

RCI
Sturtevant Transitional Facility
Persons In Our Care (PIOC)
HANDBOOK - 2024

A Spanish version of the PIOC Handbook is available upon request to staff.

[Una versión española del manual del interno está disponible a petición para proveer de personal.](#)

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ORIENTATION TO STF

Sturtevant Transitional Facility (STF) has a standardized orientation/intake process that encompasses facility expectations and the code of conduct for PIOCs. You will be given a preliminary orientation on your day of arrival and a more comprehensive orientation soon thereafter. The Superintendent and staff conduct orientation sessions on a regular basis. You must attend the first scheduled comprehensive session after your arrival.

Special notices, policy changes, memos, etc., are posted on PIOC bulletin boards. It is your responsibility to read PIOC bulletin boards on a daily basis.

YOU ARE EXPECTED TO:

- ❖ Address all non-security staff by Mr., Mrs., or Ms. All security staff shall be addressed by their title, either Sergeant or Captain. PIOCs are not allowed to address staff by their first names.
- ❖ Treat your fellow PIOCs and the staff with dignity and respect.
- ❖ Address your treatment needs, participate in facility programs and activities.
- ❖ Maintain a positive attitude.
- ❖ Complete your work assignments to the best of your ability, in a timely manner, with a positive or neutral approach.
- ❖ Take care of the facility buildings, contents and property. Keep the facility clean and in good order.
- ❖ Follow the Department of Corrections (DOC) Administrative Rules, facility rules, policies and procedures, and staff directions.

Facility contact information:

Sturtevant Transitional Facility, STF
9351 Rayne Road
Sturtevant, WI 53177-1829
(262) 884-2410 FAX: (262) 886-6069

INTRODUCTION

Welcome to Sturtevant Transitional Facility (STF). Our goal is to provide a safe and secure environment with programs and activities to assist in your reentry to the community.

You have been placed in minimum custody and are expected to demonstrate your ability to comply with rules and expectations. STF staff are here to help you learn and will monitor your behavior to ensure compliance with rules, promote public safety, and hold you accountable for the decisions you make. You are expected to be an active participant in case planning, which begins upon your arrival at STF.

Your past decisions have impacted many lives and have created many obligations and liabilities for you. You have a personal responsibility to victims and to the community for the crimes that you have committed. It is expected that you practice good decision-making skills while at STF and during your assignment in the community, if you receive one. You are expected to respect yourself and those in authority, as well as other PIOCs and their property. You are expected to work hard and comply with rules.

Our programs and activities are designed to prepare you for reentry to the community as a responsible and productive citizen. You will find the staff to be experienced and sincerely interested in your progress. Do not hesitate to ask them for help with your issues or concerns. You are encouraged to use the opportunities provided so that your community reentry is safe and successful.

You are required to follow direction given to you by staff. If you disagree, you may request to discuss the issue following the identified chain of command located in this handbook or you may file an PIOC complaint using form DOC-400. There is zero tolerance for profanity and aggression toward individuals with whom you come in contact.

It is your responsibility to read and be familiar with the contents of this handbook. Contact staff if you need help reading or understanding these rules. Additional rules and information will be posted throughout the facility. You will be charged \$6.00 if you damage or lose this handbook.

AFFORDABLE CARE ACT (ACA) COMPLIANCE

The DOC provides PIOC's nearing release the opportunity to apply for Wisconsin's Medicaid programs in accordance and compliance with the Affordable Care Act (ACA). Applications will be submitted via telephone, and procedures for call facilitation vary at each facility.

- With the exception of inpatient hospital stays, PIOC's cannot use Medicaid services until release.
- Facility staff will provide information to PIOC's about health care system changes and health coverage options through reentry planning.
- Facility staff will provide paper applications and information on the DOC process for applying for Wisconsin's Medicaid programs prior to release. Staff will also provide the application, instructions, and information about applying for health insurance purchases from the federal Marketplace after release.
- The pre-release ACA application process will allow releasing offenders the opportunity to access mental health, substance use disorder, and medical treatment and other covered services as needed after release.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

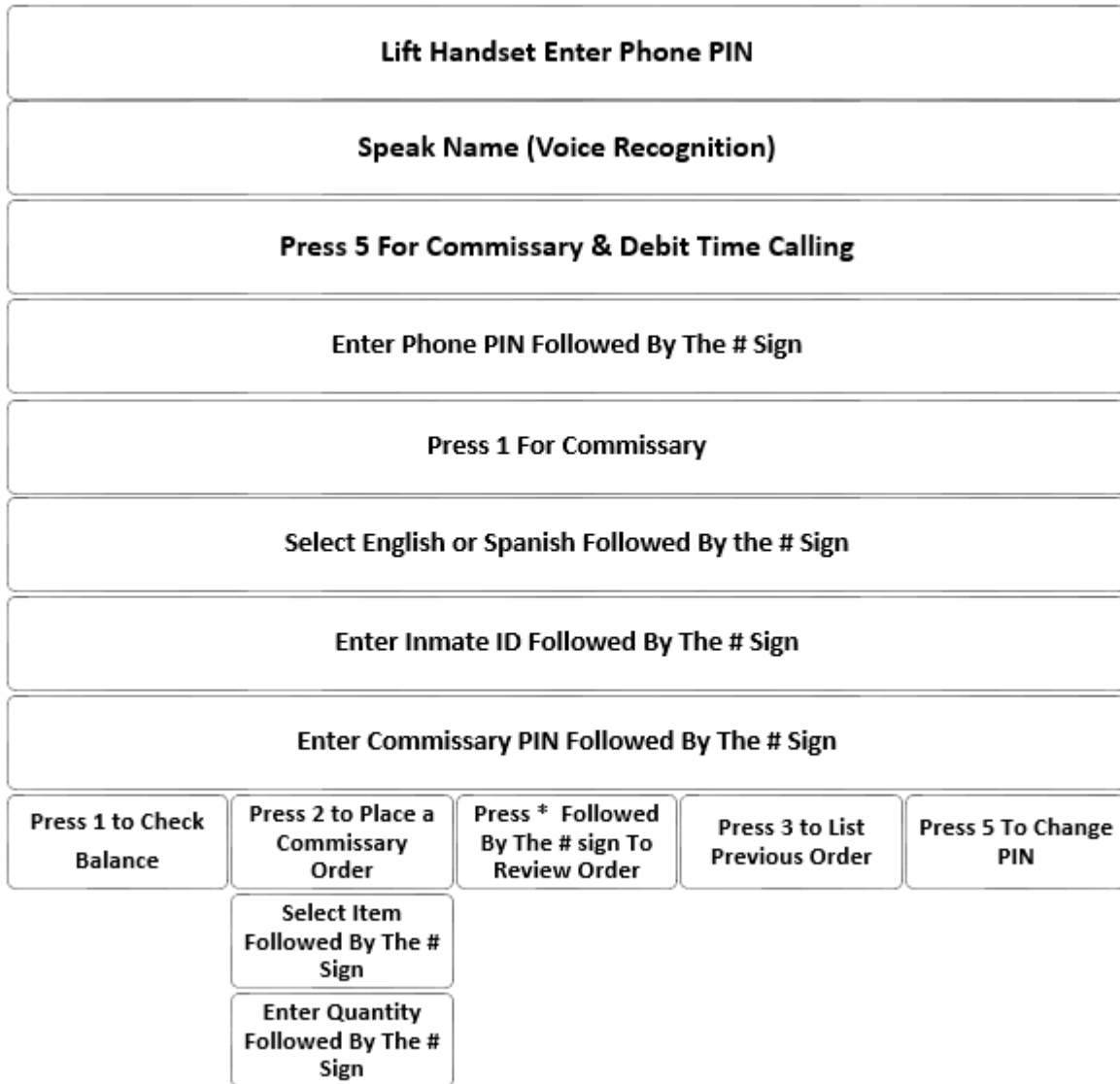
In accordance with Department of Adult Institutions (DAI) Policy 300.00.35 – *Americans with Disabilities Act (ADA)*, DAI will ensure fair and equitable treatment of PIOC's and members of the public with disabilities who seek access to DAI services, programs or activities. The RCI ADA Coordinators are listed on the Contact List which is posted in your unit. To request consideration for accommodation under the ADA, please complete the top portion of the DOC-2530 Reasonable Modification/Accommodation Request form and forward your request to an ADA Coordinator.

CANTEEN

Once per month you will receive a Trust Account Statement showing the balances in your accounts and all transactions processed for that time period.

You will receive a canteen menu from property when you first arrive. Canteen menus are updated twice a year and will be handed out by facility staff. Changes to canteen or updates to the order process will be posted in the day rooms. A menu is posted on the bulletin board for your convenience. All canteen orders need to be entered in the system by 11:00 p.m. on Tuesdays.

Currently, the maximum amount you may spend in one week is \$50.00. (*This may be adjusted by RCI Business Office at any time with notice.*) There will be no substitutions for items. Typically, canteen distribution is scheduled to begin on Thursday. If there is a problem when you receive your order, notify the Canteen Sergeant immediately. Items purchased through canteen cannot be sent out on visits or through the mail.



Commissary Phone System Sign Up

Follow the steps as seen on the commissary [Phone Tree Diagram](#) which can be found above and posted near the phones.

You will be required to enter a secure 4-digit PIN code. Your initial commissary pin number will be your month and day of birth Example: if your birthday is July 4th – you initial PIN will be 0704 (i.e. MMDD).

Once you are in the system, you will begin placing your order. The system will read back your order items and quantity, along with your balance. You are able to make changes to your order at any time before the orders are pulled on Tuesday at 11:00pm.

If you forget your commissary PIN or if your commissary PIN has been compromised, you need to write a request slip to the captains to request a commissary PIN reset.

FACILITY JOB ASSIGNMENTS

Facility jobs are necessary to maintain facility operations. Facility staff determine, hire and schedule PIOC's for job assignments.

1. All PIOC's, including those on work release, are expected to perform a facility job assignment.
2. Work is supervised and inspected by staff.
3. Be sure to read the job description and ask staff if you have any questions.
4. Evaluation period required for 90 days prior to being provided additional offsite privilege.

CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, complete a DOC-643 Interview/Information Request form. For HSU concerns utilize the correct HSR form. The forms are located on each unit. You must state exactly why you need to see the staff person or state your question exactly. Your request will be answered as soon as time permits.

Do not send the same request to more than one staff member at any one time. Wait for your reply. Follow the chain of command. Do not write to the Superintendent or Captain unless you have attempted to resolve your issue with the appropriate staff. Do not stop and confront staff about your issues. We encourage you to ask questions of our staff and to do so in an appropriate manner via an interview request form. Simply fold your Interview/Information Request form, do not staple, clip, tape or adhere the form in any way.

CONCERN	1 ST LEVEL	2 ND LEVEL	3 RD LEVEL
Accounts	RCI Business Office	Captain	RCI PIOC Accounts
ACA	Social Worker/Treatment Specialist	Captain	Superintendent
ACT and other Programs	Social Worker/Treatment Specialist	N/A	Superintendent
Canteen	Property Sergeant	Captain	RCI Financial Program Supervisor
Dental	Nurse / Health Services Mgr.	Captain	Superintendent
Emergency Contact Forms	Social Worker/Treatment Specialist	Captain	Superintendent
Education	Teacher	Captain	Superintendent
Food Services	Food Service Leader	Captain	Superintendent
Health Services	Nurse / Health Services Mgr.	Captain	Superintendent
Hobbies	Property Sergeant	Captain	Superintendent
Housing Unit Issues	Work House Sergeant	Captain	Superintendent
Interstate Compact	Social Worker/Treatment Specialist	Superintendent	RCI Deputy Warden
Jobs – (Facility)	Individual Work Site Supervisor	Captain	Superintendent
Laundry	Work House Sergeant	Captain	Superintendent
Legal Loans	RCI Business Office	Superintendent	RCI Correctional Management Services Director
Library	STF Office Support Staff	Captain	Superintendent
Mail	RCI Mailroom	Work House Sergeant	Captain
Medical Co-Pay	Nurse / Health Services Mgr.	Captain	Superintendent

Notary Services	STF Office Support Staff	Captain	Superintendent
Open Records Request	Superintendent	N/A	N/A
Parole	Social Worker/Treatment Specialist	Captain	Superintendent
PREA Compliance Manager	Captain	Superintendent	RCI PREA Compliance Manager
Program Review Committee	Social Worker/Treatment Specialist	Offender Classification Specialist	Superintendent
Property / UPS	Property Sergeant	Captain	Superintendent
Psychological Services	Psychologist	Psychologist Supervisor	Superintendent
Records	RCI Records	RCI Records Supervisor	Superintendent
Recreation	Work House Sergeant	Captain	Superintendent
Reentry	Social Worker/Treatment Specialist	Captain	Superintendent
Religious Concerns	RCI Chaplain	RCI Program Supervisor	Superintendent
Sentencing Information	RCI Records	RCI Records Supervisor	RCI Deputy Warden
Social Security Card	Work Release Coordinator, Employment Services Specialist, Social Worker	Captain	Superintendent
Veterans Affairs	Social Worker/Treatment Specialist	Captain	Superintendent
Visiting Information	Social Worker/Treatment Specialist	Captain	Superintendent
Work Release	Work Release Coordinator	Captain	Superintendent

To contact Racine Correctional Institution (RCI) staff located in Sturtevant please use the below address:

Name and Title
Racine Correctional Institution
2019 Wisconsin Street
Sturtevant, WI 53177-1829

COMMUNITY SERVICE

Facility community service projects are a way for you to help the community.

- Community agency requests are approved by the Captain or Superintendent.
- Facility community service projects are voluntary, and you will sign up with facility staff.
- Facility staff may assist you in documenting the hours completed.
- You are responsible to contact the court for recognition of the hours you completed.
- You may not participate in facility community service projects that conflict with your education, program or work release schedules.

COMPLAINT PROCEDURE

OVERVIEW: The Department maintains an PIOC complaint review system accessible to all PIOC's in institutions. Prior to filing a formal complaint, you must attempt to resolve the issue by following the designated process specific to the subject of the complaint. If you have not done so, the Institution Complaint Examiner (ICE) may direct you to do so.

- PIOC's who do not feel comfortable using English to file a complaint may file in their native language.
- Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE.
- The ICE will acknowledge your complaint with an ICE Receipt, or return the complaint to you for correction or with further instructions, within 10 days of receiving your complaint submission.
- Each complaint may contain only one clearly identified issue and contain sufficient information for the department to investigate and decide the complaint.
- An PIOC may not file more than one complaint per calendar week except for complaints regarding the PIOC's health and personal safety or complaints made under PREA.
- A calendar week means Sunday through Saturday
- Challenges to a complaint or submission returned by the Corrections Complaint Examiner (CCE), a parole commission decision, a classification decision, records or actions not originated by the division, the declination or denial of a public record request, the content of health care records, actions of the legislature or court decisions or orders are not subject to review through the ICRS.
- A complaint or appeal will not be processed and a referral for disciplinary action may occur in accordance with DOC 303 if the complaint contains a foreign substance or obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint.

PROCEDURE:

You may find specific procedures you need to follow and general Inmate Complaint Review System processes in the Administrative Code, Chapter DOC 310 located in the library.

PREA COMPLAINTS:

- An PIOC may file a complaint alleging sexual abuse using the procedures under this chapter.
- An PIOC may file a complaint regarding sexual abuse or sexual harassment at any time. If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment, the time limits apply.
- An PIOC is not required to attempt to resolve the issue with the staff member who is the subject of the complaint or to file a complaint regarding sexual abuse or sexual harassment with the staff member who is the subject of the complaint.
- Complaints filed under this section will be referred for a PREA investigation.
- Third parties, including fellow PIOC's, staff members, family members, attorneys, and outside advocates, shall be permitted to assist an PIOC in filing a request for administrative remedies relating to allegations of sexual abuse or sexual harassment and shall also be permitted to file such requests on behalf of PIOC's.
- Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are: (a) The PIOC may contact any staff member who is not the subject of the allegation for immediate corrective action. (b) The PIOC may file a complaint. Complaints collected under s. DOC 310.08 shall be immediately forwarded to the warden. (c) Reports of substantial risk of imminent sexual abuse or sexual harassment outside of the complaint process under this chapter shall be immediately forwarded to the warden.
- The warden may discipline an PIOC for filing a complaint related to alleged sexual abuse or sexual harassment only if the warden demonstrates that the PIOC filed the complaint in bad faith.
- Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

RCI addresses has (2) Institution Complaint Examiners (ICE) covering STF complaints. The ICE will make an impartial investigation of the complaint using whatever sources are deemed important. The investigator makes a detailed report to the Warden, along with a recommendation. The Warden reviews the recommendation of the ICE and makes a decision.

CONDUCT REPORT DISPOSITIONS AND APPEAL PROCESS

Rules have been established to maintain order and security, and to provide for the protection of persons and property within the institution. Disciplinary rules are outlined in the Wisconsin Administrative Code DOC 303 Discipline that you have been given. Violations of these rules may result in disciplinary action.

Minor Conduct Reports

Staff will inform you of the infraction and offer you a sanction. This sanction offered will be approved by a Supervisor. You may accept or reject the sanction.

- Uncontested Minor Conduct Reports – If you accept the offered sanction it is an uncontested minor and your sanction will begin as directed. **This decision is not appealable.**
- Contested Minor Conduct Reports – If you reject the sanction it becomes a contested minor. You may provide a statement to attach to the conduct report. A unit manager or area supervisor will then read the conduct report, read the statement and render a decision. This is done without your presence. Upon a finding of guilt, you will serve your sanction as directed.

Major Conduct Reports

Conduct reports determined to be major infractions by the security director or designee result in either uncontested or contested majors. Upon receiving a major conduct report, you will meet with a supervisor and be offered a sanction approved by the security director.

- Uncontested Major Conduct Reports – If you accept the offered sanction it is an uncontested major and your sanction will begin immediately. **This decision is not appealable.**
 - Contested Major Conduct Reports – If you do not accept the offer, your conduct report will be considered a contested major and a hearing will be held within 21 days. Contested major hearings are conducted by a hearing officer or adjustment committee. You then have a choice in hearings. You may choose full due process, or you may waive the full due process.
 - Full Due Process – A full due process hearing allows you to call witnesses, present evidence and be assigned a staff advocate. The advocate will meet with you prior to your hearing. Upon completion of the hearing and a finding of guilt, you will begin your sanction as directed.
 - Waivers – When you waive your right to a full due process hearing, you cannot call witnesses and will not be assigned an advocate. You will meet with the Hearing Officer or Adjustment Committee for a hearing. You can waive full due process rights at any time before or during the hearing. Upon completion of the hearing and a finding of guilt, you will begin your sanction as directed.

ROOM CONFINEMENT

- 1 Room confinement is a 24-hour disposition.
- 2 During the hours of confinement, you must remain in your room as directed. All personal business such as phone calls, kiosk use, laundry room, request forms, etc. must be conducted prior to the beginning of the confinement or with specific approval as determined by the Superintendent/designee (See Below).
- 3 You will continue to perform your facility job duties and work release assignment as assigned.
- 4 No recreation, library (unless permission to use law library) or TV room.
- 5 You may not participate in off-grounds activities.
- 6 You may attend meals, visits, religious services and authorized program activities on grounds.
- 7 Specific times to conduct personal business is as noted below. Bathroom is available at reasonable intervals with staff permission. Housing unit sergeant will determine appropriate time, for use of showers and ordering of canteen. Phone Call with Superintendent/designee permission only.

BUILDING CONFINEMENT

1. PIOC's who are under this disposition are confined to the building, with the following exceptions, work assignments, program activities, visits, and religious services.
2. Building confinement is a 24-hour dispositions.

LOSS OF CELL

1. PIOC's are prohibited from being in their assigned cell during the following hours – (open dayroom hours) 4:30 am – 11:45 pm.
2. Unless specifically mentioned as part of the disposition, PIOC's may use the library or TV room.

This is not an all-inclusive list of dispositions, other dispositions may include Extra Duty Work Assignments, Uncompensated Pay Secure Work Crew, Restitution, and Loss of Privileges to include electronics, phone calls, eating in the dining room, canteen, work release, etc.

CONDUCT REPORT APPEALS

1. In order to submit an appeal in accordance with Wisconsin Administrative Code DOC 303.82 (1), you must complete a DOC-91 Appeal of a Contested Hearing form within 10 days of your receipt of the DOC-84 Major Disciplinary Hearing form,
2. If you decide to appeal a conduct report disposition you must submit to the STF Office Support Staff, completed forms will then be forwarded to:

Racine Correctional Institution
Conduct Report Appeal – Deputy Warden
2019 Wisconsin Street
Sturtevant, WI 53177-1829

CONTRABAND

In accordance with 2019 Wisconsin Act 111 and 303.00.05, PIOC's who are in possession of or attempt to introduce contraband into the facility will be referred to outside law enforcement for potential prosecution. Any PIOC who aids or abets in the introduction of contraband will also be referred.

You are prohibited from possessing any personal information concerning staff and/or other family members of staff. Such information includes, but is not limited to, address, telephone number, driver's license, school records, financial records, divorce, adoption, or arrest records, and any other unique identifiers.

You are not to have contraband in your possession at any time, including your personal rooms, facility work location, project crew site, and/or work release site. Any item not listed on your property inventory or not authorized by staff is contraband.

When returning from any off-grounds activities or events, you are not permitted to bring any items back to the facility with the exception of your water container, cooler or other approved item for PIOC's on work release.

COUNTS

FORMAL COUNTS:

A formal count is a count taken at specific times during each 24-hour period. Standing counts require PIOC's to stand in a pre-designated area at a specified time. STF has 4 formal/standing counts throughout the day. The following are the listed times and locations of the mandatory formal and standing counts:

- 7:30 a.m. – Standing (lights on), Doors open
- 12:30 a.m. – Standing (lights on), Doors open
- 4:40 p.m. – Standing (lights on), Doors open
- 9:15 p.m. – Standing (lights on), Doors open

For standing counts you are expected to be standing at the side of your bunk making yourself visible to staff with door open.

CENSUS COUNTS:

Census counts will be conducted beginning at 10:00p – 6:00a.

Everyone is expected to be at count on time. The only exception for missing count is if you are on work release/driver and return to the facility between 12:00 a.m. and 8:00 a.m. and are asleep. Work release PIOC's are expected to attend counts if they have been in the facility for 8 hours. You must stand for counts if you elect to stay awake after returning from a 3rd shift job. *Upon your return to the facility from work release you may request a "sleep-in" for the next standing count with the WH station as you check-in.*

Count is announced via the "all call" system. You must return to your room or the designated area until it is announced that count is "clear". This includes if you are working on institution grounds unless otherwise directed by a supervisor or a Sergeant.

EMERGENCY COUNTS:

Emergency counts are conducted at times other than those specified for formal, standing, or census counts to ensure the immediate accountability of all PIOC's.

When an emergency count is announced, you are to report to your room or designated area, immediately close the door and turn on the lights. You are not to come out of your room or designated area for any reason until the Sergeant announces the count is clear.

DOC ID CARDS

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 approved lanyard.

ID cards shall be worn at all times except:

- In restrictive status housing, control, observation or TLU status.
- In showers.
- In their cell/room/bunk.
- 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.
- 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.
- You may not use another PIOC 's DOC ID at any time.

If you lose or damage your DOC ID card, you may be charged \$3 for a replacement. You must report loss or damage to your card or lanyard to the unit staff immediately.

DRESS AND GROOMING STANDARDS

1. All state issued clothing and personal clothing will be worn in the manner for which it was designed and intended. Form fitting / overly tight or oversized clothing is not permitted.
2. You shall wear your state issued ID around your neck at all times except: in the shower, in cell, actively engaged in exercise activity, at off grounds work or at court or as directed by a staff member.
3. You are responsible for the cost of replacing lost, stolen, or damaged cards or cords. Cords or lanyards provided for use with identification cards issued by work release sites are not to be used for your State issued ID
4. You shall be fully clothed when outside of your room, including undergarments, socks and shoes.
5. Shoes must be worn with socks on, the foot entirely in the shoe, and the shoe tied or secured.
6. Pajamas, robes, or slippers may only be worn outside of your room during the hours of 9:30pm – 6:00 am when going when going to or from the shower / bathroom.
7. Shower shoes may only be worn to/ from the bathroom or in your room.
8. You may not lounge naked or in only undergarments. A cover up and undergarments must be worn in your room.
9. Hair combs, picks, pens, or pencils are not to be worn in your hair.

10. Shower caps and curlers may only be worn in your room and when moving from the hair care room or bathroom. Durags may only be worn in your room.
11. Winter long underwear may only be worn under pants and shirts.
12. Coats, mittens, gloves, hats, caps and scarves may be worn inside only when entering and leaving the building.
13. Sunglasses may not be worn indoors.

CLOTHING SIZE GUIDELINES:

1. Pants: The waist size shall be no more than two inches greater than your actual waist as measured at your hips. The inseam shall be no greater than the measurement from your groin area to the floor. Pants waist line will be worn at or above the waist.
2. Shirts: Sweatshirts, shirts, and t-shirts are sized based on your chest and/or neck measurements. Chest size is measured just below your armpits.

ADMINISTRATION, DINING ROOM AND VISITING:

You shall be properly dressed when entering the Administration, Dining Room, and Visiting areas. Proper attire includes your PIOC ID, green shirt tucked in to your pants, sweatshirt, underwear, State-issued green pants, socks, and shoes or boots. If you do not come with the proper attire, you will be sent back to your room to change.

OFF SITE MEDICAL/DENTAL, OUT COURT ORDER, AND FUNERAL/DEATHBED VISIT:

You must wear your PIOC ID, State-issued greens (shirt and pants) and boots when at these locations.

DUTY TO REPORT ILLEGAL ACTIVITY

STF wants to provide you with a safe place to live. We also want to provide a safe place for the staff and the public. It is your responsibility to help provide a safe environment.

If you see or hear of any illegal activity, you are required to report what you saw or heard to staff. If you do not report the illegal activity, you could receive a Conduct Report and/or be referred for prosecution.

EDUCATION

PIOC who have not earned a High School Diploma, a GED, or a High School Equivalency Diploma, will be required to attend a minimum of two-hours per week of classroom instruction. PIOC may request additional classroom instruction beyond the two-hour requirement. PIOC who have already completed high school or an equivalency diploma, who would like to strengthen their academic competency through additional classroom instruction, may request an Academic Refresher. All education related questions or requests should be sent to STF Teacher.”

EMERGENCY CONTACTS

PIOC Emergency: In an emergency, we may need to talk with your designated emergency contact.

Complete the Offender Emergency Contact Information form, DOC-851, to provide the name, address, and phone number of two family members to be contacted. If you have questions, please contact staff.

Family Emergency: If you or facility staff are notified of a serious illness or death in your family, report the necessary information to verify the emergency to your assigned social worker for any referrals or follow-up needed.

Deathbed or Funeral Visits: You may request to attend either a deathbed visit or a funeral visit of an immediate family member. You must provide your social worker/treatment specialist with the name of the hospital, funeral home or other details. Superintendent approval is required. No out-of-state trips are allowed.

EMERGENCY PROCEDURES

FIRE ALARMS:

1. If the fire alarm goes off, you must immediately leave the building by the nearest exit.
2. Exit locations are posted throughout the facility.
3. You are to assemble outside the building as follows:
 - A Wing – A wing exit door to basketball court
 - B Wing – B wing exit door to basketball court
 - C Wing – C wing exit door to basketball court
 - Remain in this position until you receive further instructions from staff
 - Keep noise levels to a minimum so that everyone can hear staff instructions
4. Follow all staff instructions.
5. An emergency count will be taken.
6. Do not go back into the building until directed to do so by staff.

POWER FAILURE:

1. In the case of a power failure, some operations will continue.
2. During nighttime hours, report to your room and remain there until you receive direction from staff.

TORNADO PROCEDURE:

1. When a tornado warning is announced by staff, immediately report to: PIOC's will report to their assigned cells. Staff will give you further instruction as needed. Do not leave the assigned area until directed to do so by staff.
2. When a tornado warning is issued while driving/riding in a facility vehicle, take immediate cover. The driver should attempt to contact the facility with the assigned cell phone.
3. If you are at work release, follow the directions of your worksite's emergency procedures.
4. If a tornado damages the work site to the extent you cannot remain there you must contact the facility immediately and follow staff direction provided for your return to the facility/DOC.

OTHER EMERGENCIES:

The on-duty staff will determine when an emergency exists. Follow all instructions and directions given by staff.

DRILLS:

Drills will be held to familiarize you with emergency procedures and reporting locations. All drills should be taken seriously and directions followed as if it is a real event.

ESCAPE PRECAUTIONS

Any unauthorized leave from the facility or assigned off-grounds function is an escape. It is a felony punishable by up to five years' incarceration consecutive to your present sentence and a fine of \$10,000.

Leaving the facility or worksite without permission, failure to return from your work release or other off-grounds placement as scheduled, or failure to return from a recreational outing is an escape. If you escape, appropriate action will be taken to obtain your arrest, and you will be referred for prosecution.

The facility boundaries are clearly marked. Movement beyond facility limits without authorization may result in disciplinary action or escape charges. You are responsible for knowing all facility limits.

HEALTH SERVICES/SICK CELL AND LAY-IN

Access to Medical, Mental Health and Dental Services

EMERGENCIES:

Notify any staff member immediately.

An emergency is defined as life threatening and/or needing immediate medical attention.

ROUTINE CONCERNS:

Complete a Health Services Request and Copayment Disbursement Authorization form, DOC-3035. Fold the form as noted in the Health Service Request section and place in the facility HSU box.

COPAYMENT:

A copayment of \$7.50 will be charged for routine requests that result in face-to-face contact initiated by you (patient) when a copayment is required. You will not be refused health care for inability to pay a copayment.

1. You will not be charged for written responses, medication refills, review of medical records, medical emergencies, or work-related injuries. Work-related injuries must be reported to your work supervisor at the time of injury. Upon return to the facility, you must report the injury to the Work Release Coordinator.
2. You will not be charged for contacts with PSU staff.

PIOC-INITIATED REQUESTS INCLUDE:

1. Request for health services by you
2. Request by third parties (others) including:
 - Request for health services on your behalf by a relative
 - Request for health services by an attorney
 - Requests from correctional staff on your behalf

NURSING SERVICES:

Nursing services at STF are available Monday through Friday from 630 am to 400 pm with limited hours on the weekends. Times may vary based on staffing availability.

HEALTH PROFESSIONAL REFERRAL:

1. The nurse will evaluate you and determine the nature of the problem and how it should be treated.

2. A referral for dental, psychological, or further medical care will be made to other healthcare providers (including local physicians, local hospitals, or the UW Hospital) as deemed appropriate by healthcare staff.

MEDICATION AND REFILL PROCESS:

1. All medication must be kept in the original container and locked in your footlocker, drawer or cabinet.
2. Medications may never be sold, loaned, traded or given to another PIOC.
3. To request a refill of your medication, complete a DOC-3035C Medication/Medical Supply Refill Request form. Place the form in the HSU mailbox. You will receive notice of the status of your refill request.
4. Allow seven days for all medication refill requests to be reviewed.
5. Over-the-counter (OTC) medications must be purchased from canteen.

ACCESS TO MEDICAL RECORDS:

To view your medical record or receive photocopies of medical records, you must submit a DOC-3035 Health Services Request and Copayment Disbursement Authorization form to the nurse. You must note on the request form if you want to view your medical record or receive copies. A fee of \$.15 per page will be assessed for copies of your medical records. You will be required to complete a DOC-1163A Authorization for Use and Disclosure of Protected Health Information form before you can receive copies of your medical record.

Upon a request to view your medical record, an appointment will be made for you. You may take notes while you view your record. You are not allowed to remove anything from your medical record.

After your release, you can request your primary care provider obtain your records from the Department of Corrections for continuity of care by sending a release of information to:

Dodge Correctional Institution
Attn: Inactive Central Medical Records
1 West Lincoln St.
PO Box 661
Waupun, WI 53963-0661

SICK CELL AND LAY-IN:

All staff and PIOC's will follow *DAI Policy #309.55.02 "Lay-in and Sick Cell Status"* and *DAI Policy #309.55.01 "Inmate Compensation Plan"*.

Lay-In: A non-paid status indicating you have been excused from your work or program assignment by designated staff until the next day. PIOC's on lay-in will be on room confinement until the start of your next work or program assignment.

Sick Cell: A paid status at an involuntary unassigned rate. Sick cell status must be established by Health Service staff. HSU will determine directions regarding activities for sick cell which will be communicated per form DOC-3332B Medical Restrictions/ Special Needs.

Any illness that prevents you from reporting to your work or program assignment must be reported to Workhouse Sergeant a minimum of 1 hour prior to the start of your scheduled shift.

If you are on work release, you must notify security staff a minimum of 1½ hours prior to the scheduled start of your shift. In the event you become ill less than 1½ hours prior to the start of your shift, you will notify a security staff member immediately to ensure the employer is provided adequate notice.

PIOCs in a sick cell or lay-in status will be required to adhere to the following rules:

1. The on-call nurse will be contacted if your health appears to have deteriorated and you are in need of immediate medical assistance. Contact with the on-call nurse shall also be made in the event staff has any concerns or questions about your health/needs.
2. You must remain in your room with the door closed or at your assigned bed.
3. You may be required to turn in all of your electronics.
4. Unless excused by Health Services, staff will determine if you will report to the dining room or receive an in-room tray.
5. You will only be allowed to leave your room, or assigned bed, to use the washroom, shower, attend meals, in the event of an emergency, or due to change in medical status.
6. You will participate in the formal counts unless medically excused by HSU personnel.
7. If it is determined you have a contagious illness, activities and visitation may be restricted for the safety of others.
8. Sick cell may only be extended on a day-to-day basis with the approval of a health care professional.
9. If you are placed into a sick cell or lay-in status on a Friday, you will remain in that status until the following Monday or until cleared by Health Services.
10. If you are placed in sick cell status as a result of an injury sustained in a job-related accident, you shall be compensated at the rate you were earning in your facility job.

HOUSING RULES AND GUIDELINES

An important part of everyday living consists of how you look, your personal hygiene, and the condition of your living area.

ROOM ASSIGNMENTS/LIVING QUARTERS:

1. A Sergeant will assign you to a room upon your arrival. You are not permitted to select your own roommate.
2. You are responsible for any damage and/or contraband in your room. Therefore, anytime you are assigned a new room, inspect your room as soon as you move in and report damage/contraband to a Sergeant immediately. If you do not report it, you will be held responsible.
3. A padlock, if requested, will be provided for the footlocker. You will be charged \$10 for replacement of a lost or damaged padlock.
4. Room Key
 - You will be issued one key.
 - If you lose or break your room key, or leave the facility upon release with your room key, you will be charged \$10.00 for a replacement key.
 - Inspect your key frequently for damage or cracks.
 - If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge.
 - You must turn your key in to the Sergeants when you leave the facility and pick it up upon returning.
5. Anytime you are assigned a new room, you are responsible for fully cleaning the room you are vacating before you move. You must take all your bedding with you, including sheets, blankets, pillowcases, and towels. **Leave the pillow and mattress.**

STORAGE:

1. Shoes are to be stored under the bottom bunk or in the footlocker.
2. All property, state or personal, must be stored in the wall closet or footlocker other than your radio, alarm clock, fan, and TV.
3. Footlockers may not be lined with any material (newspaper, towels, etc.).
4. Padlocks must be secured to footlockers or drawers at all times.

FLOOR CLOSURE TIMES:

PIOC hallways are closed 10 minutes before each count time. The floors will re-open when staff makes the announcement.

OFFICER STATION CLOSURE TIMES:

The officer station is closed 10 minutes before and after each shift change (6:30 a.m. & 6:30 p.m.), 10 minutes before and after each meal service, and during counts.

INSIDE THE FACILITY:

1. Officer Station is off limits to PIOC's.
2. Only staff may identify persons and authorize entry into the building.
3. Do not loiter in front of Control or in the hallway for any reason.
4. Do not remain in or enter the dining room, visiting room, or kitchen at any time without permission.
5. You may only enter the hallway of your assigned room.
6. Do not prop open any door without staff permission.
7. All socializing is to be done in the dayroom. Dayrooms are open from 6:30 a.m. to 11:00 p.m. Sunday through Thursday and 6:30 a.m. to 12:00 a.m. Friday and Saturday.
8. No personal cups or mugs are allowed in the dining room.
9. Canteen food items are only allowed in to be consumed in your room.
10. Running in the facility is not allowed. You are expected to walk at a normal pace.
11. Notify staff of any items that are broken or in need of repair.
12. You are expected to be seated when using the dayrooms.
13. Razors must be disposed of properly by placing them in the puncture proof container in the designated location.
14. In accordance with the Prison Rape Elimination Act (PREA) standards, an audio tone and announcement notification will be made when a person, who is the opposite gender of PIOC's assigned to a housing unit, enters the unit at the beginning of shift. A posted silhouette is also posted on the officer's station.

FACILITY GROUNDS:

1. There is absolutely no contact with the public. This includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object.
2. You must wear a shirt/tank top and pants or shorts during recreation. The waist line of pants and shorts will be worn at or above your waist.
3. You are not to approach the fence or cross facility limits for any reason.
4. You must stay on the walking track.
5. You must sit at picnic tables in a normal fashion. No sitting on top of the tables, lying on top of the tables, or straddling the bench of the table is allowed.
6. Personal mugs, cups, or bowls are not allowed outside without approval.
7. Do not hang clothes or other articles on any fence.
8. Do not leave the facility grounds for any reason without permission.

9. The gardens and bee hives areas are off limits, unless specifically authorized by staff.

BULLETIN BOARDS:

1. Information such as rule changes, schedules, announcements, appointments, and facility information will be posted. You should look for and read new postings daily. You are responsible for knowing this information.
2. Bulletin boards are located at the following locations: program/dayroom, reading room, & across from the telephone bank.
3. You may not post, remove or alter any material on the bulletin boards.

ROOM REGULATIONS:

1. Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the window of your door.
2. Room/furniture layouts are standardized. You may not rearrange the furniture in your room.
3. Rooms must be kept clean at all times.
4. Beds must be made when you are not sleeping in them.
5. Do not place anything in front, behind or near the door that interferes with opening and closing of the door.
6. The room door must be locked at all times, whether you are inside or outside of the room.
7. Do not tamper with the door lock. Do not put any object in the door to hold it open or keep it from closing completely.
8. Do not tamper with the smoke detector for any reason. Covering the smoke detector's sensors is prohibited.
9. The outlined painted border in your room are used to hang photos of family and friends, cards, calendar and schedules.
10. Posters and cutouts from magazines are contraband and will be removed by staff.
11. Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, bed, footlockers, Intercom speakers, or blinds, by any method. Television antennae are permitted in windows to facilitate reception.
12. Cords, string or other material may not be strung across the ceiling, floors, or walls.
13. Talking to someone outside of your window is not allowed.
14. Do not place anything on the windowsill.

ROOM INSPECTIONS:

1. Room inspections may be conducted at any time.
2. Following a room inspection, you may be provided with a notice that indicates what needs to be cleaned or corrected.

CLEANING SUPPLIES:

1. Cleaning supplies may be obtained from the Workhouse Sergeant.
2. Cleaning supplies may not be kept in your room.

PERSONAL ELECTRONICS:

1. Headphones or earbuds must be on your ears at all times when electronics are in use. Staff will direct you to reduce the volume if the sound is excessive.
2. All electronic equipment, with the exception of tablets, must remain in your room.
3. Tablets may be used in dayrooms and outdoors, but are not allowed to be used during groups, facility or offsite work assignments and project crew assignments.
4. Tablets and headphones/earbuds are not to be used or worn while in hallways or on the phone.
5. All lights, lamps, and electronics (radio, television, fans) must be turned off when you are not in your room.

NOTARY SERVICES:

1. To request notary service, complete an interview request slip and send to the Notary/STF Support Staff.
2. The Notary will schedule an appointment with you to review the documents and determine if the service will be provided in accordance with *DAI 300.00.56 Notary Services* to PIOC's.
3. Do not sign documents prior to your appointment with the Notary.

PIOC ACCOUNTS

The official record of your PIOC account is maintained in the RCI Business Office in Sturtevant, Wisconsin. You are responsible for keeping copies of your disbursement requests and account statements. It is not the responsibility of facility staff to do this for you. You will receive a Trust Account Statement every two weeks. You should review this statement for accuracy. If you have a question or concern about your statement, refer to the Chain of Command section of this handbook. Refer to *RCI/STF 900.30.01 PIOC Spending* for specific account guidelines.

The following abbreviations may be listed in the Account Activity section of your Trust Account Statement.

REG	Regular Account	REL	Release Fund
RS	Release Savings	WR	Work Release
WRS	Work Release Savings	SAV	Savings

OPENING AN INTEREST-BEARING SAVINGS ACCOUNT:

If you currently do not have RS, SAV or WRS accounts, please write to the Office Support Staff requesting a form to open the account. When you receive the form, complete the information and attach the form to your completed disbursement request. No envelope is needed for the disbursement request. Interest is posted to your PIOC account.

TRANSFERRING BETWEEN ACCOUNTS:

You may request to transfer funds between sub-accounts by submitting a disbursement request. No envelope is needed for the transfer of fund requests. The following sub-account transfers may be requested:

1. Transfer from REG to REL
2. Transfer from REG to SAV
 - a. A minimum of \$50 is required to open an account
 - b. Monthly transfers of \$20 or more may be requested
3. Transfer from WR to WRS
 - a. A minimum of \$100 is required to open an account
 - b. Monthly transfers of \$100 or more may be requested
4. Transfer from REL to RS
 - a. A minimum of \$50 is required to open an account
 - b. Monthly transfers of \$20 or more may be requested

CLOSING AN INTEREST-BEARING SAVINGS ACCOUNT:

To close a SAV or WRS account, complete a disbursement request to close the account and transfer the funds to the account the funds originally came from. No envelope is needed for the disbursement request.

Close Account and Transfer Funds from SAV to REG Account

Close Account and Transfer Funds from WRS to WR Account

CHILD SUPPORT:

If deductions are currently being withheld from your account by RCI and you gain employment through the Work Release Program, your employer may also receive an order to withhold child support from your work release payroll check. Deductions will be taken per the court orders by both the work release employer and RCI until a termination order is received in the RCI Business Office. It is your responsibility to contact the Child Support Agency to have them issue a termination order for the RCI deduction. Please have them fax it to the RCI Business Office at (262) 886-3514. Make sure they have your name and DOC # listed on the order.

DISBURSEMENT REQUESTS (DOC-184):

To complete or submit a disbursement request:

1. Be sure all information on the disbursement request is complete and legible.
2. Sign and date the request before submitting.
3. Make sure that you have the correct postage when an envelope is needed to process your request (non-DOC vendor purchases, money to family, or sending documents to court).
4. Attach the envelope to the disbursement request or place the disbursement request inside the envelope.

Authorization/Approval:

1. Disbursement requests are reviewed by designated facility staff.
2. Generally, disbursement requests will be reviewed by facility staff within seven (7) days of receipt.
3. Disbursement requests that are denied by facility staff will be returned to you.
4. Approved disbursement requests are sent to the RCI Business Office for processing.

Processing Your Request:

1. The RCI Business Office reviews your request to determine if your request is allowable and if you have sufficient funds for the purchase.
2. You will receive the yellow copy of the disbursement request for your records.

Types of Requests:

1. Support Requests: Up to \$25 may be mailed to one close family member once per month. Make the request payable to the family and include an addressed, stamped envelope. "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the PIOC's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings. The Superintendent must approve a request to send more than \$25 to a close family member. Provide an explanation for the increased amount along with the disbursement request. If approved, the Superintendent may require you to match the amount of money approved to pay off a court ordered financial obligation.
2. Copies: The cost for copies is \$0.15 per page. Submit a disbursement request to designated facility staff. Indicate the number of copies requested and attach the documents to be copied to the request. Staff will calculate the amount once the copies have been made. An envelope is not needed.
3. Photos: The cost for photographs is \$3.00 per photograph. Make the request payable to the Photo Project.
4. For any other type of disbursement request, ask facility staff for assistance in completing the form.

MONEY TRANSACTIONS:

Money orders or personal checks to be deposited in an PIOC's account must be sent to Access Corrections at the following address:

Secure Deposits-Wisconsin DOC
PO Box 12486
St. Louis, MO 63132

Make payable to Access Secure Deposits and have offenders name and ID on the money order or check (10 Day Hold) and mail with the completed Access Money Order Deposit Slip (available online) (black or blue ink only) to the above address.

Funds may also be deposited into an PIOC's account by going to AccessCorrections.com, by calling 1-866-345-1884 or at Cash Walk-In sites. To find locations, go to CashPayToday.com

Funds are typically deposited into the PIOC's account within three business days. Upon receipt in the RCI Business Office, activity will be posted to your regular account and a receipt mailed to you at the facility. The transaction will also be listed on the Trust Account Statement provided to you by facility staff.

The RCI Business Office or facilities will no longer accept Money Orders, Western Union, or Cashier Checks.

In the event a money order or check is received at the Facility, you will need to provide a postage-paid envelope and the money order/check will be sent to the original sender in the envelope you provide. Facility staff will not forward money orders or checks.

FRAUD:

Any financial transaction performed with the intent to circumvent or avoid payment of any legitimate obligations will be considered a rule violation.

MONTHLY TRANSFER OF FUNDS FOR CANTEEN PURPOSES:

PIOCs who are active on work release the first day of the current month are eligible for transfer of funds from their work release account to their regular account up to the maximum of \$50.00 per week for canteen or regular account spending. The funds must be available in your work release account at the time of transfer. If the maximum amount was not available in your work release account at the time the monthly transfer occurred but funds are now available, submit a Disbursement Request to facility staff to request the remaining balance be transferred within the next two months. Contact facility staff when you think you are eligible for a transfer of funds, but nothing is listed on your Trust Account Statement. RCI Business Office staff will review your account and funds will be transferred if appropriate.

PAYROLL:

Institution payroll is processed BI-WEEKLY. You will be paid for the number of expected hours of work for your work assignment. After payroll has been processed and you receive your biweekly Trust Account Statement, verify that your payroll is correct. If you find any discrepancies, write to the Office Support Staff stating what the discrepancy is. The information will be verified and corrected if needed.

ROOM AND BOARD:

Room, Board and Transportation fees for PIOC's on work release will be deducted as work release compensation and posted to the PIOC's trust account by the RCI Business Office. This may occur after you have been released. Deductions are based on the percentages and limits provided in DAI Policy 309.45.02 PIOC Trust System Deductions. Occasional delays in posting of work release compensation may occur due to incomplete information submitted by the employer or due to workload in the Business Office.

The date of the posting of work release compensation to your account, not the month in which the money is earned, is the date used for determining room, board and transportation charges. This means that if the pay period ends during one month and is not received until the following month, charges apply for the month received

in the Business Office. Note that, due to lay-offs, job changes, etc., you may not be working when your paycheck arrives at the Business Office. You are still responsible for room, board and transportation charges.

RELEASE INFORMATION:

7-14 work days prior to your release from STF, your account will be closed. Your agent determines if you will be released with all of your funds or if your funds will be managed by your agent for reasons noted on the DOC 0015- "Offender Release Authorization". You will also receive further closeout information from the Office Support Staff upon the closing of your accounts.

It is your responsibility to notify your employer of your new address so that they may mail your tax statements to you at the end of the year. All checks, including funds while on work release, must be sent to the RCI Business Office for processing.

The RCI Business Office will hold up to \$50.00 from your funds available 2 weeks prior release to cover purchases not yet received. Day of release a check will be issued for any remaining funds and mailed to agent. **If on work release payroll received after your release may take up to 6 weeks dependent on when funds are received in the business office from employer.**

BUS TICKETS:

At least 45 days prior to your scheduled release, complete an interview request and submit to your social worker, indicating your release date and where you need to go. If you are being released to an out of state placement, information will be sent back to you regarding the amount of the ticket and the procedure for submitting a disbursement request.

PIOC PHOTO SERVICE

Based on the availability of an PIOC photographer, Sturtevant Transitional Facility allows you to purchase photos for family, friends or yourself. This service will be closely monitored and regulated by staff. All facility rules and regulations regarding appearance and visitation will be followed.

STF PHOTO PROJECT

Submit a Disbursement Request filled out as noted below. Only those who submit a disbursement prior to the date will be photographed. Disbursement will be processed after photo opportunity granted. You will be notified when photos will be conducted and called when to report.

You may have digital photographs taken during visits in the visiting room. Photo service activity will be under the general supervision of the Visiting Room Security Staff.

Photo Guidelines:

- You must have adequate funds in your regular account to request to purchase photos.
- A DOC-184 form, made payable to Sturtevant Transitional Facility Photo Project, must be completed and approved by staff prior to obtaining photos.
- The cost of each photo is \$3.00.
- Visitors may not pay for photos.
- Only the facility's digital camera will be used.
- Only you and your approved visitors for that day may be in the picture.
- No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
- Only those photos displaying authorized and acceptable images will be allowed.

- You may stand, sit or kneel for photos.
- Nothing, including sunglasses, may be worn or hung from any part of the body or clothing during photos.
- Nothing may be held in the hands, under the arm, etc.
- You may view the photo image and request one retake if the photo image is not acceptable. The PIOC photographer will delete the rejected photo prior to printing the acceptable photo.
- All photographs will be reviewed by staff to make sure they meet these guidelines.
- Any photo suspected of being related to a Security Threat Group will be forwarded to the facilities Security Threat Group Specialist for review and disposition.
- You may give approved photos to your visitor(s) or take them back to your room.

KIOSKS

LOCATIONS:

A kiosk unit is available in the program/dayroom area.

1. Kiosk use is accordance with *DAI Policy #309.04.01- PIOC Mail*.
2. Kiosks are available when dayroom / common areas are open.
3. You are allowed three 20-minute sessions per day.

LAUNDRY

Reference *STF Policy 900.100.003 Clothing and Linen*

INSTITUTION LAUNDRY:

- The institution laundry is used for laundering and distribution of State-issued clothing and linens.
- You must not use the institution laundry for personal use. This includes your work release clothes.
- You are not allowed in the institution laundry room at any time.
- You are responsible for all clothing issued to you.
- Damaged state-issued clothing and laundry is exchanged on a one-for-one basis. You must turn in an item to receive the same item. Please contact property Sergeant.
- All knots must be removed prior to turning in your sheets
- Upon your release from the facility, you are to return all State-issued clothing and laundry items to the institution laundry.

WASHERS & DRYERS FOR PERSONAL USE: (Limit 4)

Room #135 is assigned as the laundry room. Washers and dryers are available for the laundering of personal clothing. The machines are free to use, you provide your own laundry soap.

PERSONAL LAUNDRY:

- Washers and dryers for personal use are located in Room #135.
- Laundry room will be open during dayrooms hours. Closed between the hours (11:40 pm – 4:30 am). This includes, meal times, count times, and special movement.
- You are responsible to pick up your laundry at laundry room.
- You are responsible to bring laundry soap when wash & dry your dirty clothes.
- Only personal clothes are allowed, no state clothes.
- STF will not be responsible for damaged / lost items.

LIBRARY/READING ROOM

The reading room/library is available to you in room #140.

You have access to an electronic law library. To schedule time for the law library cart please send an interview request to "Law Library – STF Office Support Staff. A Legal Assistance to Institutionalized Persons (LAIP)/ Remington Center Desk Reference is also available. Please review applicable policies regarding the use of USB flash drives and storing legal documents (*DAI Policy 300.00.15 Development and Use of PIOC Portfolio, DAI Policy 300.00.67 Digital Formatted Legal Materials, and DAI Policy 309.15.01 Institution Law Library*).

DAI Policy 300.00.15 Technology allows you to obtain one USB flash drive to store electronic file copies created during your participation in the pre-release curriculum. The policy does not allow you to store any personal documents or legal documents on your flash drive. *DAI Policy 300.00.15* permits you to have digital legal materials, but the legal materials must be received and stored on read-only CD's or DVD's. The use of USB flash drives for legal materials is prohibited.

Reading materials will be accessible to all PIOC's in accordance with DAI and facility guidelines. Use of the library/reading room is available to PIOC's from 1:00pm – 3:30pm Monday through Friday. Saturday 9:00a-11:00a. Loss of, damage to, or failure to return items may result in disciplinary action, including restitution and/or suspension of library privileges. A computer and/or typewriter may be available for use while at the facility. Additional time to use the computer or electronic law library request will be sent to STF Support Staff for approval.

Request for printed material must be pre-approved from STF Support Staff with the use of DOC-184 Disbursement Request. Funds must be available before allowed to print. Any printing completed without approval will be shredded.

LIMITED ENGLISH PROFICIENCY

Limited English Proficiency (LEP) population guidelines of the U.S. Department of Justice require translation of written forms, signs, notices and publications to meet the needs of LEP individuals. Facility staff will request that you identify your primary language at different times while at the facility, consistent with DAI 300.00.61 Limited English Proficiency (LEP) PIOC's policy.

You may request LEP services using one of the following methods (regardless of primary language and/or skills):

1. Submit form DOC-2592 DAI Request for Assistance in Spanish, to staff.
2. Request language assistance in writing in your primary language (may require translation to English to facilitate staff processing of request).
3. Request language assistance verbally in your primary language (may require interpretation into English to facilitate staff processing of request).

MAIL REGULATIONS

Mail content is subject to Administrative Code Ch. DOC 303 and Administrative Code Ch. DOC 309. If violations are discovered, incoming and outgoing mail will not be delivered as specified by Administrative Code Ch. DOC 309.04(4)(c). With the exception of the parties listed in Administrative Code Ch. DOC 309, staff may open and inspect all mail received at the facility.

All mail, sent or received, must be processed through TextBehind or the facility mailroom. Institutions do not accept "Postage Due" mail. Please advise correspondents that the correct postage must be on their mail. A completed DOC238 Consent to Receive Mail form must be on file to receive mail. You may write and receive correspondence from anyone as long as the person has not been denied and the correspondence does not violate federal, State, DOC or facility policies and procedures. There is no limit on the number of letters sent out or received. You may possess up to 25 personal letters at any given time.

Staff may confiscate any correspondence believed to contain contraband. If contraband is found or if there is any other violation of rules, disciplinary action may be taken, up to and including suspension of mail privileges and/or referral for prosecution.

INCOMING MAIL:

1. To avoid delays in the delivery and processing of incoming mail, all correspondence you receive should include your complete incarcerated name, DOC # and facility name as part of your address. Inform those who write you to include this information when addressing any correspondence to you.
2. Mail will be delivered at dinner meal service, you may request mail upon return from you work release if not on site for mail call.
3. If incoming mail is denied, both you and the sender will be notified.
4. If you transfer to another institution, mail received at the facility will be forwarded to you.
5. Prior to your release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of your new address.
6. If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.
7. Legal mail is subject to staff inspection in your presence.

OUTGOING MAIL:

1. The return address on the item you are mailing must include your complete incarcerated name, DOC #, facility name, street address, city, state and zip code. Items without this information will not be mailed.
2. Mail addressed to another PIOC may not be sealed. Any other outgoing mail may be sealed.
3. Outgoing mail may be opened and inspected for contraband.
4. As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system.
5. No drawings are allowed on the envelope or package.
6. Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to STF-Postage may be used in conjunction with the stamp for additional postage.
7. When sending certified, registered, overseas, airmail or other packages, you may submit a DOC-184 for the total amount of postage due.
8. If you do not have sufficient funds to cover the additional postage, the item will be returned to you.
9. If outgoing correspondence is denied, you will be notified.
10. To send a letter by certified mail, attach a DOC-184 payable to STF-Postage. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail.
11. All outgoing mail is to be placed in the facility PIOC mail box.

PIOC-TO-PIOC MAIL:

1. PIOC-to-PIOC mail must be submitted unsealed.
2. Staff will read incoming and outgoing PIOC-to-PIOC mail.

3. Mail with a "Legal Mail" notation on the envelope or its contents, is not excluded from review until staff have verified the claim of legal discussion by reading a portion of the correspondence.
4. If an envelope labeled "Legal Mail" is submitted sealed, it will be opened by staff in your presence.
5. In order to properly identify PIOC-to-PIOC mail, the return address on the envelope must contain your completed incarcerated name, DOC #, name of the facility, street address, and city, state and zip code. Envelopes without this information will be returned to you.
6. If the envelope does not identify the sending PIOC, it will be opened and reviewed by staff to attempt to determine the sender.

PARCELS:

1. All packages, parcels, or any items other than correspondence shall be subject to inspection for contraband. Out-going parcels will be sent out via the commercial carrier UPS.
2. Items that are not permissible are contraband and will be processed in accordance with *Administrative Code Ch. 303 and Ch. 306*.

MEALS AND DINING ROOM REGULATIONS
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MEAL TIMES:

Early Breakfast	6:00 a.m.
Breakfast	6:30 a.m.
Lunch	11:15 a.m.
Dinner	5:00 p.m. (4:50 p.m. on visiting nights)

REGULATIONS:

1. Do not loiter when lining up for meals.
2. You must be in a single file line.
3. Do NOT ask for extra food.
4. You cannot give away or trade food items while in the serving line. If you choose to exchange, it must be done only at your table.
5. If you have a complaint, report it to the Sergeant on duty. Do not direct complaints to the PIOC food service workers.
6. When finished eating, push in your chair, place your tray in the dish room access window, put your utensils in the bucket provided, and leave the dining room.
7. Nothing is to be taken from the dining area back to your room, except one piece of fruit when it is on the menu (must be eaten the same day).
8. Personal mugs are not allowed in the dining area.
9. Condiments are allowed into the dining area during meal times only.
10. You are not allowed to enter the dining area at any time between meals without permission from staff.
11. No food is provided between meals.

RELIGIOUS DIETS:

You must complete and submit a DOC-2167 Religious Diet Request form to the Superintendent to be considered for a religious diet. All sections of the request form must be completed in sufficient detail to ensure the request is clear and complete.

MEDICAL DIETS:

You must receive authorization from Health Services staff for a medical diet. In general, many dietary concerns may be met by self-selection from the standard menu.

EARLY MEAL TIMES:

Early meals are approved by the Superintendent or Captain.

SAVED TRAYS:

Sergeants will determine who is eligible for a saved tray. Staff will assist you in obtaining the saved tray. You may not enter the dining area without staff permission. Dinner save trays will be available for those returning after 5:40 p.m.

BAG LUNCHES:

If you are working off-grounds during a meal time, you will be provided a bag lunch and you are not entitled to a saved tray. You are authorized to receive one bag lunch per meal that will be missed.

PERSONAL HYGIENE AND HAIRDRESSING

You are expected to maintain your personal hygiene. This includes personal cleanliness, grooming, and regular exchange of State-issued clothing, bedding, and the laundering of your personal clothing. It is your responsibility to follow all policies, procedures, and staff directives to meet personal hygiene standards.

BARBER:

1. One haircut per month. Additional cuts \$8.00 if time permits.
2. You should send your DOC-761; request to "Barber" indicating work schedule, preferred time, this is expected to be turned in by Thursdays 4:00pm to the Officers Station.
3. Staff will process and notify you of scheduled time.
4. Missed appointments not approved by staff will count as your one allotted haircut for the month.

BASIC HYGIENE KIT:

Upon arrival at the facility, if you do not have basic hygiene items and you do not have sufficient funds in your account, you may obtain a basic hygiene kit from the Sergeant.

A basic hygiene kit includes:

- Toothbrush
- Toothpaste
- Soap

SHOWER PERIODS:

1. You must shower at least twice per week, unless medically excused. You may be required to shower more often based on your work assignment.
2. Staff may direct you to shower any time it is determined you are creating a health hazard or are offensive to others.

HAIR RESTRICTIONS:

1. No Security Threat Group related haircuts.
2. No sculpting designs, lines, numbers, letters, or symbols.
3. No dying or bleaching.
4. No hair extensions.
5. Shaving of the head must be the total head.

6. Mohawks, punk or new trend street styles are not allowed.
7. Tufts or tails are not permitted.
8. Braiding of your hair must be from front to back.
9. If you arrive at the facility with an unauthorized haircut, you will be required to cut your hair to conform with an allowable haircut.
10. The Superintendent or the Captain will determine the appropriateness of questionable haircuts.

PIOC-TO-PIOC HAIR CARE:

1. You must have staff permission to do another PIOC's hair.
2. Hair care activities will only be allowed in the PIOC bathrooms.

PRISON RAPE ELIMINATION ACT (PREA)

You have the right to be safe from sexual abuse, sexual harassment and report-related retaliation. The Wisconsin Department of Corrections (DOC) values safety – that includes keeping you safe from others while you are serving your sentence. The DOC has zero tolerance for sexual abuse and sexual harassment within its facilities. Sexual abuse and sexual harassment among PIOCs and among staff and PIOCs in confinement is against the law. Violators will be disciplined and may be referred to outside law enforcement for prosecution.

The Prison Rape Elimination Act (PREA) was signed into law in 2003 after unanimous support from Congress and years of pressure from advocates and survivors. PREA extends far beyond the elimination of rape in prison; it is the first federal law to support preventing, detecting and responding to sexual abuse and sexual harassment in all confinement settings.

In response, the Wisconsin Department of Corrections put policies and procedures in place to help keep you safe and to make it possible for you to get help if you've been sexually abused, sexually harassed or experience report-related retaliation. DOC is committed to investigating all reports, offering support to all victims and pursuing discipline for all perpetrators.

Wisconsin Statute § 940.225(2)(h), Administrative Code Chapter DOC 303 and DOC Executive Directive 72 reflect this commitment.

To report any of the above activities, PIOCs may notify any staff person in person or in writing; dial #777 (internal reporting hotline); dial #888 (external reporting hotline); submit a grievance; tell a family member, friend or support person (they may report on your behalf); call local law enforcement. An PIOC pin number is not needed when dialing #777 or #888.

Following an incident of sexual abuse, PIOCs may receive ongoing support from internal services such as a medical provider, mental health provider, social worker or chaplain. PIOCs may also receive support from the community's local sexual assault service provider. They are trained to provide confidential support after sexual abuse. They will listen and provide information and education. Their services are free and not connected to WI DOC. Please note, local sexual assault service providers do not accept reports of sexual abuse. They only provide support. For telephone support please dial #999 (An PIOC pin number is not needed when dialing).

Please refer to your PREA handbook and postings in the facility for more detailed information about sexual abuse, sexual harassment and reporting. If you have lost or misplaced your PREA handbook please request a new one.

PROPERTY

You are responsible for the property in your possession. This section contains only a portion of the rules regarding property. You may refer to the *DAI 309.20.03 PIOC Personal Property and Clothing*, available in the library, for further content and size limitations.

PROPERTY REGULATIONS:

1. All personal property must be recorded on your property inventory form prior to possession.
2. You may not exchange, trade, sell, loan, or give away any article of your personal property.
3. Alteration of State-owned or personal property is not permitted.
4. All property items must be purchased and received directly from a DOC-approved vendor.
5. You may not purchase property via disbursement and have it sent to another location.
6. In the event you are transferred from the facility to another institution, your personal property must be in compliance with the receiving institution's property regulations. Disallowed items may be mailed out at your expense or be destroyed upon your request. ***Only allowed property items will be transferred to the receiving institution.***
7. A disposal fee will be assessed to cover recycling costs associated.
8. The Property Sergeant will process all packages received from the U.S. Mail and UPS.
9. The Property Sergeant will contact you when your property is ready for pick-up.
10. Only property electronics covered by manufacturer warranty can be sent for repair.
11. Electronics (Radios, Televisions, ETC...) shall not be used outside your room.

ITEMS RECEIVED THAT ARE NOT APPROVED:

1. Items received at the facility for you and not approved must be returned to the retail outlet at your expense, sent out on a visit, mailed at your expense to a person on your visiting list within 30 days, or destroyed.
2. Hazardous or dangerous items will not be stored by the facility and must be disposed of immediately.

DAMAGED OR ALTERED PROPERTY:

1. The Property Sergeant controls all records of personal property.
2. If you choose to donate, dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237 form.
3. Lost or stolen property must be reported to staff. Staff will write an incident report and update your property inventory form.
4. You must wait 90 days from the date the item was reported lost before you will be allowed to receive replacement items. Refer to *DAI Policy 309.20.03*.

MONETARY SPENDING LIMITS:

1. The cost of all individual or combination electronic items may not exceed \$350 in value.
2. The cost of prescription eyeglass frames shall not exceed \$125.00.
3. The cost of all other individual items may not exceed \$75 in value.

PRIMARY PROGRAMS

Primary programming will take precedence over any privileges to include work release. Program placement is determined by COMPAS Assessments and/or Classification. Waitlist will be evaluated by Treatment Staff, interviews of potential participants prior to start of program.

STF is a primary program facility and offers the following primary programs:

Adult Basic Education – General Education Diploma, High School Equivalency Diploma, or 5.09 Program

Anger Control Training Program – 14 sessions/twice per week

Cognitive Behavior Intervention – Employment for Adult - 33 sessions/twice or three times per week

Thinking for A Change – 25 sessions/twice or three times per week

RECREATION

The dayroom and common areas of the facility will be open during the following times:

**4:30 am - 7:10 am; after 7:30 count clears - 11:00 am; after 12:30 pm count clears - 4:00 pm;
6:00 pm – 8:55 pm; after 9:15 pm count clears - 11:40 pm.**

*** 4:05 pm-4:30 pm – Isolation or Quarantine - Dayroom time**

INSIDE RECREATION - RECREATION/GAME ROOM/TV ROOM

Inside room assignments and rules:

Room #119-Used as a multi-purpose room. This room is a dayroom and also a programming room. While programming is in progress, dayroom activities will not be allowed. The dayroom can be used for watching TV, reading, and socializing. Sleeping is NOT allowed. You are NOT allowed to put your feet or lay on furniture or walls. Feet must be on the floor while seated.

Room #121-Used as the food prep and clean-up area. There is also an ice machine for use. Inmates may prepare and cook food in this area and are expected to clean-up after. No pitchers are allowed to obtain ice. No chairs are permitted in this area. No headwear, kerchiefs (as sweatbands), hairnets, photographs.(Limit 4)

Room #137-Used as a game room. This room is for playing cards, board games or other piece type games. Do NOT slap dominos cards or any other game pieces. This room is limited to 4 tables and 16 chairs. There is no standing in this room to watch game playing or any other form of spectating. If you are in this area you are expected to be seated. Sleeping is NOT allowed. You are NOT allowed to put your feet or lay on furniture or walls. Feet must be on the floor while seated.

Room #139-Used as an exercise room. There is a TV with DVD player in the room. We offer exercise videos for use in this room only. They can be checked out with the staff and can be used. You may use the equipment, subject to any medical restrictions you may have.

Abuse of recreation equipment may result in a conduct report and restitution for damages.

Horseplay, sparring, shadow boxing, wrestling, practicing martial arts and the use of profane, disrespectful or abusive language is not permitted.(Limit 5)

DINING ROOM:

When utilizing the dining room all inmates will follow the rules set forth in the above section (inside recreation).

1. Musical instruments and hobby items will be permitted in the dining room. **Food preparation is not allowed in the dining room of any type.** You are personally responsible for all items brought into the dining room and for clean-up.
2. Dining room schedule is as follows:
 - a) Monday, Wednesday, Thursday, Saturday and Sunday from 6:00 pm – 9:00 pm, as directed by Workhouse Sergeant.
3. Friday-Sunday movies may be shown and all other activities are not allowed.

OUTDOOR RECREATION: Will be closed during in-person visitation and MR Tuesday mornings.

CLOTHING:

You must wear the proper attire while participating in outdoor recreation. You must wear a shirt or tank top shirt, and pants or shorts and shoes. Being shirtless is not permitted.

RULES:

1. Outside recreation areas will not open until after the outside lights turn off.
2. Outside areas are closed during meal times.
3. Outside recreation will be permitted only when weather allows and staffing levels permit.
4. Outside recreation is restricted to certain areas of the grounds.
5. Outside area will close upon announcement from the control facility for the evening.
6. Recreation may be limited by personal medical restrictions you have.
7. When using the track, you must keep moving forward at all times; there is no loitering on the track.
8. You must stay on the paved track; there is no “cutting across” the track.
9. You shall not have contact with civilians while outside for recreation. If you are seen talking, motioning, or communicating with civilians in any manner, you will be subject to disciplinary action.
10. You must be playing basketball while on the court; there is no sitting or loitering on the court.
11. Food items are not allowed.
12. You must stay within the boundaries of the walking track while at recreation, being outside of the boundaries will be considered escape. Signage posted.

HOBBY AND MUSIC:

1. You must register with designated staff to participate in music or a hobby.
2. You can only be registered for two hobbies at one time.
3. The volume of musical instruments must not be high enough that it can be heard in the hallway.
4. Music and hobby are not allowed in the dayrooms or inside the unit common areas.
5. Please see *DAI Policy 309.36.01 Leisure Time Activities* for more detail.

REENTRY

Reentry Vision Statement:

Promote public safety and offender success from admission to custody through reentry and supervision in the community.

The public is best served if you are not only held accountable for your actions, but also have the opportunity to become a law abiding and successful member of the community when released. The goals of reentry are crime reduction, fewer new crime victims, reduced state and local criminal justice costs, and safer families and communities. To accomplish these goals, reentry programs at the facility are made available to you for participation, such as, but not limited to pre-release curriculum modules, obtaining ID and vital documents, establishing portfolios, parole planning, and JobNet searching.

The Department's reentry initiative means that we engage offenders, as early as possible and challenge them, motivate them, and encourage them to change. Effective offender reentry also includes quality risk assessment and strong supervision practices proportionate to the level of risk to the public safety. We also focus on key factors that help offenders succeed and become law abiding citizens-including employment, alcohol and drug treatment, housing, and positive support from families and organizations.

RELEASE PROCEDURES

Your Social Worker/Treatment Specialist will coordinate your authorized release with you and your Division of Community Corrections Agent.

Prior to your release the following will occur:

1. You must provide your release plan information to your Social Worker.
2. You must sign your Rules of Supervision.
3. You will be informed of the date of your release.
4. Your account may be closed about 14 days prior to your release.
5. You must order canteen or release clothing before the account is closed.
6. If you do not have any clothing to wear upon your release, you may be permitted to have a set of clothes brought in for you to wear on the morning of your release. This must be approved by the Superintendent or Captain.
7. If you are taking a bus home, **you are only allowed to bring one box with you on the bus.**
8. You must mail out your remaining property before your account is closed.
 - a. Sergeants/Officers will help you pack and mail your property.
 - b. Sergeants/Officers will pack your remaining property the night before your release.
9. Your picture will be taken before you are released.
10. You will be asked to provide a forwarding address.
11. On the day of your release, you will be given your release check if one is available, otherwise you can expect funds through your agent (if on Extended Supervision) or it will be sent directly to the address the Business Office has on file. You will also be given your personal property (ID, driver's license, birth certificate), if you have any.
12. Release will not occur prior to 9:00 a.m. day of release, unless release to Bus, Train, or Airplane transport.
13. You will be given a ride to the bus on the day of release (if needed).

RELIGIOUS PROGRAMMING

Religious practices must comply with *DAI 309.61.01 Religious Beliefs and Practices*.

STF does not employ Chaplains, RCI provides this service. You may contact the Captain with your questions. Volunteers assist with a variety of services and studies. Check the facility bulletin boards for religious services and times.

You are not allowed to lead or conduct a religious service or study group.

SECURITY MONITORING

SURVEILLANCE OF PIOC ACTIVITIES:

DAI 306.00.01 Electronic Monitoring Surveillance establishes guidelines for the electronic monitoring and recording of PIOC activities without your awareness. It does not apply to staff observations, exposed cameras, intercoms, or other monitoring systems of which PIOC should be reasonably aware.

Through this form of surveillance, the institution will gather information on PIOC activities that may jeopardize institution security. These activities may include drug dealing, gang and disruptive group activity, or other illicit activity. Information gathered may be used in any fashion deemed appropriate by the DOC, the facility, or law enforcement authorities including, but not limited to, administrative action, due process, program review, parole hearings and criminal prosecution.

SEARCHES:

1. Strip Searches
 - A full strip search of your person can be conducted at any time, either randomly or for cause in accordance with *DAI Policy 306.17.02*.
 - Work release / off-grounds / project crew workers will be subject to a full strip search upon return to the facility. Off-grounds workers will be subject to full strip search upon reporting to work at Medium facility or grounds.
 - A strip search is done for the security of the facility, NOT to embarrass or ridicule you.
2. Pat Searches
 - A pat search may be conducted at any time, either randomly or for cause.
3. Room Searches
 - A room search may be conducted at any time, either randomly or for cause.
 - Any contraband found will be removed from your room.
 - You will receive written notification of any confiscated items.

URINALYSIS (UA) / BREATHALYZER:

- Urine and breath tests will be conducted at any time, on a random or for-cause basis in accordance with *DAI Policy 306.17.01*.
- If you are unable to submit a urine sample, you will be provided a set amount of water and a limited amount of time to produce a urine sample. You will be required to wait in a designated area during this time.
- You may request a confirmation test if UA results are positive.

SECURITY THREAT GROUPS

Security Threat Group activity in any form is prohibited. If you are found to be in possession of, wearing, manufacturing, or distributing any gang-related materials or participating in gang-related activities, you will be issued a conduct report.

Examples of security threat group activity include but are not limited to the following:

1. Wearing any item of clothing that symbolizes a gang, whether by color or design.
2. Haircuts and braiding which incorporate gang symbols or signs.
3. Possession of any written or printed material that details the code of ethics or dogma of a gang, or other group, not specifically authorized for membership within this facility.

SMOKING / USE OF TOBACCO PRODUCTS

All Division of Adult Facilities are smoke-free and tobacco-free facilities and recognize tobacco products and smoking materials, in any form, as contraband. The possession and/or use of tobacco products and smoking materials are not allowed while on facility grounds or at any off-grounds activities in accordance with the *DOC 303 guidelines*.

SOCIAL MEDIA ACCOUNTS

DAI Policy #300.00.82 – PIOC use of social media states: PIOC shall not create, maintain, update or develop any type of web-based social networking, social media or internet-based website directly or indirectly, including but not limited to; Facebook, Twitter, Myspace, YouTube, etc. This includes using third parties to assist in participating in the aforementioned.

SUICIDE PREVENTION

Suicide Rates in the Community

Although a relatively rare occurrence, suicide is the eleventh leading cause of death among Americans. Unfortunately, suicide rates in Wisconsin are about 8% higher than the national average (about 12.5 per 100,000 persons per year). More concerning, suicide rates among individuals under age 25 in Wisconsin are *one third* higher than the national average. The reasons for higher suicide rates in Wisconsin are not clear, although some researchers believe that the northern latitude and the greater variation in sunlight between winter and summer play a role.

Suicide Rates in Prison

Suicide in prison occurs at a higher rate than in the community. Overall, it is the third leading cause of death in prison, behind natural causes and AIDS. Over the past eight years, Wisconsin prisons have experienced a high rate of completed suicides, averaging six per year.

Yet suicides are only part of the problem. For every suicide in prison, there are many more attempts that do not result in death. These attempts have considerable cost in terms of psychological distress to those who make the attempt or witness it, physical injury, the need for medical care, and disruption of a housing unit.

When do Inmates Attempt Suicide in Prison?

The times of highest risk for an inmate to attempt suicide are:

- when receiving bad news in the mail, such as a “Dear John” letter or court papers that deny an appeal;
- after a phone call with a spouse or loved one where there was an argument, talk of a breakup, or threat of divorce;
- when housed in Segregation (“the hole”) for alleged misconduct;
- when fearful of other inmates over Security Threat Group issues or repayment of debts;
- when feeling depressed, hopeless, or trapped;
- after stopping medication that is needed for emotional problems;
- when feeling strong guilt about past behavior or crimes;

- when in extreme conflict with staff and feeling unfairly treated;
- when feeling very angry and wanting revenge.

Warning signs of Suicide

Studies show that in the majority of inmate suicides, some type of warning or sign was given to other inmates or staff in the preceding days. Warning signs could include:

- talking or writing about death, dying, or suicide;
- making indirect references to suicide (“I won’t be here when you wake up”);
- giving away possessions or writing a will;
- saying goodbye or making unexpected apologies;
- saving or stockpiling medication;
- becoming isolated or withdrawn.

Why is Suicide Preventable?

Many suicides are preventable for two simple reasons. First, most people give some type of warning sign prior to their suicide attempt. If others are sensitive enough to these signs, the problem can be discovered before it is too late. Second, strong suicidal feelings are almost always temporary. Given enough time, nearly everyone contemplating suicide changes their minds. Situations change, strong feelings calm down, and unexpected solutions can be found.

What Do You Say?

If there is another inmate whom you suspect is suicidal, here are some tips on how to respond.

- If you know the other inmate, make a friendly inquiry about how he is doing.
- Be direct. Talk in a matter-of-fact manner about suicide if the topic comes up. Don’t act shocked.
- Be willing to listen. Don’t debate whether suicide is right or wrong, or lecture on the value of life.
- Don’t dare him or her to do it.
- Don’t be sworn to secrecy.
- Contact staff at the earliest possible moment. If you believe an attempt is coming soon, contact staff right away, because even a few moments can make a big difference.

About Contacting Staff Members

- You can report information confidentially so that your name is not involved.
- If the troubled inmate denies any problems, you will not be disciplined for lying.
- If the troubled inmate does admit to problems or suicidal feelings, he will not be disciplined for this. It is possible that he will be placed in observation status for a short time, depending on whether the psychologist thinks it is necessary.
- If you hear that another inmate has received bad news, please let us know so that we can check in and offer help.

How Many Lives are Affected?

Remember that if you help to save one life from suicide, you are helping many other lives as well. It is estimated that every suicide profoundly affects the lives of at least six others who know, care about, or love the deceased. This includes children and significant others.

POC-47A (3/2007)

TELEPHONE PROCEDURES

You may only communicate using approved methods. Use or possession of a cellular phone or unauthorized telecommunication device and using any communication device located at a worksite is strictly prohibited.

A Social Worker/Treatment Specialist may authorize special or emergency calls. A fee of .10 cents per minute will be charged to you based on the specific circumstances.

PIOC telephones are provided for your use and are subject to the following rules:

1. All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
2. Collect calls are charged to the party you contact.
3. ICSolutions administers the pre-paid accounts for family and friends for the telephone service provider.

You may request to add funds to your calling account with ICSolutions after you are enrolled. Funds will be available to you after the business office processes your request. The phone system allows you to have one open funding request at a time. Requests to add more funds than are available in your WICS account, will be reduced to the nearest whole dollar amount. The phone system will provide you with your current balance.

To add funds, you will:

- Press 5 for Commissary and Debit Time Purchases
- Enter your PIN (PIOC number + 4-digit passcode you chose during enrollment) followed by the # sign
- Press 2 to purchase debit calling time in whole dollar amounts.
- Enter the amount in whole dollars followed by the # sign.
- The system will repeat what you entered, press 1 to confirm or 2 to re-enter.

Family and Friends Account Funding

Family and friends can establish a pre-paid account that allows them to accept calls. That can be done online at <https://ICSolutions.com> or over the phone at 1-888-506-8407 or with a cashier's check or money order through the mail at:

CenturyLink / ICSolutions
Attn: Customer Service
2200 Danbury Street
San Antonio, TX 78217

ICSolution Refunds

Refunds will only be processed by the vendor upon release. You will be provided the vendor's contact information and you should expect 2-3 weeks for processing. You will deal directly with ICSolutions.

RESTRICTIONS:

1. You are not allowed to make three-way telephone calls.
2. You are not allowed to make calls during mealtimes.
3. You are not allowed to make harassing or nuisance calls.
4. You are not allowed to have a calling card or to have calling card numbers in your possession.
4. Call length is limited to 20 minutes each.
5. After a completed call you will have to wait 20 minutes to place another call.
6. You are not allowed to use other inmates phone account to complete phone calls.

MESSAGES:

Telephone messages will be taken for family related emergencies.

ATTORNEY TELEPHONE CALLS:

Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded. All attorney calls not placed through the collect call system must be coordinated through your Social Worker/Treatment Specialist.

TELEPHONE PROBLEMS:

If your friend or family member is experiencing problems receiving phone calls from you, please have them contact ICSolutions online at <https://ICSolutions.com> or over the phone at 1-888-506-8407.

VISITING REGULATIONS

The DOC encourages visitation of an PIOC's family and loved ones to maintain close and constructive family and personal relationships and support. Your visiting list and visiting procedures are regulated by the *Administrative Code 309.12* and *DAI 309.06.01 Visiting*.

VISITING HOURS:

Tuesday: 6:00pm to 9:00pm

Saturday & Sunday: 1:00pm to 4:00pm

Holidays: 1:00pm to 4:00pm

Note: Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours

HOLIDAY VISITS:

1. You will be allowed visitors on recognized holidays.
2. If a holiday falls on a Tuesday, there will not be any evening visits.
3. STFS recognizes the following holidays for visiting purposes:
 - New Year's Day January 1st
 - Martin Luther King Day Third Monday in January
 - Memorial Day Last Monday in May
 - Independence Day July 4th
 - Labor Day First Monday in September
 - Thanksgiving Day Fourth Thursday in November
 - Christmas Eve December 24th
 - Christmas Day December 25th
 - New Year's Eve December 31st

VISITING RULES:

1. All visitors must complete the DOC-176 Request to Visit Offender form and successfully clear through the metal detector before being allowed access into the visiting area.
2. You are not permitted to pass or receive items during a visit without authorization from staff.
3. You are allowed to embrace once at the beginning and once at the end of the visit.
4. You are required to sit directly across the table from your wife, girlfriend, fiancé or significant other.
5. You and your visitor(s) must keep both hands above the table at all times.
6. Visitors leaving the visiting areas are not allowed to re-enter the building on that given day.
7. You are not allowed to go back to your room.
8. No personal mugs, cups or bowls are allowed on a visit.
9. Parents are responsible for supervising their children during visits. If you have children or your family brings children, you are required to keep the children under control at all times. If staff feels that you are not

keeping minor children under control, your visit will be terminated and/or those children may be temporarily suspended from visiting again.

10. An adult must accompany any visitor under the age of 18.
11. Visiting with another PIOC's visitor is not allowed.
12. Visitors are required to use the designated bathroom facilities. PIOC's are not to enter those bathrooms for any reason.
13. You must use designated PIOC bathrooms with permission of staff.
14. Dropping off packages, paperwork and containers will not be allowed during visits.
15. Purses and diaper bags are not permitted inside the facility. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a paper or plastic bag.
16. No property items for PIOC's may be brought in on visits.
17. No money orders or certified checks are to be brought in on visits.
18. Visitors are not allowed to bring in any food, beverages or smoking materials.
19. No personal property (including cellular phones, pagers, PDA's, electronic devices or cameras) are allowed in the facility except for baby supplies.
20. Changing of infant diapers is only allowed in the designated visitor bathroom.
21. You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
22. The use of offensive, loud, or vulgar language will result in the termination of your visit.
23. People not allowed to visit shall not sit out in the vehicle or remain on state grounds.
24. Animals shall not be left in vehicles while your visitor is visiting.

SPECIAL VISITS:

1. Intended as a one-time visit only.
2. Individuals that will visit regularly must be added to your visitor list.
3. Requests for special visits must be submitted on the DOC-1115 Special / Extended Visit form to the Social Worker/Treatment Specialist at least 10 working days in advance of the visiting day and specify the exact date of the visit. Exceptions may be approved by the Warden/Superintendent.
4. Out of State visitors will need to send copy of their driver license to for processing.
5. Minors will not be permitted on any special visits.

VIDEO VISITATION:

ICSolutions will be made available to family and friends to schedule video visitation. Times are blacked out during in-person visitation, to ensure proper monitoring.

There are two video monitors near the STF Administration Area which will be utilized for these visits. (1) video monitor is ADA compliant and is wheelchair accessible. No chairs are to be placed near the monitors.

Your family and friends will be able to schedule visits via www.icsolutions.com with their registered account.

To schedule and participate in ICSolutions video visitation, family and friends must be on the DOC approved visitor list. They must also have registered an account with ICSolutions and schedule their video visits at www.icsolutions.com.

A specific Party ID is required on the registered account. Institutions will provide persons in our care the specific Party ID along with the names as listed on the approved visitor list.

Family and friends may begin registering at www.icsolutions.com once they are provided their party ID by the PIOC. A visitor should only have one party ID, even if visiting multiple PIOC.

The information registered on the ICSolutions account must match the information exactly as submitted on the approved WI DOC visitor application.

VOLUNTARY PROGRAMS

1. Only facility-approved volunteers may facilitate groups, meetings or services.
2. Participation in religious and therapeutic activities is voluntary.

WORK RELEASE

The primary goal of the Division of Adult Facilities is to prepare you for release to the community. Facilities with work release is to help you obtain employment that will allow you to develop good work habits, pay your obligations, develop work history, establish job references and save money for release. A monitoring period is required prior to obtaining approval for work release as well as any other requirements according to *DAI 324.00.01*. This allows us to monitor your work habits and make an evaluation when placing you on work release. Remember, work release is a privilege. Amongst other criteria, the facility staff evaluate your risk for placement in the community by considering the following: your offense history, risk assessment, conduct history, length of sentence, and victim concerns. Other factors, such as the local job market, your individual work skills, and your willingness to work, also play a vital role in your placement on work release.

WORK RELEASE AGREEMENT:

To participate in work release the work release coordinator will require you to sign the following:

1. A DOC-371 Offender's Statement of Financial Obligations form.
2. A DOC-372 Work Release Agreement form to indicate your agreement with the rules and regulations.

WORK RELEASE GUIDELINES:

1. You must have a minimum community custody classification to be eligible for work release.
2. The Superintendent must grant final approval for participation unless your case requires Warden approval.
3. You may not terminate your employment (quit your job), without the prior approval of the Work Release Coordinator.
4. You may not absence yourself from your employer without notice to the Work Release Coordinator.
5. You must sign and obey all work rules of the employer.
6. Being approved for the work release program does not guarantee you a work release job.
7. To the degree possible, the Work Release Coordinator will attempt to match your skills to available jobs.
8. The Work Release Coordinator will assist you in arranging job interviews; you may not make appointments without the consent of the Work Release Coordinator.
9. Going off grounds for interviews is subject to facility staff and transportation availability
10. You must sign in and out whenever leaving for or returning from work.

REQUIRED IDENTIFICATION FOR WORK:

Two forms of identification are required by federal law and may include the following:

- Driver's License
- State ID
- Social Security Card

If needed, the Work Release Coordinator or the Employment Support Specialist may assist with obtaining these documents.

WORK RELEASE CLOTHING/EQUIPMENT:

1. You must provide your own clothing for work release.
2. The work release coordinator may assist you in ordering clothing.
3. You have 60 days from the date you start working to order work-related clothing.
4. State-issued clothing, jackets, and boots are not authorized for work release once you are given the opportunity to purchase clothing.
5. Equipment and specialty clothing purchased for work release must be kept at your job site.
6. Per policy if you are no longer in a work release position you must send out work release specific clothing or it will be deemed contraband.

DAI HANDBOOK REFERENCES – GENERAL POPULATION

Accounts (funds)	28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)] 38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits) Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments Wisconsin Statutes s. 301.31 – Wages to prisoners Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison Wisconsin Statutes s. 303.065(5) – Work Release Deductions Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision Wisconsin Statutes Ch. 767 – Actions Affecting the Family Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges Wisconsin Statutes s. 973.042 – Child Pornography Surcharge Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge Wisconsin Statutes s. 973.045 – Crime Victim Witness Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge Wisconsin Statutes s. 973.05 – Fines Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments Wisconsin Statutes s. 973.06 – Costs Wisconsin Statutes s. 973.20 – Restitution 1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose. Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints
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	<p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p> <p>Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee</p>
2017 WI Act 89 Requests	<p>Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities.</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)</p> <p>Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services</p>
Canteen	<p>Wisconsin Statutes s. 301.27(2) – Vending Stands</p> <p>Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients</p> <p>Wisconsin Administrative Code s. 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose</p> <p>Wisconsin Administrative Code s. 309.52 – Canteen</p> <p>Wisconsin Administrative Code s. 316.04 – Copayment</p>
Classification Corrections Compact	<p>Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
Compensation (I/M)	<p>Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal</p> <p>Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use</p> <p>Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement</p> <p>Wisconsin Administrative Code s. DOC 309.55 – Compensation</p> <p>Wisconsin Administrative Code Ch. DOC 313 – Prison Industries</p>
Complaints (I/M)	<p>WI Administrative Code 303 – Discipline</p> <p>WI Administrative Code 310 – Complaint Procedures</p>
Contraband	<p>Wisconsin Administrative Code Ch. DOC 303 - Discipline</p>
Count	<p>Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count</p>
Digital Legal Materials	<p>Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)</p>
Discipline (I/M)	<p>Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats</p> <p>Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program</p>

DNA Collection	Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision
HSU Access to Care	Wisconsin State Statutes s. 301.03 General Corrections authority National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014
HSU Co-Payments	Wisconsin State Statutes s. 301.03 General Corrections authority Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Hygiene/Hair	Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene
Interstate Transfers	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Lay In / Sick Cell	Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 316 – Copayment
LEP	Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency Federal Title VI, 42 U.S.C. s. 2000d, et seq 28 C.F.R. s.42.104
Law Library	Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix) Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying Wisconsin Administrative Code s. DOC 309.155 – Legal Services
Legal Loans	Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases) Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports) Wisconsin Statutes s. 809.62 – Rule (Petition for review) Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents

Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages
Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect
Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment)
Wisconsin Statutes s. 974.06 – Postconviction Procedure
Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post conviction DNA testing for certain evidence)
Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail
Wisconsin Administrative Code s. DOC 309.155 – Legal Services
Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds
Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures

Library
Law 101-336

American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public

American Library Association (ALA) – Library Bill of Rights
American Library Association (ALA) – Freedom to Read Statement
American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)
Wisconsin Administrative Code s. DOC 309.02 – Definitions
Wisconsin Administrative Code s. DOC 309.04 – Inmate mail
Wisconsin Administrative Code s. DOC 309.05 – Publications

Mail

Wis. Stat. §19.31
Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband
Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail
Wisconsin Administrative Code s. DOC 303.72 – Major penalties
Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition
Wisconsin Administrative Code s. DOC 309.02 – Definitions
Wisconsin Administrative Code s. DOC 309.04 – Inmate mail
Wisconsin Administrative Code s. DOC 309.05 – Publications
Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose
Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying

Marriages

Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministration
Wisconsin Statutes Ch. 765 – Marriage
Wisconsin Statutes Ch. 767 – Actions Affecting the Family
Wisconsin Administrative Code s. DOC 309.06 – Visitation
Wisconsin Administrative Code s. DOC 309.08 – Visiting List
Wisconsin Administrative Code s. DOC 309.10 – Special Visits
Wisconsin Administrative Code s. DOC 309.20 – Personal Property
Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices

Meals

Wisconsin Administrative Code s. DOC 309.23 – Food
Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids

Medications

66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140
Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training
Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01and Medication Services, P-D-02

Name Changes (I/M)	Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
Notary Services	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Statutes s. 20.919 – Notary public Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property Wisconsin Statutes s. 706.07 – Uniform law on notarial acts Wisconsin Statutes s. 782.04 – Petition; contents Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages
Observation Placements	Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act Wisconsin Administrative Code Ch. DOC 311 – Observation Status
Phone Calls Incl. Atty and International	Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Programming	Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need Assignment Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.40 – Clothing Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices, Property and Diets	Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministrations Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 303.35 – False names and titles Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice Wisconsin Administrative Code s. DOC 309.23 – Food
Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area

Searches	Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution Wisconsin Administrative Code s. 306.17 – Search of Inmates Wisconsin Administrative Code s. 309.20 – Personal Property <u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Sex Offender Notification	Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law
Social Media Use (I/M)	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Urinalysis Testing	Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs Criminal Justice Drug Testing Act May 1990 Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings
Work Assignments	Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Visiting	Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate Wisconsin Administrative Code s. 306.18 – Search of Visitors Wisconsin Administrative Code s. 309.02 – Definitions Wisconsin Administrative Code s. 309.06 – Visitation Wisconsin Administrative Code s. 309.07 – Conduct During Visits Wisconsin Administrative Code s. 309.08 – Visiting List Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates Wisconsin Administrative Code s. 309.10 – Special Visits Wisconsin Administrative Code s. 309.11 – No-Contact Visiting Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges
Voting	Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors Wisconsin State Statute 301.03(3a) – General Corrections Authority Wisconsin State Statute 973.09(4m) - Probation Wisconsin State Statute 973.176(2) - Voting 2005 Wisconsin Act 451 – Relating to Administration of Elections

DAI HANDBOOK REFERENCES – ADDITIONAL REFERENCES FOR MINIMUM SECURITY FACILITIES
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Community Service Release Provisions	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Offsite Authorization	Wisconsin Statutes s. 303.065(2m) – Work release plan for prison inmates

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Project Crew
Release Provisions

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

Work and Study Release

Wisconsin Statutes s. 303.065 – Work Release Plan for Prison Inmates
Wisconsin Administrative Code s. DOC 303.72 – Major penalties
Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition
Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing
Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses
Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds
Wisconsin Administrative Code s. DOC 309.52 – Canteen
Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release
Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision