pertaining to combination locks must be directed to housing unit staff.

5.8 DAYROOM

- A. Dayroom activities include use of tables, televisions, microwaves, kiosks and telephones.
- B. Dayrooms open at 5:00 a.m. and close at 9:20 p.m. Between 5:00 a.m. and morning standing count, only reading is allowed.
- C. No more than 4 people will be seated at a dayroom table at one time unless permission is granted by staff.
- D. You must use your room chair in the dayroom, including when you are on the phone, video visit or using the kiosk. Chairs must be returned to your room when you are not in the dayroom.
- E. You are responsible for cleaning up after yourself in the dayroom. All empty containers and garbage of any kind needs to be placed in the proper receptacles. This includes putting away games.
- F. Combining canteen food for group consumption is not permitted.
- G. Dayroom Television:
 - 1. If you own a television you will not be allowed to view the dayroom TV without staff permission.
 - 2. The dayroom TV may be turned on after morning standing count clears and will be turned off during count times and for the evening when dayrooms close.
 - 3. TV program voting:
 - a. If you do not own a TV and are not on a loss of electronic sanction, you may participate in the vote.
 - b. If you are in the dayroom for other activities, you cannot vote.
 - c. Unit staff will have the final say in disputes.
 - 4. Unit staff will control the volume of the TV. The dayroom TV will be turned off during counts.
- H. Microwaves are only available when the dayroom is open. Candy may not be made in the microwave. Food must be monitored when in the microwave.
- I. Card playing and other table games:
 - 1. Card playing and table games are permitted in the housing unit dayroom and housing unit passive recreation areas. Games provided by the institution may not be taken back to your room/bunk area.
 - 2. You may use personally owned cards and games in your room/bunk area.
 - 3. Gambling is not permitted.
 - 4. Slapping down cards, dominos or other game pieces is not permitted.
 - 5. Dice will only be used with their intended board game.
 - 6. DOC forms may not be used as score sheets.
- J. Fantasy/role playing games and associated materials are not allowed nor are you permitted to play or create any of these games.

5.9 ELECTRONICS

- A. All electronic equipment coming into the institution, or equipment that is already in your possession, is required to be secured using tamper-evident seals and engraved with your DOC number.

- B. Worn/damaged seals should be reported to unit staff.
- C. Electronic equipment (with the exception of tablets) may not be removed from your room unless it is being sent out for repair or upon transfer.
- D. Tablets are allowed for use in dayrooms and unit passive recreation areas. Tablets may not be taken anywhere else in the institution. You are responsible for any damage to your tablet.
- E. Only a TV may be connected to the institution television antenna system. The antenna of a radio may not be connected to the institution television antenna system.
- F. TV's must be placed on the desk or shelf designated for the TV set.
- G. Electronic equipment shall not be balanced on boxes, packing material, homemade stands, etc. They are not to be tied to or hanging from any item.
- H. Items may not be placed under or on top of electronic equipment. This applies at all times, whether the equipment is turned on or off.
- I. Earphones/headsets are to be used at all times when using any electronic equipment.
- J. All televisions, radios and clock radios must be equipped with a headphone jack in good working condition before the item will be issued. If not in good working condition, the equipment must be repaired before it will be issued. If not repaired, it must be disposed of per institution policy.
- K. Electronic equipment that has been tampered with, or altered, will be deemed contraband.

5.10 GENERAL RULES OF CONDUCT

- A. You may only enter the wing/hall of the unit to which you are assigned
- B. Furniture, air vents, windowsills, etc. will not be used as a foot rest.
- C. You may not sit on tables, desks or air vents.
- D. Medical items such as bedpans or foot basins may only be used for their intended purposes.
- E. Loud talking or unruly behavior (clapping, whistling, etc.) is not allowed.
- F. You may not wander or loiter in the halls.
- G. Tampering with housing unit thermostats or blocking air vents is prohibited.
- H. Ice is only available when the center hall is open. To help manage availability, using pitchers or other large containers to obtain ice is prohibited.
- I. Medical ice is only available during medication delivery.
- J. Lamps need to be turned off when going to sleep for the night. Lampshades or light bulbs will not be altered.
- K. Lights and electronics must be turned off when no one is in the room.
- L. Room doors are to be closed at all times except for movement and cleaning.
- M. You are responsible for your assigned room/bunk area and all items in the room/bunk area. If doubled, both occupants will be held responsible for any contraband or damage to the room and furnishings.

5.11 ORIENTATION

Upon arrival, you will be temporarily placed on Housing Unit 6. While housed on this unit, you will go through an orientation process. Once orientation is completed, you will be assigned to another general population bed as openings occur.

A. ORIENTATION

1. Each week new arrivals will be scheduled to attend a mandatory orientation and institution overview.
2. Orientation is held weekly in the administration building. Staff will notify you of the orientation schedule.
3. You are required to complete orientation prior to accepting a work or school assignment.

5.12 BARRACKS - UNIT 9 & UNIT 10

A. MOVEMENT

1. With the exception of passive recreation, you are required to sign in/out whenever leaving the building including when using the walking track.
2. Movement in and out of the unit must be done through the door located on your side of the unit.
3. You may not go from one side of the unit to the other.
4. You may not enter any hallway other than the one to which you are assigned.
5. You may not go down the hallway beyond your assigned room/bunk area.

B. DAYROOMS

1. Dayroom activities include use of tables, televisions, tablets, microwaves, kiosks, ice machines and telephones.
2. Dayrooms open at 5:00 a.m. and close at 9:20 p.m. Between 5:00 a.m. and morning standing count, only reading is allowed.
3. You may not bring your bunk area chair into the dayroom except when using the phone, video visit, or kiosk.
4. Dayrooms will close upon arrival of the food truck to prepare for meals.
5. Upon closure of the dayroom, you must remain in your assigned bunk area except to use the restroom.

C. BUNK AREA

1. Beds are to be made except while sleeping.
2. Empty bunk areas are not to be used for additional storage.
3. Clothing and property should be secured inside lockers when not in use. Lockers must be pushed up against the inside wall.
4. When moving to another housing unit, bedding should be taken along to the new unit. The mattress and pillow should remain on the unit.
5. You are responsible for cleaning your bunk areas and must pick up and dispose of debris rather than pushing it into housing unit corridors. No cleaning is allowed during mealtimes.

5.13 LEGAL MATERIAL

- A. All legal material, except books, must be stored either in the desk or footlocker.
- B. The total amount of legal material you may possess must fit in a 20"x20"x20" box. Material in excess of this amount must be disposed of or shipped at your expense via commercial carrier.

5.14 MEALS

You must report to your room/bunk area 5 minutes before the start time of each meal.

You are required to remain in your room/bunk area until your wing has been released for the meal.

It is your responsibility to report to the unit dining area if you choose to eat. Meals are served cafeteria style. You will have 5 minutes from the time your wing is called to get to the unit dining area.

FOOD AND CONDIMENTS

- A. All food and state issued condiments must be eaten during meal times and may not be removed from the dining area.
- B. Personal food or drink may not be stored in the housing unit refrigerators in the servery.
- C. At each meal, you may bring your choice of two personal condiments or food items with the exception of peanut butter. Personal condiments or food items must be in the original container and will not be shared with others. Drinks and drink mixes are not allowed.

MEAL RULES

- A. When in the meal line, you are expected to stand in a single-file line, no changing places with others, and no cutting in line.
- B. When reporting for meals, you must be wearing a shirt, pants and shoes. Recreation clothing to include shorts, tank tops or any sleeveless shirt is not allowed.
- C. Trading food in the food line or between tables is not permitted. Food may be traded only with those seated at the same table.
- D. Personal cups/bowls will not be used or taken into the dining area during meal times.
- E. Conversations during the meal are to be kept at a low level.
- F. Once seated at the dining room tables, you will be permitted up to 20 minutes to eat. When you have finished eating, you are required to leave the dining room to allow seating for subsequent wings.

MEAL TIMES

Meal times are approximate:

Breakfast: 6:30 a.m. – 7:15 a.m.

Lunch: 11:00 a.m. – 11:45 a.m.

Supper: 4:00 p.m. – 4:45 p.m.

If your assignment requires that you leave the unit early, you will be allowed to be served first with staff permission.

MENUS/PORTIONS

- A. Menus and portions are determined by the DOC nutritionists. You are expected to accept the portions that are served. Complaints/concerns are to be brought to the attention of unit staff at the time of the incident, not to the servery workers.
- B. You may not get a tray for the sole purpose of giving it away.

MODIFIED DIETS

- A. Housing unit staff will be notified if you need a religious or medical diet accommodation.
- B. You may not give away food from your diet trays.
- C. Housing unit staff will announce when diet trays are available in the servery.

Commented [RHM1]: 8/25/21 [E-mail – Staff]

“Once someone takes a food tray for the meal, can the leave the seating area? As of now 9/10 will grab a tray then go back to their bunk and grab their condiments.”

RETURN OF TRAYS

You will take all trash, food, and dishes to the tray cart area when you are finished eating. Liquids will be dumped in the bucket prior to putting the glass upside down in the rack. Utensils will be put in the tub. All food, condiments and paper products will be disposed of in the garbage prior to the tray being placed on the cart.

SEATING

- A. Tables will be filled in order using a normal flow pattern.
- B. Reserving of tables or chairs is not permitted.
- C. Once seated at a table, you may not move to another table.

SERVERY WORKERS

- A. Only assigned servery workers are allowed in the servery at their scheduled times.
- B. If assigned to food preparation and serving areas you will be required to wear hairnets, beard nets (if you have facial hair), or other hair coverings as deemed necessary by staff.
- C. No personal items should be brought into the servery (i.e. books, tablets, cups, dishes and toothbrushes, etc.)
- D. You may request a 30-minute wake up prior to the start of your food service assignment. You need to sign up prior to 9:20 p.m.

5.15 PASSIVE RECREATION

- A. Each housing unit side has a concrete slab to mark the passive recreation area. You must stay in this area unless you are playing bean bags.
- B. No loitering will be permitted on the roadway leading to the housing unit entrance.
- C. No talking to individuals walking on the sidewalks or in other passive recreation areas.
- D. You are required to wear shoes. Shower shoes, slippers and Crocs are not allowed.
- E. You may not sit or stand on concrete steps or platform located outside of the housing unit entrances.
- F. You may use passive recreation areas during your free time. Hours will be as follows:
 - 1. Open when all-call announcements are made.
 - 2. Closed 10 minutes prior to all counts.
 - 3. Closed for the day when the all-call announcement is made.
 - 4. Closed at 5:50 p.m. and reopen after 6:15 p.m. count has cleared.
- G. You will be permitted to use your acoustic guitars and tablets in the passive recreation area.
- H. Singing or rapping is not permitted in passive recreation areas.
- I. You are responsible for any personal property brought to the passive recreation area and any damage that may occur.
- J. Beverages contained in your personal cup or pitcher are the only consumable items allowed.
- K. Picnic tables and benches may be provided for these areas. The following guidelines must be followed which will ensure that the tables will be available for use.
 - 1. Do not stand picnic tables on end without staff approval.
 - 2. Picnic tables and benches that are damaged or defaced will be removed.

3. When sitting at the picnic tables, you must sit on the benches. Sitting or lying on top of the picnic tables is not permitted.
 4. Picnic tables and benches must remain on the concrete slab.
 5. The maximum number of people at a picnic table is 6.
- L. Feeding or making pets of birds or animals is not permitted.
- M. Bean bag toss (weather permitting)
1. Bean bags will be checked out with unit staff by exchanging ID's for bean bags.
 2. Boards must be utilized in designated areas.
- N. Basketball courts (weather permitting)
1. Housing Units 1-6, open daily from 9:00 a.m. – 11:00 a.m. and 2:00 p.m. – 4:00 p.m.
 2. Housing Units 9 and 10, may be allowed to utilize the basketball courts during all hours of passive recreation being open.
 3. Housing unit staff will assess the area and may close the basketball courts for safety reasons.
 4. Basketballs and hacky sacks will be checked out and returned to housing unit staff.
 5. No dunking or hanging on rim.
 6. You must display good sportsmanship at all times.
 7. All injuries must be reported to staff immediately.

5.16 ROOM KEYS

- A. You will be issued a room key for your assigned room. You must maintain your room key in your possession.
- B. If the room key is damaged, report it to unit staff before it breaks.
- C. If a room key breaks or is lost, it must be reported to unit staff. You will be required to complete a Disbursement Request (DOC-184) and pay \$5.00 to replace the key.

5.17 ROOM INSPECTION

- A. When moving into a new room, you will be handed a cell inspection form. You are to complete and sign the form within the first hour of moving into the cell. You should check the room for damage to windows, screens, walls and furniture. Any damage found must be reported to unit staff immediately.
- B. Damage that is reported will be inspected and a work order submitted. If the damage was not reported by the previous occupant you may be held accountable for the damage and may be subject to discipline and/or restitution for the repair.
- C. When departing the room, you are to ensure that the room is thoroughly cleaned and any damage is reported to unit staff.
- D. Room/bunk area inspections may be done by staff at any time
- E. Masking tape, scotch tape, packaging tape and/or any other adhesive may not be placed on any surface of the room/bunk area or state property. Only scotch tape may be used to post approved items in the identified display area.
- F. Screws or nails may not be used on any surface of the room and thumbtacks may only be used on the bulletin board.
- G. All items must be stored in their proper container.
- H. Items may only be hung in the closet or over the back of the chair.
- I. Clotheslines are not allowed.

- J. You will not be reimbursed for personal property that is damaged when removed by staff for violations of these rules.

5.18 SANITATION

- A. The highest standard of sanitation is expected and must be maintained at all times.
- B. You are responsible for cleaning your own room/bunk area. Cleaning supplies will be made available by unit staff. Cleaning may be done between 8:00 a.m. – 9:00 p.m. daily with the exception of count times.
 - 1. Sweep and dust room/bunk area and wet mop floor.
 - 2. Clean windows.
 - 3. Organize items in desk drawers.
 - 4. Empty trash basket daily (separating the recyclables from the non-recyclables).
 - 5. You are only allowed to use a clear plastic canteen bag as a wastebasket liner.

5.19 STORAGE

- A. Each room/bunk area is equipped with a closet, desk and footlocker. Double rooms contain 2, foot lockers. You are expected to use these for the storage of your personal property.
- B. You are responsible to maintain property limits for personal, legal, and hobby property items. Periodic checks will take place to ensure compliance with property limitations.
- C. Footlockers cannot be lined with newspaper or other materials.
- D. Footlockers must remain secured and stored beneath the bunk.
- E. All substances and food items are to be stored in their original containers and in their original form unless using an approved plastic container. Empty original containers must be disposed of properly.
- F. Consumable items, not including hygiene items, may be kept in the room/bunk area no longer than 60 days.
- G. All hobby materials with the exception of approved oversized hobby and drawing boards must be stored in the provided hobby box. Hobby materials may not be stored in the desk or footlocker.
- H. Razors and non-controlled medications must be secured in your locked footlocker.

5.20 TELEPHONE PROCEDURE

- A. All calls other than properly placed attorney or PREA-related calls will be monitored and recorded.
- B. While in general population, you will be allowed to place phone calls in the housing units when the dayroom is open.
- C. Unit staff will have the final say in disputes involving telephone use.
- D. Phone use restrictions:
 - 1. You are only allowed to initiate calls using your own PIN.
 - 2. The duration and frequency of phone calls will be adjusted to allow fair access to those living on the unit.
 - 3. Three-way calls are not permitted.
 - 4. You cannot walk away from an active phone call without terminating the call.
 - 5. Only the person who initiated the call can talk during that call.
 - 6. You are not permitted to talk with someone who is using the telephone.
 - 7. You must be seated in your chair when using the phone.

- E. Disinfecting supplies are available by request from unit staff to wipe off the telephone before use.

5.21 TYPEWRITERS

Typewriters may be used only in individual rooms at times that are not disruptive to others.

5.22 VISITING WITH OTHERS

- A. You may not go past your own room/bunk area or carry on conversations with others in the wing/hall without unit staff approval.
- B. Visiting in someone else's room/bunk area is not allowed.
- C. Requesting to talk to someone from a different wing/hall is only permitted with staff approval.

5.23 WINDOWS

- A. Only personal fans and radios are allowed on the windowsill.
- B. Do not throw anything, including liquids, out the window.
- C. Do not store any items between the window and screen.
- D. Screens may not be removed.
- E. No item may be used to cover windows
- F. Items may not be hung from or attached to the window with the exception of an antenna when attached with a suction cup.
- G. No communication is allowed through the outside room windows.

6 INSTITUTION COMPLAINTS

6.1 COMPLAINT PROCEDURES

- A. Refer to Wisconsin Administrative Code, Chapter DOC 310 for complete procedures.
- B. If you have a significant grievance regarding institution rules, living conditions, staff actions affecting institution environment or civil rights may use the Inmate Complaint Review System (ICRS) to have your issue investigated.
- C. All forms used in the complaint process are available in the housing unit. Completed forms should be folded for privacy and placed in the unit's locked complaint box. Include any evidence that will assist the ICE in investigating a complaint.

6.2 GENERAL RULES AND INFORMATION

- A. Complaints must be received by the Institution Complaint Examiner (ICE) within 14 calendar days from the original date of occurrence.
- B. Complaints must be typed or written legibly and signed on the Inmate Complaint (DOC-400). The form must have the instructions printed on the back side. Do not write on the back side of the form.
- C. Photocopies of complaints will not be accepted. The complaint submitted must be the original and must contain your complete original signature.
- D. Complaints must not contain unnecessary language that is obscene, profane, abusive or threatening.
- E. Only 1 complaint per calendar week is allowed with the exception of health and safety issues.

- F. Only one issue per complaint is allowed and the issue must be clearly defined.
- G. Complaints which raise procedural errors regarding conduct reports or re-classification may only be submitted after those appeal processes have been exhausted.
- H. You must talk to appropriate staff in an effort to informally resolve an issue before filling out a complaint form. Include information regarding attempts to resolve the issue, including the name(s) of staff contacted and the answer(s) received.
- I. If an issue is resolved prior to receiving the Warden’s decision, you should notify the ICE so complaints can be marked “Withdrawn”.
- J. Except as otherwise provided DOC 310.16, the department shall ensure that complaints filed under this chapter are confidential.

6.3 COMPLAINT PROCESSING

- A. The ICE/designee collects complaints from the locked box on each housing unit a minimum of 3 times per week. You will receive notice of either acceptance or return of a complaint within 10 working days. Once the complaint is accepted, the complaint will either be rejected or accepted.
- B. Rejected complaints may only be appealed to the appropriate reviewing authority as specified on the complaint rejection report. To appeal a rejected complaint, complete a Request for Review of Rejected Complaint (DOC-2182) and submit to the ICE. The appeal must be received within ten calendar days of the date of the rejection. The reviewing authority’s decision on the rejection is final and may not be further appealed.
- C. Accepted complaints will be investigated by the ICE, who utilizes discretion in determining appropriate sources for the investigation. You should receive the ICE’s recommendation and reviewing authority’s decision within 45 calendar days.

6.4 APPEAL PROCESS

If you disagree with the reviewing authority’s decision or do not receive a decision from the reviewing authority after 45 calendar days following the ICE’s acknowledgement, you may appeal to the Corrections Complaint Examiner (CCE) by completing an Inmate Complaint Appeal (DOC-405). The form must be mailed to the address indicated on the form. The appeal must be received within 14 calendar days of the date of the decision. If you do not receive a decision on your appeal within 45 calendar days of the CCE’s acknowledgement, you shall consider administrative remedies exhausted.

7 LEISURE TIME ACTIVITIES

7.1 CHAPEL

Religious activities are provided for groups approved by the DOC. Approved umbrella religion groups, religious services and religious studies are listed in the chart below:

Umbrella Religion Group	Religious Service	Religious Study
Catholic	Mass	Bible Study
Eastern Religions	Service	Mindfulness Living
Humanist/Atheist/Agnostic	N/A	N/A
Jewish	Jewish Service	Study
Muslim	Jumah	Talim
Native American	Monthly Sweat	Pipe & Drum
Pagan	Service	Study
Protestant	Sunday Service	Bible Study

- A. You may only request to change your religious preference every 6 months.
- B. A monthly chapel schedule will be made available.
- C. Pastoral visits are held in the chapel. To arrange these visits, you should have your pastor/religious representative contact the chaplain.
- D. Grief Support groups are available to you to help with personal losses.
- E. If you wish to participate in any of the religious services and/or religious study groups, attend activities in the chapel, meet with the chaplain, or have questions about religious services and study groups you must submit an interview/information request (DOC-643) to the chaplain. You must be signed up for all chapel functions to participate.
- F. All religious property items must be ordered from an approved catalog or be pre-approved by the chaplain. Refer to DAI 309.61.01 Religious Beliefs and Practices and DAI 309.61.02 Religious Property for more information.
- G. Religious books, CDs, greeting cards (limit of 3 per month) and other reference materials must be requested by sending a DOC-643 to the chaplain who will send the material to you through the institution mail.
- H. Additional activities may be offered, please contact the chaplain for more information.

7.2 HOBBY

- A. If you are interested in participating in the hobby program, you must submit an Interview/Information Request (DOC-643) to the property department.
- B. Only those who are enrolled in hobby will be allowed to purchase hobby materials and have hobby materials in their rooms.
- C. To purchase hobby items, you must complete the order form from the vendor along with a Disbursement Request (DOC-184) and submit both documents to the business office. Hobby items may also be purchased by family and friends through the approved vendors.
- D. All materials received must be mailed directly from the vendor. All orders received must contain a sales slip and invoice.
- E. If you are approved for hobby, you will be provided a 14" x 14" x 14" box that must be used to store all hobby items, with the exception of 1 approved oversized item.
- F. You may have a maximum of 2 hobby projects in progress at one time. You may change your registered hobby activities only once every 6 months.
- G. Hobby materials may be used only by the person who was approved for the hobby; they may not be loaned, sold or traded.
- H. Completed hobby items must be sent out of the institution.

7.3 LIBRARY

Library services are available for the purpose of providing you with recreational and educational opportunities. The library and law library schedules are posted in the library and housing units.

CIRCULATION DESK

- A. All material will be stamped with a due date.
- B. Failure to check out library materials or possession of library materials not properly checked out may result in a conduct report and loss of library privileges.

- C. You are allowed to check out a maximum of 4 books for a two-week period. Books may be renewed 1 time unless there is a hold on it. You must present the book at the time of renewal.
- D. You are responsible for the condition of any materials once checked out. If damage is noticed, please bring to the attention of the clerk or librarian before checking out.

LAW LIBRARY

- A. Only 8 individuals are permitted in the law library at one time and access is on a first-come, first-served basis. Priority will only be given to those with a court ordered deadline of 30 days or less.
- B. If your work or school conflicts with an assigned law library period and you have a court ordered deadline of 30 days or less, certain modifications in the law library schedule may be authorized by the librarian.
- C. Technical assistance on the proper use of the EILLS (Electronic Inmate Law Library System) or other legal materials may be provided by library staff or clerks. At no time is library staff or clerks permitted to provide legal advice or legal research.
- D. Legal forms are available through EILLS. Forms should be requested by submitting a disbursement request (DOC-184) to the librarian.
- E. Stand-alone word processing computers are available for legal work only.
- F. Two individuals may submit a request to the librarian to work together on one case. Both individuals must have the same assigned library period.
- G. Compensation of any kind for legal services is not allowed.

LEGAL COPY SERVICES

- A. Requests for legal copying should be submitted to the librarian.
- B. Copies are made at a cost of 15 cents per page. A DOC-184 must accompany all requests. Double-sided copies are charged for each side.
- C. Copy requests must be for single-sided copies or double-sided copies for the entire order, no mixing.
- D. No altered documents or excessive amounts of materials will be copied.
- E. Copying requests will generally be completed within 5 working days after the request is received.
- F. No copyrighted materials will be copied without exclusive permission from the publisher.
- G. Completed copies will be returned via institution mail.

REFERENCE MATERIALS

The library has a collection of materials available for in-library use such as college directories, grant information and small business guides. Please contact the librarian or clerk for available resources.

RULES OF CONDUCT

Conversation and noise are to be kept at an absolute minimum. Staff may remove, without warning, anyone from the library deemed as too noisy or distracting. Any defacing of library materials may result in a conduct report and restitution. This could include suspension from library services for a period of time.

7.4 MUSIC

- A. Pre-approval must be received from recreation staff to purchase an instrument. Upon receipt of the instrument, security staff will give final approval and authorize distribution.
- B. To reserve the music room, you must send a DOC-643 to the recreation department. The recreation leader will assign and post the music schedule listing what times and dates have been scheduled.
- C. No institution musical instruments may be taken to outside recreation.
- D. Personal guitars may be taken to outside recreation.

7.5 PHOTOGRAPHS

Photographs will routinely occur during in-person visits. There will be opportunities for photographs to be taken outside of in-person visiting at different times during the year and will be announced through Institution memo.

REQUESTING VISITING ROOM PHOTOS

- A. Legibly and completely fill out a Disbursement Request (DOC-184) and have photos approved by Visiting Room Staff in the first 30 minutes of visit.
 - 1. \$.75 per photo.
 - 2. Maximum of 10 photos can be ordered.
- B. Photographs will not be approved past the first hour of the visiting session for any reason (ex. If the visit begins late)
- C. If you do not have sufficient funds at time of request, request will not be processed.
- D. You must be standing with arms at your side facing the camera. Chairs will be provided at the discretion of staff to those who are unable to stand. The only approved pose is identified in the sample picture posted on housing units and in the visiting room.
- E. Infants and toddlers (age 3 and under) can be properly held in adult's arms.
- F. Photos including hand gestures, obscene or sexually suggestive poses, or inappropriate subject matter are not permitted. Any photos that violate this standard will not be delivered and a refund will not be provided.
- G. Photos will be delivered via institution mail.
- H. If there are any questions/issues regarding your photos, contact the Corrections Program Supervisor indicating the question/issue. Any action taken will be determined by the Corrections Program Supervisor.
- I. Refunds may be granted in very limited situations as determined by the Corrections Programs Supervisor.
- J. All visiting room rules and FLCI Policies and Procedures apply. Visiting room staff may determine photo is not allowed, when photo is being taken. Corrections Program Supervisor/Designee will have the final determination if the photo(s) will be allowed. One (1) retake is allowed with staff approval. Failure to follow the rules may result in a conduct report and/or loss of photo(s).

7.6 RECREATION

The recreation program is designed to provide facilities, organization and instruction in a variety of areas. The program provides recreational opportunities for all skill levels. The recreation schedule is posted in all housing units. Staff will determine what facilities/equipment is available for use.

You may not go beyond the jogging track and must not approach the fence. This includes retrieving softballs and any other personal or recreation equipment.

INTRAMURAL ATHLETICS

A wide variety of intramural sports are available. See postings for scheduled events. All teams are from individual housing units.

RECREATION AREA RULES

- A. You are responsible for adhering to any medical restrictions.
- B. All injuries that occur at recreation must be reported to recreation staff immediately.
- C. You may only report to recreation following an all call announcement or release by housing unit staff.
- D. When reporting to recreation, you are required to stay in the recreation area until the designated release time with the following exceptions: visits, scheduled appointments, medical emergencies or with staff permission.
- E. You are required to highlight your name on the alphabetical list provided by recreation staff located near the recreation building entrance. This includes outside recreation activities.
- F. Recreation officers will release you at the end of the recreation period.
- G. If you are coming from a medical appointment, work assignment or school/program assignment, you may arrive up to 10 minutes after the start of the recreation period.
- H. Singing will be permitted in the music rooms only. Use of derogatory, demeaning or offensive lyrics is not permitted.
- I. You are not allowed to stand by the music room windows, inside or out. No blocking music room doors or walkway.
- J. No more than 5 individuals in a group will be permitted in the recreation area with the following exceptions:
 - 1. The bleachers inside and outside of the recreation building.
 - 2. Approved sporting events.
- K. No practicing of martial arts, sparring or shadow-boxing.
- L. No hanging on basketball rims. Dunking is only allowed during league games.
- M. Shoes must be worn in all areas of recreation. Tennis shoes are required on the gym floor. Tennis shoes issued by recreation staff may only be worn for recreation and in passive recreation areas.
- N. No state-owned recreation equipment may be removed from the recreation area.
- O. Dugouts may only be used by players during regular games.
- P. Hair braiding is only allowed in designated areas.
- Q. Non-recreation related property i.e., canteen items or personal property, may not be brought to recreation.

7.7 VETERANS

Veterans may be eligible for certain benefits for themselves and/or their families. Veterans also meet with outside volunteers to discuss veteran related issues. Other

activities may be provided. Those interested in benefit information or activities should contact the Veterans Coordinator.

7.8 VISITING

Visiting is important and helps you maintain positive personal relationships. Everyone is expected to act appropriately in maintaining a family atmosphere while visiting.

GENERAL POPULATION VISITING HOURS

- A. In person visitation – 7 days per week
Hours: 10:15 a.m. to 1:15 p.m.
 1:55 p.m. to 4:55 p.m.
 5:30 p.m. to 8:30 p.m.
- B. Visits must begin 45 minutes prior to the end of visiting hours.

GENERAL POPULATION VISITING RULES

- A. You are not permitted to pass or receive items during a visit without authorization. Passing or receiving unauthorized items such as tobacco products, electronic devices or drugs on visits may result in disciplinary action, loss of visiting privileges, and referral to local law enforcement for both you and your visitor.
- B. You are responsible for maintaining a current, up-to-date visitor list and advising your approved visitors of visiting regulations.
 - 1. Visiting guidelines are available on the unit and in the visiting room; please read them carefully. You may want to send copies to your visitors for their information.
 - 2. You are responsible for initiating the Visitor Questionnaire (DOC-21AA) by sending it to proposed visitors.
 - 3. You are responsible for notifying the visitor when they are approved. Staff will not provide this information to callers.
 - 4. The records office must be notified, in writing, of any changes to your visiting list. Inaccurate information delays visitor processing. Visitor Information Change (DOC-884) forms are available in the library.
- C. You are required to wear clean, state-issued green shirt, pants and state issued shoes during visits; shirts must be tucked in. You are not permitted to wear personal shoes on visits.
- D. Coats and hats will not be permitted in the visit room. They will need to be hung up in the designated location.
- E. Staff will assign the table and seating. When only 1 visitor is present, he/she will be required to sit across the table from you. You will be seated facing the north officer's station. Assigned location may only be changed by staff.
- F. Talking from table-to-table is not allowed.
- G. An approved adult visitor must accompany visitors under the age of 18 (except for a spouse).
- H. You are allowed a brief embrace and kiss at the beginning and the end of the visit. Excessive displays of affection are not permitted. Inappropriate touching and behavior will not be tolerated.

- I. You are allowed to hold family members who are under the age of 7.
- J. You and your visitors may hold hands above the table and hands must be visible to staff at all times. Massaging or rubbing of hands or arms is not allowed.
- K. Leaning on, or leaning over the visiting table is not permitted.
- L. Minor children must be supervised at all times.
- M. All food and drink items are to be purchased from the vending machines and consumed during the visit.
- N. All food from the vending machines will be removed from original package and placed on a paper plate prior to leaving the vending machine area.
- O. You are not allowed in the vending area during visits, only your visitor is.
- P. Once a visit has started, visitors are not allowed to leave the institution and then rejoin that visit.
- Q. Special, extended or joint visits may be requested by sending an interview/information request to your social worker. Requests must be made at least 5 working days in advance. The request will include:
 - 1. Reason for request such as infrequent opportunity to visit, distance traveled or unusual circumstances.
 - 2. Proposed date of visit.
 - 3. Name, address and date of birth for each visitor.
- R. Property you are allowed to have in the visiting room:
 - 1. ID Card (mandatory)
 - 2. Room key (mandatory)
 - 3. Comb/pick
 - 4. Wedding band
 - 5. Sunglasses
 - 6. Handkerchief
- S. At the end of the visit, you will remain in the administration building until your visitors have arrived at the facility entrance.

NUMBER OF VISITS/VISITORS

- A. A maximum of 3 visits per week is allowed. Only 1 of the 3 visits is allowed on Saturday or Sunday.
- B. The visiting week is Monday through Sunday.
- C. In-person visits must be scheduled at least 48 hours in advance and no more than 14 days in advance.
- D. Only visitors on the approved visiting list are permitted to visit. If a visitor has not signed up to visit on a specific day, they will not be permitted into the Institution.
- E. There is a maximum limit of 6 approved visitors per visit. This total includes adults, minors, and infants. At least 1 visitor must be an adult.
- F. A visitor may visit a particular individual only once during a visiting day.

Video Visits

- A. You may have 3 ICS video visits each week.
- B. Visits must be scheduled at least 48 hours in advance and no more than 14 days in advance.
- C. Video visits will not be extended or rescheduled due to tardiness or technical difficulties.
- D. Only those scheduled to attend the visit are permitted to be seen and heard on the video screen and they must be on the same device.
- E. Visitors are not permitted to record the visit, this includes but is not limited to screen shots and photos taken during the video visit.
- F. Appropriate visitor attire for a video visit is the same as for in-person visits.
- G. A video visit may be terminated by staff at any time based on situational needs.
- H. A video visit will be terminated immediately if there is suspicion of illegal behavior, any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior as outlined as unacceptable in accordance with DAI Policy - #309.06.01. This includes, but is not limited to the following:
 - 1. Sexual acts or nudity.
 - 2. Drug or alcohol, including tobacco products and electronic nicotine delivery systems.
 - 3. Showing objects identified as a threat. (firearms, weapons, knives, etc)
 - 4. Inappropriate language.
 - 5. Inappropriate location of visitor. (bar, night club, etc)
 - 6. Operating, or being a passenger, in a vehicle during the visit.
 - 7. Adding individuals to the visit after it has started.

RESTRICTIVE HOUSING UNIT 8 VISITING

- A. Visits in the Restrictive Housing Unit are no-contact visits.
- B. No one under 18 years of age may visit (except for a spouse).
- C. A maximum of 2 people may visit at one time.
- D. Visiting times for each segregated status are as follows:
 - 1. TLU – 2, one-hour visits per week, 1 of which may be on the weekend
 - 2. Disciplinary Separation - 4 one-hour visits per month
 - 3. Observation - one-hour, if approved by Warden
 - 4. Controlled Separation - None
- E. Visiting hours are as follows:
 - 1. Tuesday and Thursday: 2:30 p.m. – 5:00 p.m.
 - 2. Saturday and Sunday: 10:00 a.m. – 5:00 p.m.

8 MAIL

8.1 INCOMING MAIL

- A. To avoid delays in the delivery of incoming mail, both your DOC number and housing unit number should be included as part of the address on all correspondence. You are responsible for providing the correct mailing address information to those you correspond with.
- B. PIOC correspondence address: Your name and DOC number
 Fox Lake Correctional Institution
 P.O. Box 189
 Phoenix, MD 21131-0189
- C. Staff correspondence address: Staff Name/Title
 Fox Lake Correctional Institution
 P.O. Box 147
 Fox Lake WI 53933-0147
- D. If you have transferred to another institution or released, we will forward your first-class mail for up to 30 days if the address is known. If no forwarding address is available or if the addressee cannot be properly identified, mail will be returned to the sender.
- E. If you are released, any mail received will be returned to the sender.
- F. A list of those receiving mail or packages is posted on the unit.
- G. Incoming mail will be issued from the officer's station when announced by staff.

8.2 PIOC-TO-PIOC MAIL

- A. All correspondence between PIOC, including within the institution, must be processed through the U.S. Post Office and must have appropriate postage.
- B. Incoming and outgoing PIOC-to-PIOC mail will be read.
- C. Mail with a PIOC notation on the envelope or its contents indicating "legal mail" will not be excluded from review until staff has verified the claim by reading a portion of the correspondence.
- D. PIOC-to-PIOC mail will be submitted for mailing unsealed so staff may determine content without damage to the envelope.
- E. If the envelope is submitted sealed, it will be opened by staff in your presence.
- F. The return address on the envelope must contain your full name, DOC number, full name of the institution and the institution address. Envelopes without this information will be returned to you. If the sending PIOC cannot be identified by the envelope, it will be destroyed. All envelopes must be embossed and have your DOC number stamped on it. Embossed envelopes that are not stamped will not be processed.
- G. Only 1 letter per envelope.

8.3 INSPECTION

- A. Incoming and outgoing mail will be opened and inspected.
- B. If any such inspection reveals contraband, criminal conspiracy or violation of institution rules, the sender may be subject to prosecution, disciplinary proceedings or sanctions which could result in suspension of mail privileges.

- C. Suspension of mail privileges could also result if a member of the public violates institution policies/procedures relating to mail.
- D. Incoming legal/healthcare provider/PREA office mail shall be opened only in the presence of the PIOC. Staff may inspect the contents to ensure mail is legal, official in nature, or clearly identified as being from a healthcare provider or WIDOC PREA Office.
- E. The destination or return address must clearly indicate that it is to or from one of these sources in order to be defined as legal mail. This shall also include correspondence to or from state and federal elected/appointed officials to include the Governor of Wisconsin, members of the Wisconsin legislature, members of the United States congress, Secretary of the DOC, DAI Division Administrator, investigative agency of the federal government, clerk or judge of any state or federal court, the President of the United States.
- F. Correspondence clearly labeled as part of the Inmate Complaint Review System (ICRS) is exempt from being opened for inspection.

8.4 NON-ALLOWABLE MAIL

- A. Incoming and outgoing mail, in whole or in part, is not allowed in accordance with Wisconsin Administrative Code s. DOC 309.04. In addition:
 - 1. Pertains to unauthorized business activity including the practice of a profession, sale, solicitation, manufacture, or distribution of goods or services, excluding routine communication with a person who is operating a business established by the person in our care prior to incarceration.
 - 2. Contains photographs or personal information regarding DOC staff.
 - 3. Contains stamps, instant cash cards, phone cards or debit/credit cards.
 - 4. Contains items that pose a safety or sanitation hazard, including lipstick or other foreign substance and/or has an odor which includes perfume/aftershave.
 - 5. Constructed in a manner which prohibits inspection.
 - 6. Newspaper or magazine clippings are not allowed; however, 8½" x 11" reproduced articles are allowed.
 - 7. Inconsistent with or poses a threat to the safety, treatment or rehabilitative goals of a person in our care. Facilitates criminal activity.
- B. When incoming correspondence is not approved for delivery, a Notice of Non-Delivery of Mail/Publication (DOC-243) will be completed by staff. You will receive the DOC-243 in the institution mail. You are required to return the completed form to the mailroom through institution mail.

8.5 OUTGOING MAIL

- A. Outgoing mail shall be sealed except PIOC-to-PIOC mail.
- B. A legible and complete return address is required.
- C. Outgoing mail must be placed in the appropriate box on the housing unit before 10:00 p.m. Do not bring outgoing mail to the institution mailroom.
- D. All outgoing letters must contain embossed first-class postage.
- E. No drawings, stickers or messages are allowed on the envelope.
- F. Envelopes may not be altered or hand made.
- G. If extra postage is needed, attach a Disbursement Request (DOC-184) to an embossed envelope. The mailroom postage scale is the official weight of all mail. It is more accurate than the housing unit scale. Mailroom staff will correct the DOC-184 to reflect the proper postage needed. If you do not want mailroom staff to correct any

discrepancies in the postage amount, you must clearly indicate this on the DOC-184. The mail and disbursement will be returned to you.

9 PERSONAL HYGIENE

Personal hygiene is extremely important. If you are exhibiting poor personal hygiene habits that could be considered disruptive to your living unit, you may be asked by staff to address your hygiene needs. Frequent hand washing with soap is highly recommended for the prevention of spreading germs.

9.1 BATHROOM

- A. Shower times
 - 1. 5:00 a.m. – 9:20 p.m.
 - 2. Showers are closed during meals and count times.
- B. You are limited to 15 minutes for showering.
- C. One showerhead per person.
- D. The bathrooms will be closed periodically for sanitation/cleaning and during counts.
- E. You should clean all areas of the bathroom you have used.
- F. Dirty state-issued laundry needs to be placed in the proper container in the bathroom area.

9.2 FINGERNAILS

Fingernails are not to extend past the tips of one's fingers.

9.3 HAIR CUTS

- A. The barber shop is located in the recreation building in room S9-127.
- B. You are only allowed in the barber shop if you have a scheduled appointment.
- C. Barber shop hours:

Monday thru Friday	7:30 a.m. to 10:50 a.m.
	12:30 p.m. to 3:50 p.m.
	6:30 p.m. to 8:40 p.m.
Saturday and Sunday	CLOSED
- D. To obtain a haircut, submit a barber shop request to the barber shop through the institution mail. You must include your work, program and/or school schedule on the request.
- E. Haircut appointments will be scheduled during your assigned recreation period in half-hour increments. You may not leave your assigned housing unit for a haircut until your unit is released for recreation.
- F. If you sign up for a haircut and do not show up, or are late, you must submit another request. Exceptions are visits, if you are out on OCO/OWO, or at the discretion of the supervisor. Under no circumstances may you take someone else's appointment time without staff permission.
- G. When reporting to the recreation building for a haircut, you must sign in and notify the recreation officer you are there for a haircut. You will need to wait on the green rows of the bleachers nearest the officer's desk. You are not allowed to enter the barber shop without the officer's permission.

- H. You will be allowed to receive 1 haircut every 28 days. Any exception must be approved by the recreation officer.
- I. Facial hair such as beards and mustaches may be trimmed or removed by the barber.
- J. Hair must be clean and free of hair products prior to being cut.
- K. You will receive your haircut from the first available barber. If two people are waiting and two barbers become available at the same time, the recreation officer will select the barber if you cannot agree between yourselves.
- L. After receiving a haircut, you may not leave the recreation area prior to scheduled release time.
- M. Any haircut not received during the scheduled appointment will be rescheduled.

9.4 HAIR STYLES

- A. Haircuts will only be done by the barber in the barber shop. All hair styles are subject to security review. Hair will not have any decorative lines cut in.
- B. Shaving of hair will not be permitted above the ears unless the entire head is shaved.
- C. Hair length: two (2) noticeable lengths of hair will not be permitted. The hair on the top of the head must taper into the shorter hair on the sides and back of head. No distinction between the tapering should be noticeable. No Mohawk or Mohawk-like haircuts are permitted.
- D. Facial hair will not have any distinctive or decorative lines cut in.
- E. One individual braid is permitted and must be centered in the back of the head. Corn rowing and box braiding are permitted in straight lines only. Braids must be straight from front to back or side to side of the head only. Dreadlocks are allowed. Tufts, zigzags and designs are not allowed.
- F. Rubber bands are not allowed on braids or ponytails. Only the ponytail holder sold through canteen may be used.
- G. Hair curlers are not allowed in the servery or outside the housing unit.
- H. You may not wear combs or picks in your hair.
- I. You are not permitted to change the color of your hair or assist others in changing the color of their hair.
- J. Hair braiding and perms may be done in the unit bathroom between 8:00 a.m - 9:00 p.m. with staff permission except during count, meals and sanitation/cleaning. No more than 1 person will have their hair braided or permed at a time. Hair braiding may also be done at recreation and in passive rec areas.
- K. New intakes who have haircuts that do not meet policy will have their hair cut or adjusted to comply with institution standards.

9.5 PERSONAL HYGIENE SUPPLIES

- A. Toothbrushes, toothpaste and soap are issued from the sergeant's office from approximately 5:00 p.m. - 5:25 p.m. on a 1-for-1 exchange.
- B. Toilet paper is issued from the sergeant's office as needed on a one-for-one exchange.
- C. Disposable Razors
 - 1. You may purchase razor cards through canteen.
 - 2. You will receive your razor cards when you pick up your canteen order.

3. You need to bring your razor card and used razor to the sergeant's office. After the razor is checked by staff, you will deposit the razor into the appropriate container.
4. New razors will be issued from approximately 5:00 p.m. - 5:25 p.m.
5. You are required to keep your razor and razor card secured in your footlocker when not in use.
6. You can only have one disposable razor in your possession at a time.
7. If you have no razor to exchange, you will not be issued a new razor without Shift Supervisor approval.

9.6 PIERCINGS

Piercings are not allowed. You are not allowed to use anything to keep any piercing open.

10 PROPERTY

10.1 PROPERTY PROCEDURE

Limits on personal property are listed on the Property Inventory (DOC-236). Purchases may be made through the DOC approved catalogs or the canteen vendor with the exception of publications. All personal property (excluding medically prescribed items, hobby materials, legal materials and electronic equipment) must fit into a box measuring 32" x 16" x 16" or 8,192 cubic inches. All items must be used as intended.

You are required to examine all incoming property items in the mail/property room upon receiving the item(s). If wrong size, color, or defect is noted during this examination, the item is returned to the vendor via call tag.

10.2 CATALOG ORDERS

Catalogs are available on each housing unit. Some catalog items may only be purchased by specific individuals (e.g. religious items). Purchasing restrictions may or may not be listed in the catalog. Questions should be directed to mail/property staff.

- A. The business office processes catalog orders to each vendor once per week.
- B. Defective or damaged items will be returned to the vendor.
- C. Once you take possession of the item(s) and leaves the mail/property room, you are accountable to pay shipping for any returns unless covered by warranty.
- D. Some approved property items are not available in the catalogs. You are required to get approval from the Property Supervisor before ordering items from other approved vendors.

10.3 DISPOSITION OF PROPERTY

You may select one of the following options for disposal of property unless it has been deemed contraband.

- A. Property in your possession at the time of release may be taken with you.
- B. Have the property destroyed.
- C. Send out via common carrier.
- D. Donate to institution with proper approval.

10.4 ENVELOPES

- A. You are allowed a total of 30 embossed envelopes and 50 plain envelopes.
- B. Your embossed envelopes will be stamped with your DOC number.

10.5 PUBLICATIONS

- A. You are allowed a total of 25 publications.
- B. You must have your name and DOC number written in all publications. Publications without this information or with an altered name and DOC number will be deemed contraband.
- C. If a publication is received without a receipt, the property slip and publication will be stamped indicating that the value is zero.
- D. All publications are subject to review regardless of whether or not they are on the denied publication list.

10.6 REPAIR OF WATCHES AND ELECTRONICS

- A. Repair of watches and electronic equipment will not be done by PIOC or staff. Repairs can only be done by an approved vendor.
- B. Electronics may be sent to the original vendor for warranty service at your expense. Property items replaced by the manufacturer under warranty may be an equivalent product and must meet current specifications.
- C. Items in need of repair will be taken to the mailroom with a note attached explaining the problem and description of needed repairs. You must submit a Disbursement Request (DOC-184) to cover the shipping and repair costs.
- D. All repaired electronics must be shipped directly from the repair facility. The unit will be re-issued from the mailroom after it is returned from the repair shop.

10.7 JEWELRY

- A. All jewelry items, which because of shape or configuration are apt to cause a laceration if applied to the skin with force, shall not be allowed.
- B. Earrings, rings or other small ornaments (i.e., nose rings, nipple rings, etc.) that are affixed to holes pierced in the skin are not allowed.
- C. Refer to DAI Policy 309.61.02 for specifications and allowances of religious property.
- D. Rings - Maximum of 1 gem/stone; shall be recessed with setting extending no more than 1/16-inch beyond adjacent band surface. Maximum thickness 3/16-inch; maximum band width 3/8-inch.
 - 1. You may receive a ring from a vendor or directly from your family.
 - 2. A ring shall be processed through the property room, per facility procedure.
 - 3. A wedding set consisting of an engagement and wedding ring shall be considered one ring (both worn on same finger).
 - 4. The maximum value of compensation available under DAI 310.00.03 for claims related to lost or damaged ring is \$75.00.

11 PSYCHOLOGICAL SERVICES

- A. To contact the Psychological Services Unit (PSU) for any clinical issue, complete a Psychological Service Request (PSR) (DOC-3035B) with sufficient detail about your clinical concern and place it in the locked HSU box. This procedure ensures the highest level of confidentiality available within the DOC.

- B. PSU provides the following services for persons in our care (PIOC) with mental or emotional issues:
 - 1. Psychiatric screening
 - 2. Clinical monitoring
 - 3. Sex Offender Treatment (SO-2)
 - 4. Crisis intervention
 - 5. Limited counseling
 - 6. Self-help materials
 - 7. PSU treatment groups
- C. Psychiatric referrals: If you are not currently on psychiatric medications, you must first be seen by PSU staff. If appropriate, PSU staff will complete a referral to psychiatry. If PSU staff do not agree that a referral to psychiatry is needed, you may submit a separate HSR to HSU. If requesting a psychiatric appointment in this manner, you will be charged a co-pay.
- D. All refill requests and medical questions for psychotropic medication must be sent to HSU, not PSU.
- E. Evaluations are conducted only at the request of DOC staff, such as Re-Classification, Parole Commission or social services. Evaluations are not completed by individual request. Court-ordered evaluations can be completed after release to the community.
- F. Clinical monitoring: PIOC with mental health needs are monitored on a regular basis by PSU staff. This is an opportunity for staff to check in and review ongoing mental health issues, and address any new clinical concerns.
 - 1. PIOC may decline clinical monitoring services, however, this must be done in the clinician's office and not from the housing unit (i.e. face-to-face).
 - 2. PIOC may request to have the monitoring need assessed by PSU staff who will determine if any changes are warranted.
- G. Individual therapy/counseling is limited. When it is provided, it is usually short-term in duration with specific treatment goals identified.
- H. PSU Treatment Groups – offered weekly for RHU individuals, and other mental health groups offered periodically as posted.

12 RECORDS

12.1 FILE REVIEWS – LEGAL AND SOCIAL SERVICES FILES

The Records Office handles file reviews for the legal and social services files only. These files may be reviewed once every 6 months unless there is an upcoming parole hearing or court date. File reviews will be completed on a first-come, first-served basis. In order for you to review your file, you must submit an Interview/Information Request (DOC-761) to the Records Office.

12.2 FILE REVIEWS AND PHOTOCOPIES

- A. Education, legal and social services files may be reviewed once every 6 months. Exceptions may be made for verified Parole Commission hearings or pending court cases.
- B. Submit an interview/information request to the appropriate department for a review. Plan ahead for review needs, as requests are processed in the order received. One hour is allowed for the review.

- C. If copies from the file are desired, complete a DOC-184 at the end of the review. Copies cost 15 cents each.
- D. Photocopies of file material may also be requested by sending an interview/information request to the appropriate department specifying what documents need to be copied. A completed DOC-184 must be included at a cost of 15 cents for each copy.
- E. Requests for general photocopies should be submitted to the academic school office through institution mail.
- F. Submit a fully completed DOC-184 with the material being copied. Photocopies cost 15 cents per page and both sides of a single page count as 2 copies.
- G. Copyright laws will not be violated.
- H. Vital records are prohibited from being copied per DAI policy 300.00.56.
- I. Completed copies will be returned via institution mail.
- J. Only requests for legal or social services file documents shall go to Records office. All other requests shall go the Library.

12.3 LEGAL ASSISTANCE TO INSTITUTIONALIZED PERSONS (LAIP) AND SENTENCE ADJUSTMENT PETITIONS

- A. LAIP consists of UW-Madison Law School students who review cases they could potentially assist. LAIP contact information is available in the library.
- B. LAIP has created Pro Se packets that are available in the library for Petition for Sentence Adjustment under Wis. Stats. 973.195 (75 or 85%) and Wis. Stats. 973.198 Positive Adjustment Time (PAT). You should complete your portion and send the entire packet along with a signed DOC-184 for postage to the Records Office for completion of the packet. Please be aware that the packet must clearly be identified that it is going to the Records Office. If it goes to the mailroom, it will be mailed out and that will count as your one chance to petition.

12.4 NOTARY SERVICES

- A. The Records Office staff provides notary services to those in general population and Restrictive Housing. If you need notary services, send a DOC-761 to the Records Office including any deadlines.
- B. Incomplete documents will not be notarized.
- C. If you are requesting notary services, be aware that per DAI Policy 300.00.56, there are limitations as to what can and cannot be notarized. Please contact the Records Office with questions.

12.5 PROFESSIONAL LEGAL VISITS AND ATTORNEY/COURT PHONE CALLS

- A. Professional legal visits and/or phone calls are scheduled through the Records Office by attorneys or the court. Once a call/visit has been arranged, you will be notified via memo with the date and time to report. These visits and phone calls take place on the third floor of the administration building. It is your responsibility to report to the administration building for the scheduled phone call/visit.
- B. Court notices received by you for a telephone or zoom Court appearance must be forwarded to the Records Office. The Records Office will confirm your appearance request with the Clerk of Court and return the paperwork back to you. The Records Office can't guarantee your appearance.

- C. Recording of phone calls or Polycom professional visits is prohibited.

12.6 SENTENCE COMPUTATIONS

A sentence computation is the document that gives the mandatory release date/extended supervision release date and maximum discharge date for every case/count you are incarcerated for. Parole eligibility information will be reflected if applicable. The governing release date and maximum discharge dates will be circled or your computation may refer to another sentence computation that governs release dates. The MR/ES date is the release from prison date (which is typically the Tuesday prior) and the MAX date is the release from community supervision date.

- A. If you arrive at FLCI without release dates, your computation will be completed once the file is received from DCI or all necessary paperwork is received.
- B. All computations are sent to the Central Records Office (CRO) for proofing. It could take 6-8 weeks to return to FLCI. If there are issues identified in the computation, the process could take longer.
- C. Once completed, computations and paperwork will be forwarded to you.
- D. If you have reason to believe that your sentence computation is incorrect, please let Records Office staff know by writing your concerns on a DOC-761.

12.7 DIGITALLY FORMATTED LEGAL MATERIALS (DFLM)

- A. Fox Lake Correctional Institution and the Department of Corrections is not responsible for lost or damaged DFLM.
- B. Fox Lake Correctional Institution and the Department of Corrections is not responsible for DFLM that doesn't play or has corrupt files that do not play.
- C. The Records Office will not add, delete, transfer, transcribe or copy any files to/from your DFLM.

13 SECURITY

13.1 CONDUCT REPORT DISPOSITIONS

You are expected to honor the rules of dispositions in a responsible manner without constant staff supervision. Defined below are the rules for some commonly used dispositions.

BUILDING CONFINEMENT

Building confinement restricts you to the building in which you reside. During the period of confinement, you may not leave the building without staff permission.

- A. During the hours of confinement, you are permitted to attend work/school/program assignments, dayroom, canteen, visits, HSU appointments, PSU appointments, treatment and religious services.
- B. During the hours of confinement, you may not attend recreation, passive recreation, library, religious studies or social activities.

ROOM/BUNK CONFINEMENT

Hours of confinement will be determined by the hearing officer and may be given in any hourly increment up to and including 24-hour room confinement.

- A. You may not leave your room/bank area without specific permission from a staff member.

- B. Room doors must be kept closed during the hours of room confinement.
- C. During room/bunk confinement hours, you are permitted to:
 - 1. Attend institution work/school/program assignments, HSU appointments, PSU appointments, canteen, religious services and visits.
 - 2. Report for distribution of controlled medication.
 - 3. Use the unit restrooms at reasonable intervals.
 - 4. Obtain water for use in the room/bunk area when using the restroom.
 - 5. Exchange state issued clothing at designated time on your housing unit.
 - 6. Deposit outgoing mail/interview requests/ICE complaints between 9:00 p.m. - 9:20 p.m.
 - 7. Brush teeth between 9:00 p.m. - 9:20 p.m.
 - 8. Speak to staff if an emergency exists.
- D. During room/bunk confinement hours, you are not permitted to:
 - 1. Shower without prior staff permission.
 - 2. Make telephone calls without staff permission.
 - 3. Talk/visit with others except in meal line, at the table during meals or with your roommate while in your room.
 - 4. Obtain ice without staff permission.
 - 5. Attend dayroom, recreation, passive recreation, library, religious studies and social activities.
 - 6. Participate in photo project.

LOSS OF COMMON AREA (LOCA)

LOCA restricts you from using any common area on your assigned housing unit. Housing unit common areas include dayrooms and passive recreation area.

- A. During loss of common area, you are allowed to:
 - 1. Attend institution work/school/program assignments, HSU appointments, PSU appointments, canteen, religious services/studies and visits.
 - 2. Attend your scheduled recreation period.
 - 3. Exchange state issued clothing at the designated time on your housing unit.
 - 4. Deposit outgoing mail/interview requests/ICE complaints between 9:00 p.m. - 9:20 p.m.
- B. During loss of common area, you are not allowed to:
 - 1. Use the unit dayroom/TV.
 - 2. Use the unit telephones without staff permission.
 - 3. Obtain ice without staff permission.
 - 4. Use the microwave.

LOSS OF DAYROOM PRIVILEGES

- A. You are not permitted to stop and talk to anyone, watch television or engage in any type of socializing whatsoever in the dayroom.
- B. Telephone calls are permitted with staff approval.

LOSS OF ELECTRONIC PRIVILEGES

- A. You are not allowed to use any electronic equipment in your room/bunk area except for electric typewriters, fans and razors.
- B. Dayroom television may be watched only when being viewed by others; however, you may not vote on programs being viewed.

LOSS OF RECREATION PRIVILEGES

- A. You are not permitted to enter the recreation building except for canteen.
- B. You are not permitted in the unit passive recreation area.

13.2 COUNTS

EMERGENCY COUNTS

Emergency counts may occur at any time. You may be directed to report back to your housing unit. You need to return to your housing unit as soon as possible, but not more than 10 minutes. If you are on work and school assignments, you are to turn in equipment/tools checked out and then follow staff directives.

NON-STANDING COUNTS

- A. You shall remain in your room/bunk area with the door closed until the institution count is cleared unless otherwise directed by staff.
- B. If you are in bed, the officer must be able to see a part of your body.

STANDING COUNTS

- A. There are 4 official standing counts daily at 6:15 a.m., 12:15 p.m., 6:15 p.m. and 9:30 p.m.
 - 1. A bell (2 short blasts) or an announcement will signal count time.
 - 2. A pre-count announcement shall be made 10 minutes prior to all standing counts. At this time, unit activities will cease and all PIOC in the housing units shall report to their room/bunk area.
- B. Standing count is mandatory and you are responsible to be on time.
- C. When the count bell sounds, you must stand inside your room, facing the door with nothing in your hands. The light must be on and the door closed until staff complete count and inform you that count is complete. You shall remain in your room with the door closed until the institution count is cleared over the institution all call system, unless otherwise directed by staff.
- D. On units 9 and 10, you must stand in your bunk area facing the center hallway of your assigned wing until staff complete count and inform you that count is complete. You must remain in your bunk area until the institution count is cleared over the all call system.
- E. PIOC not on a housing unit shall stand in a designated area until the institution count is cleared over the all call.
- F. PIOC in food service and Badger State Industries may return to their designated work area once area count is cleared by staff and before institution count is cleared over the all call system.
- G. PIOC are not required to stand for count in the following areas: restrictive status housing unit 8, dialysis/HSU and the visiting room.
- H. You are not permitted to talk or wear headsets during count.
- I. Shirt and trousers, pajama top and bottom, or recreation clothing must be worn during standing counts.

13.3 ID CARDS

- A. You are required to wear your ID card around your neck and displayed outside of the outermost garment with name and number visible. The ID card must be attached to a state-issued plastic lanyard.

- B. ID cards shall be worn at all times except:
 - 1. In restrictive status housing, control, observation or TLU status.
 - 2. In showers.
 - 3. In their cell/room/bunk area.
 - 4. While actively engaged in recreational or structured religious activities that prevent wearing of the ID card. You must carry your ID and have it readily available upon request.
 - 5. While actively engaged in an assigned work activity that may cause damage to the ID card or pose a health and safety risk. You must carry your ID and have it readily available upon request.
 - 6. When leaving institution grounds. The ID and room key shall be turned in to unit staff.
- C. You shall immediately inform staff if your ID card or lanyard is lost, stolen, or damaged.
- D. Facilities may require replacement cost of damaged, lost or stolen cards and/or lanyards. Replacement costs shall be:
 - 1. ID card - \$3.00
 - 2. Beaded lanyard - \$1.00
- E. If your ID is broken or faded through your performance at work, your work supervisor will notify the property department and a new ID will be issued at no charge.
- F. New identification photographs may be required anytime your appearance changes during your period of confinement at no charge.

13.4 MOVEMENT

SIGN IN/SIGN OUT PROCEDURE

- A. You are responsible for following the correct procedures for movement. The housing units serve as the starting point for all movement. Where applicable, you must use sign-in/sign-out sheets documenting your arrival and departure from all destinations.
- B. You must sign out of your housing unit, stating your destination, any time you are leaving the unit. Please print all information legibly.
- C. You may only sign in and out for yourselves. You may not sign for another individual.
- D. You must record the time you are leaving the unit. You cannot leave a housing unit until after institution count has cleared.
- E. You do not need to sign out to passive recreation.
- F. You must only use sidewalks when reporting to and from any area unless directed by staff. Walking on the grass or any roadway is prohibited. For your safety, you are required to cross roads in the marked crosswalks only.
- G. The route chosen must be the most direct route between destinations. Sidewalks behind units 1, 2, 5, and 6 are designated for emergency use only.
- H. You are not allowed to use sidewalk/stairs outside HU 7 unless that is your destination or if you have been directed by the academic school officer. Refer to the map posted on your housing unit or in this handbook.
- I. You must sign in immediately upon returning to your unit. You are not permitted to involve yourself in any other activities (inside or outside of the unit) until you have signed in.

- J. When reporting to the administration building, you must report to the pass officer to sign in and be directed to the appropriate office. You are not required to report to the pass officer when going to property or visits.

REPORTING TO AND FROM PRIMARY ASSIGNMENTS OR ACTIVITIES

- A. Mass movement will be announced through institution all call.
- B. You may leave your housing unit no earlier than 10 minutes prior to the scheduled starting time of your individually scheduled appointments.
- C. After signing out, you have a maximum of 10 minutes to report to your destination.
- D. You must remain at an activity until it concludes. If leaving assignments prior to the scheduled ending time, you must have appropriate staff approval.

REPORTING TO AND FROM SECONDARY DESTINATIONS FROM PRIMARY ASSIGNMENTS

- A. When you are directed to report to a secondary destination, the primary assignment staff member may send you directly to that area.
- B. If you are in the academic school building and need to report to HSU or the administration building, you may utilize the sidewalk in front of HU 7.
- C. You should report back to the primary assignment staff member. If your primary assignment has concluded, you should report directly to your housing unit.
- D. When reporting to or from a visit, or the recreation building, you must sign in or out at your housing unit.

MISCELLANEOUS

- A. When the high mast lights are on, only scheduled movement is allowed.
- B. Running is not permitted anywhere in the institution with the exception of the recreation area and designated walking/running tracks.
- C. All pedestrians are to yield to vehicle traffic at all times.

13.5 TRIPS OFF GROUNDS

APPEARANCE

- A. ONLY state-issued clothing may be worn on trips. State issued clothing includes state shoes, socks, underwear, pants, shirts and jacket. No personal clothing, including shoes, is allowed with the exception of approved, documented medical restrictions.
- B. Shirts must be tucked in for all trips.
- C. Braided hair is not permitted on trips.

PROPERTY THAT MAY BE TAKEN ON OUTSIDE TRIPS

- A. You may be allowed eye glasses, a comb or small hair pick, wedding ring and watch. Allowable property may be subject to individual county jail property policies.
- B. If the trip is of a legal nature, legal materials are also authorized, along with a pen/pencil that must be carried by the officer.
- C. The escorting officers will carry required medications. You will be allowed to have nitroglycerin and rescue inhalers on your person during transport, unless specific security concerns exist.

13.6 UNSANCTIONED ACTIVITIES

Involvement in Security Threat Group (STG) activity will not be tolerated at FLCI and may be subject to discipline. You are prohibited from engaging in any activity or behavior

associated with an STG pursuant to Wisconsin Administrative Code DOC 303.24. This includes, but is not limited to:

- A. Recruiting for membership.
- B. Directing or encouraging others to participate in unsanctioned activity.
- C. The collection of dues or fines.
- D. Publishing, possessing or display of materials, photographs or literature that communicates association with an STG.
- E. Communication in any form, to include but is not limited to: verbal or written, inventive language, code or hand signals.
- F. Possessing or wearing clothing or jewelry designed to identify or signify membership in an STG.

14 SOCIAL SERVICES

All Housing Units have an assigned social worker that can be contacted through a written Interview/Information Request (DOC-761).

- A. Common reasons for contacting a social worker include requests for:
 - 1. Any disclosure of information to family or friends, which results in the completion of a release of information form.
 - 2. Questions about case/ release planning.
 - 3. Completion of a Power of Attorney for Health Care or Power of Attorney for Finances.
 - 4. Obtaining Social security cards, birth certificates, and state IDs.
- B. It is your responsibility to notify:
 - 1. The unit sergeant if there is an emergency need to contact a social worker.
 - 2. Family and friends after they're added to a visiting list. Staff will not provide this information to the public.
 - 3. Attorneys, courts, family and friends regarding your location following an institution move.
- C. Attorney phone calls are scheduled only at the request of an attorney.
- D. FLCI does not offer any "time and charges" telephone calls. Written correspondence or dayroom phones are available and use of these forms of communication is encouraged.
- E. Interviews with social workers regarding reclassification hearings are conducted approximately one month prior to scheduled recall dates. Early recalls may be requested through the unit social worker and are considered at the discretion of re-classification staff. Early recalls are only considered if there is a significant change that has occurred to sentence structure, program completion, and resolution of pending charges or parole action. To request an early recall, you must fill out an Early RC Hearing Request (DOC-2212) and submit it to your assigned social worker. The decision of Re-classification regarding this request is not within the scope of an Administrative Review.

- F. Approximately 6 to 9 months prior to release, you will be given a release plan to fully complete and return to your social worker. A phone call may also be arranged with an agent at the agent's discretion.
- G. If you have been assigned a program need, social services are aware of it and there is no need to write to request enrollment into a program.

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APPENDIX

ACRONYMS

ADA	Americans with Disabilities Act	LAIP	Legal Aid to Incarcerated Persons
BCE	Bureau of Correctional Enterprises	LEP	Limited English Proficiency
BSI	Badger State Industries	LOCA	Loss of Common Area
CCE	Corrections Complaint Examiner	MR/ES	Mandatory Release/Extended Supervision
CRO	Central Records Office	OWO/OCO	Out on Warden's Orders/Out on Court Orders
DAI	Division of Adult Institutions	PHI	Protected Health Information
DOC	Department of Corrections	PIOC	Person In Our Care
DSR	Dental Service Request	PREA	Prison Rape Elimination Act
DV	Domestic Violence	PSR	Psychological Service Request
EILLS	Electronic Inmate Law Library System	PSU	Psychological Services Unit
FLCI	Fox Lake Correctional Institution	RC	Re-classification
HSR	Health Service Request	RHU	Restrictive Housing Unit
HSU	Health Services Unit	SO-2	Sex Offender Treatment
ICE	Inmate Complaint Examiner	STG	Security Threat Group
ICRS	Inmate Complaint Review System	T4C	Thinking for Change
INVUNA	Involuntary Unassigned	TLU	Temporary Lock-Up
		VUNA	Voluntarily Unassigned

FORMS MENTIONED

DOC-1163A	Authorization for Use and Disclosure of Protected Health Information (PHI)
DOC-1408	Inmate Work/Program Placement
DOC-184	Disbursement Request
DOC-21AA	Visitor Questionnaire
DOC-2182	Request for Review of Rejected Complaint
DOC-2212	Early Re-Classification (RC) Hearing Request
DOC-236	Property Inventory
DOC-2530	Reasonable Modification/Accommodation Request
DOC-3035	Health Service Request
DOC-3035B	Psychological Service Request
DOC-3035C	Medication/Medical Supply Refill Request
DOC-3392	Dental Service Request
DOC-400	Inmate Complaint
DOC-405	Inmate Complaint Appeal
DOC-761	Interview/Information Request
DOC-884	Visitor Information Change